



Undergraduate Program in Chemical and Biochemical
Engineering
Rutgers, The State University of New Jersey
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Piscataway, NJ 08854-8058

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INTERNSHIP PROGRAM

14:155:495

Internship Program

What is the internship program?

The internship program allows you to take an apprenticeship-engineering job in industry during the pursuit of the B.S. degree in the discipline.

What are the requirements?

The internship program requires: (1) the approval of the Undergraduate Director; (2) good academic standing (≥ 2.5 GPA required); (3) a written report from the student upon completion of the internship work experience; and (4) a brief evaluation of the student's work from the immediate internship supervisor upon completion of the work experience (the evaluation must be sent directly to the Undergraduate Director).

Students must complete and return the registration form to the Undergraduate Office before special permission numbers will be issued for registration.

How many credits are allowed?

Students earn one credit for one month of full-time work and two credits for two months of full-time work. The course number for internship is 14:155:495 and is offered in both fall and spring semesters.

How do I look for a internship position?

You are encouraged to look for the internship position on your own. However, you can also meet with your advisor to ask for leads. Positions are e-mailed to students when available. You can also contact Career Services.

Should I participate in the internship program?

If you prefer experimental and practical work to theoretical work, and if you like to work with people (or seeking the experience of working with people), this is the experience for you. If you need money to pay for your education, participation in the internship program is a way to help alleviate your financial problems. Employers and graduate schools value this experience.

Can I get a job on campus for internship credits?

In general, no. Internship credits are those earned from industrial jobs. If you are interested in doing research, register for Department sophomore, junior, or senior research. These do not count as internship credits.



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Internship Registration 155:495

_____/_____/_____
Name of Student I.D. Number Date

E-Mail address or phone number where you can be reached during Co-Op

Credits: _____

Index No.: _____

Semester: [] Fall [] Spring Year _____

Internship Dates: _____

Name of Internship Company and City and State: _____

Name of Immediate Supervisor: _____

Telephone Number: _____ E-mail Address: _____

Please briefly describe your internship. What duties will you be performing? Please use the back of this form if necessary.

Signature of Undergraduate Director _____ Date: _____

Signature of Immediate Co-Op Supervisor _____ Date: _____

**PLEASE BRING THIS FORM TO THE UNDERGRADUATE OFFICE IN
C-226 FOR A SPECIAL PERMISSION NUMBER.**

For Office Use Only

Special Permission No.: _____ Date: _____

Number of Credits

1 credit = 1 month of full-time work hours

2 credits = 2 months of full-time work hours

Helpful Hint: Please submit proof of your work schedule/hours with your registration form.

Internship Report Format

-Title page

-Table of contents

-Executive summary

-Discussion

-Findings and conclusions

-Laboratory learning experiences and design experiences

-Safety training received

-Citations

-Pages numbered

Helpful Hints: Your internship must be scientific in nature and so must your internship report. It must be similar to a lab report and NOT a journal entry and should include graphs, charts, statistics, analysis of your work, etc.

Supervisor Evaluation

-No format required.

Helpful Hint: Many supervisors submit a copy of the company's evaluation.

8/15/18