Chem Eng Department Approval of an Internship for Class Credit

This form is available at http://chemicalengineering.byu.edu/internships

Department and University Policies:
1. Internships must be technical and in the field of Chemical Engineering to get credit. For international students the employer must be a recognized engineering company because of U.S. visa requirements.
2. Dean Wheeler, the current internship coordinator, must approve the internship for credit. That’s what this form is for.
3. You get 1 credit hour for every 400 hours of on-the-job experience (10 weeks of 40 hrs/wk).
4. A maximum of 4 credits of ChEn 199R and ChEn 498R, and other “experiential learning” courses is allowed towards graduation requirements (see dept. website).
5. You must register for ChEn 199R during the semester or term corresponding to the start of the internship. You cannot get credit for an internship that you have done in the past – no exceptions.

Procedures
1. Go to the College Internship Website https://sot.et.byu.edu/advisement/internships and follow the instructions. Make sure you complete them well before your start date. The critical steps are:
   a. Check with the University to see if there is a master agreement in place with the company: 
      https://gamma.byu.edu/ae/prod/internship/cgi/internshipProviderSrch.cgi?search_mode=lookup
      Search the company name. If it is there, click on the agreement number to see which locations are covered by the existing agreement. If there, click on the agreement number to see which locations are covered by the existing agreement. If there is not a completed master agreement for your company and location, get one at 
      https://sot.et.byu.edu/sites/default/files/advise/InternshipMasterAgreement1Jun11.pdf
      You are responsible to have the company complete this legal document and return it to the College Internship Office (250 SNLB).
   b. Learn what technical work you will be doing at the company and the number of hours. Complete the information below, and bring it Dr. Wheeler to get his signature. Please come during regular office hours (posted by office door, 350H CB) and you will not need an appointment.
   c. Complete the College’s “Initial Information Sheet” available on the internship website.
   d. Complete the online “Pre-Registration University Form.” The link to the form can be found on the internship website under step 4.
   e. Stop by the Internship Office in 250 SNLB (801-422-1818, sot_advisement@byu.edu). They will help you complete the registration process; you do not need to make an appointment.
2. If for any reason you decide to cancel your internship after you are enrolled in ChEN 199R, you must immediately contact the college internship office to make arrangements to drop the class.
3. At least twice during your internship you will receive an email from the College asking you how things are going. Responding to these emails is a requirement.
4. At the end of the internship, you will need to complete a student evaluation of the employer, and write a 1-2 page report on what you did and what you learned. Send these to the College, who will share the report with Dr. Wheeler. Remember: no report, no passing grade, no credit for ChEn 199R.

Name: ___________________________ email: ___________________________

BYU ID #: ___________________________ Phone: ___________________________

Internship provider: ___________________________

Contact person: ___________________________ Phone: ___________________________

Dates of internship: ___________________________ to ___________________________ Place: ___________________________

Estimated hours: ___________________________ Desired credit hours: ___________________________