



L E MLI E F ELLI LC
 DF F D A DF F D
 E IILD
 F A F I A DF F D

ISYE 3398 Internship Agreement

The purpose of the internship is to give the student academic skills and competences as well as organizational and personal knowledge regarding the field of Industrial and Systems Engineering.

Semester _____ **Year** _____ **Student ID#** _____

Student Name _____

E-Mail _____

Telephone # _____ **Major** _____

Organization Name _____ **Internship Title** _____

Name of Supervisor _____

Supervisor E-Mail _____

Telephone _____ **Location:** _____

City & State

Faculty Adviser Name: _____

Faculty/Staff E-Mail: _____

Beginning Date: _____

End Date: _____

Number of hours per week at site: _____



L E MLI E F ELLI LC
 DF F D A DF F D
 E IILD
 F A F I A DF F D

SITE SUPERVISOR RESPONSIBILITIES:

Prior to meeting with the faculty adviser, the Site Supervisor must identify the following and discuss it with the intern (student):

1. **Learning Goals:** List three learning goals related to the Industrial and Systems Engineering (ISyE) profession.

1. _____
2. _____
3. _____

2. Job Description

confirms that most

involves ISyE work.

The Site Supervisor

3. Site Supervision and Evaluation

submitting the Intern Evaluation Form within seven days of receiving it electronically via email from faculty adviser. This evaluation is worth 25% of the course grade.

4. Communicating Changes and/or Concerns: If the interns responsibilities have significantly changed and/or if the organization or internship site supervisor has concerns about the intern, it will contact the Faculty adviser. Reasonable effort will be made to advise and mentor the intern and provide an opportunity for the intern to improve or address the concern.

STUDENT RESPONSIBILITIES:

The student will, turn in, work according to the designated schedule and the instructor will grade the work and provide proper feedback. The graded work consists of 1) Monthly written reports addressing the objectives for that month, what was achieved, and a reflection on what was learned. 2) Final oral presentation and written report.

Be sure to read the Syllabus, Course Schedule, Grading Rubrics, and Assignment due d2 2 retTEpn(G(n For(0m)JTEQ02 02 2 re