



INTERNSHIP: FOR CREDIT

1. Student contacts a professor who serves as the academic sponsor of the internship and who approves the plan of work.
2. Student completes the [Internship Work Plan](#) form with the employer sponsor of the internship.
3. Student returns both forms to academic advisor and completes internship survey.
4. Academic advisor enrolls the student in CHEE 493.
5. Student writes a report on the internship detailing accomplishments and experience and submits the report to academic sponsor to review.
6. Academic sponsor submits internship report to academic advisor to keep on record.
7. Advisor maintains spreadsheet with all students enrolled in internship for credit.
8. Maximum amount of credit allowed for internship – 3 units. Internship credit can be substituted for an engineering or technical elective.

REQUIRED FORMS AND DEADLINES

1. [Internship Work Plan](#) – copy sent to academic sponsor and to academic advisor before internship begins
 - a. Deadline – First day of term.
 - b. Student must be enrolled during term that they are completing the internship
2. [Post internship report](#) - Before beginning the internship, the student and faculty sponsor agree on the report requirements, which are detailed in the Internship Work Plan in the Internship Instructor Notes section.
 - a. Deadline – last day of finals for term in which student is enrolled in course for credit – turned into academic sponsor and academic advisor

UNIVERSITY OF ARIZONA POLICIES

- 45 hours of work per unit (minimum hours for CHEE – $45 \times 3 = 135$ hours)
- Cannot duplicate material offered by a course taken in degree

INTERNSHIP: NON-CREDIT

Student will complete internship survey with details regarding internship to be maintained in department spreadsheet of all internships (credit and non-credit).