



---

COLLEGE OF  
SCIENCE AND  
ENGINEERING

**SEATTLE UNIVERSITY**

**Internship Guidebook**  
**June 2017**

## Internship Guidelines

Please read these guidelines carefully and completely to understand the requirements for internships.

### Before the start your internship:

- Determine how many credits you want to register for using these guidelines:
  - A student working part-time for at least 100 total hours during a quarter may register for 1 internship credit.
  - A student working part-time for at least 150 total hours during a quarter may register for 1 or 2 internship credits.
  - A student working full-time during a quarter may register for 1, 2, or 3 internship credits.

Notes:

- Full time is a maximum of 40 hours/week. Part time is a maximum of 20 hours/week.
- All international students must maintain full-time status while earning internship credit, except during vacation quarters.
- Start and end dates cannot span more than a single quarter. Confirm with ISC regarding breaks.
- Identify a faculty member who will serve as the faculty sponsor and advisor for your internship course. This is required in order to receive academic credit for internship. Please confirm with the faculty member, before continuing the registration process
- Obtain a copy of your internship offer letter and present it to the faculty advisor. The offer letter should include your position title. A list of responsibilities must be included in the offer letter, or should be provided as part of the position description separately.
- Complete an Internship Request Form for registration under “4950/5950 Internships for undergraduate/graduate program, prior to the start of the internship with help from your faculty advisor. (<https://www.seattleu.edu/media/redhawk-axis/registrar/registrar-forms/Independent-Study.pdf>)
- Submit all the completed paperwork, along with supporting documents to the department office for approval.
  - Note:
    - Proof of registration for one of these Internship courses (approved Internship Request Form), offer letter, and support letter are also required for Curricular Practical Training (CPT) approval for a non-resident student. All of these documents are submitted to the International Student Center.

### After you begin your internship:

- Submit a weekly internship report to your faculty advisor. Use the ***Internship Weekly Report - Appendix A*** to help you in report preparation. The report should be at least one page in length, typed and saved in a Word format. It should be sent by emails every week on Monday to the sponsoring faculty member for their records. All reports must be reviewed by the project supervisor/manager.
- After completing the first two or three weeks of the internship, schedule a meeting with your project supervisor/manager to decide upon a project that has to be completed during your internship. The ***Project Agreement Form - Appendix B*** has to be filled, signed and returned to your faculty advisor indicating the identification and initiation of the project.
- At the conclusion of the internship, submit the completed and signed ***Project Completion Form - Appendix C*** to your faculty sponsor.
- At the conclusion of the internship, request your project supervisors/managers to evaluate your work using the ***Intern Evaluation Form - Appendix- D***. This evaluation has to be submitted directly by the supervisor/manager to the sponsoring faculty member



## **Appendix B: Project Agreement Form**

Student Name: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Project:

Description and Purpose of Project:

Objectives (Expected results, use measurable indicators or quantify if possible):

Methods (Describe how you intend to accomplish/complete project):

Project Supervisor Approval: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

## **Appendix C: Project Completion Form**

Student Name: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Project:

Description and Purpose of Project:

Objectives Achieved:

Acquired Benefit (i.e., what did you learn?):

Project Supervisor Approval: \_\_\_\_\_



COLLEGE OF  
SCIENCE AND  
ENGINEERING

## College of Science and Engineering Supervisor Assessment

---

### Appendix D: Intern Work Performance Evaluation

Student Name: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_

Supervisor/Manager Title: \_\_\_\_\_

Supervisor/Manager phone or email contact: \_\_\_\_\_

1. Attendance verification:

a. Actual start date of internship:

Actual end date of internship:

b. Typical weekly work schedule or allocation of work hours:

c. I confirm that the student named above has completed \_\_\_\_\_ hours of supervised internship work under my guidance:

2. Work performance evaluation:

a. Please outline the intern's primary responsibilities:

b. Please comment on the intern's overall performance:

c. What do you see as the major strengths the student brought to, or developed during, this internship?

d. What do you see as the student's major challenges or areas for improvement during this internship?

RELEASE OF INFORMATION: Please initial one:

\_\_\_\_\_ I give my permission for this evaluation to be shared with the student.

\_\_\_\_\_ I do NOT give my permission for this evaluation to be shared with the student.

***Thank you very much for your contribution to this student's education!  
Please send this form to the sponsoring faculty member at Seattle University:***