College of Engineering Professional Internship Program

Program Overview:
Internships provide students in the College of Engineering with practical and applied experiences in their area of study and introduce them to the professional world they will encounter after graduation. Along with our industry and professional partners, we are committed to providing our students with opportunities to become successful and enhance their lives both before and after graduation. This non-credit Experiential Learning (EL) activity will provide students the opportunity to apply and enhance their knowledge in one of the majors in the College of Engineering. This program enables students to customize their engineering education to meet their academic and professional goals. To be eligible for this internship students must be in good academic standing. Students will explore opportunities and secure an internship on their own and then apply to this program. This must be done prior to the semester in which the student is participating in the internship and approved by the College of Engineering. Successful completion of this internship will meet the EL requirement for the College of Engineering.

Eligibility:
In order to be eligible for the Professional Internship Program, students must:

- Be in good academic standing (current and cumulative GPA above 2.0)
- Have independently secured an internship position that:
  - Is related to their engineering major and/or career goals
  - Involves a minimum of 45 contact/ work hours
  - Lasts at least 10 weeks (shorter, intensive activities may be considered on a case-by-case basis)
  - Involves weekly engagement with a site supervisor for direction, feedback and mentorship

Application Process:
In order to be considered for the program, students must apply by submitting the following items to the College of Engineering Director of Experiential Learning & Outreach prior to the semester of the internship experience:

- A 2-page paper describing
  - How the internship aligns with their major and career aspirations
  - How they will use information from courses taken in this real-world setting
  - The desired goals and anticipated outcomes of the internship, including new knowledge and skills that will be offered by the internship
- A job description or descriptive summary of tasks and responsibilities associated with the internship experience
- The point of contact with the internship partner i.e. who will serve as the site supervisor during the internship
- A current résumé

Applications will be reviewed by the Director of Experiential Learning and the appropriate School Chair or Faculty Committee, and if questions or need for clarification arises, students will be interviewed prior to judgement on the application submission by the appropriate School Chair or Faculty Committee.

To be approved to participate in this EL activity the internship must move beyond just a short- term employment opportunity. It will immerse the student in an organization or business that aligns with the student's field of study. They will work on projects and tasks with professionals in that field which enables the student to build skill and professional competencies in their area of study. They will be challenged regularly to apply academic knowledge to real word problems and in turn bring what they have learned back to their studies in the classroom.

Interested students should contact the Office of Student Success (engr-success@uga.edu) with questions and/or to submit application materials.
Program Requirements & Deliverables:

Once a student has been admitted to the Professional Internship Program, they will be required to complete and submit the following assignments before the end of the semester of their internship in order to successfully complete the Experiential Learning activity:

- Reflective Journal: Students will be required to keep a reflective journal (minimum of twice-weekly entries) throughout the course of the internship. Example journal contents include:
  - Summary of their role within the organization and documentation of independent work activities, decisions, and projects
  - Documentation of progress towards established internship goals
  - Impressions of the structure and function within the intern host organization including observations and potential suggestions for improvement
  - Comments on lifestyle changes as compared to campus life
  - Description of and results from weekly site supervisor meetings, including the final exit interview

- Internship Report: Students will also be required to prepare a five-page maximum (double-spaced, 1-inch margin, 12-pt font) internship report summarizing the experience and summarizing the self-assessment of professional growth acquired during the internship.

- Exit Interview with School Chair: Students may also be required to complete an exit interview with their School Chair to discuss their internship experiences and professional growth.

All assignments must be submitted via email to both the Director of Experiential Learning & Outreach and the appropriate School Chair for their major.

- School of Chemical, Materials, and Biomedical Engineering: Dr. James Warnock (james.warnock@uga.edu)
- School of Electrical and Computer Engineering: Dr. Fred Beyette (fred.beyette@uga.edu)
- School of Environmental, Civil, Agricultural, and Mechanical Engineering: Dr. Bjorn Birgisson (bjorn.birgisson@uga.edu)

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