ENGR 7900: Graduate Internship
Guidelines and Requirements

ENGR 7900 Credit Hours
ENGR 7900 is a variable credit hour course and is repeatable for maximum 10 credit hours. The maximum number of credit hours a student is eligible for per semester/registration is determined by the number of total hours worked. **To receive 3 hours of ENGR 7900 credit, students are required to work a total of 150+ hours in their internship.** Students can always enroll in fewer credit hours than they are eligible for if they choose.

Here is how to determine the number credit hours:
- 1 credit hour = 120 total internship contact hours
- 3 credit hours = 150 total internship contact hours
- 6 credit hours = 300 total internship contact hours
- 9 credit hours = 450 total internship contact hours
- 12 credit hours = 600 total internship contact hours

ENGR 7900 Resources
All the forms and guidelines for ENGR 7900 can be found at: https://engineering.uga.edu/students/graduate/engr-7900/

**To Successfully Complete the Internship Course:**

**Start of Experience**
- Complete and submit **Internship Contact Information Form** to your UGA Major Professor (Thesis students) or Graduate Coordinator (Non-thesis students), as well as your internship supervisor.
- If one is not already on file for your company, work with your employer to submit a signed **Memorandum of Understanding** to the Office of Student Success at engr-success@uga.edu.
- Review, sign, and submit a copy of the **College of Engineering Professionalism Agreement**.

**Mid-Experience**
- Check-in with your internship supervisor to get feedback on your performance to complete the **Midterm Performance Evaluation**.

**End of Experience**
- Meet with your internship supervisor to get feedback on your performance to complete the **Final Performance Evaluation**.
- Complete and submit the **Internship Site Evaluation** and the **Internship Written Report**.

**Grading Scale**
- Satisfactory 70 –100%
- Unsatisfactory 0 – 69%

**Deadlines**
It is the student’s responsibility to work closely with their internship supervisors to ensure that the evaluations are submitted by the due dates. Incompletes will only be given in extenuating circumstances; otherwise, failure to submit materials on time could result in a final grade of Unsatisfactory. All assignments listed below must be submitted to your UGA Major Professor (Thesis students) or Graduate Coordinator (Non-thesis students) via email before the due date. **Please check UGA Academic Calendar for the exact due date of the particular semester that internship takes place. Summer semester will be following Summer Thru Term calendar.**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Internship Contact Information Form</td>
<td>First day of drop/add</td>
<td>5%</td>
</tr>
<tr>
<td>1. Professionalism Agreement</td>
<td>First day of drop/add</td>
<td>5%</td>
</tr>
<tr>
<td>2. Midterm Performance Evaluation Form</td>
<td>Midterm</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Withdrawal Deadline</strong></td>
<td>Same as UGA withdrawal deadline</td>
<td>--</td>
</tr>
<tr>
<td>3. Internship Site Evaluation Form</td>
<td>On the day of classes end</td>
<td>20%</td>
</tr>
<tr>
<td>4. Final Performance Evaluation Form</td>
<td>On the day of classes end</td>
<td>20%</td>
</tr>
<tr>
<td>5. Internship Written Report</td>
<td>Last day of final exam</td>
<td>30%</td>
</tr>
</tbody>
</table>