

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.**

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