ENGR 3930: Internship in Engineering

About the Program

The Engineering Internship program and course (ENGR 3930) provides students with an opportunity to earn academic credit while completing an internship directly related to their engineering major.

Eligibility Requirements

In order to be eligible to enroll in the internship program and ENGR 3930, students are required to:

- Be enrolled in an engineering or computing major (or intended major)
- Have a confirmed offer of employment for an internship role related to their degree
- Plan to work at their internship site for a minimum of 8 weeks and 120 total hours+ total working hours
- Have a 2.5+ Overall GPA
- Have a minimum of 1 semester or 12 university/college credit hours completed

How to Enroll

1. **Receive an internship offer**
   - Enrollment in the Engineering Internship Program and course (ENGR 3930), requires that a student already have an offer of employment for an internship position at the time of registration.
2. **Add your internship as an "Experience" in your Handshake account**
   - Log in to your account at uga.joinhandshake.com
   - Select "Career Center"
   - Click the "Experiences" tab, and then the "Submit an Experience" button
   - Select the "Engineering Internship for Credit" template, and the term during which you will be completing your internship
   - Complete the form and click "Submit an Experience"
3. **Submit your offer letter to engr-success@uga.edu**
   - The Office of Student Success also requires an official offer letter or confirmation of employment before approving internships for credit. Please submit an offer letter on company letterhead or an email from a company official with position details as proof of your employment.
4. **Receive necessary approvals**
   - Submitted internship experiences require the approval of both the Director of Experiential Learning & Outreach, and a student's Academic Advisor. These individuals evaluate a student's eligibility for the internship program and the relevance of the work experience to a particular degree program before approval. The School Chair for each major may also approve/deny internship requests.
   - The approval process is automatically started when a student submits their experience in Handshake and submits their job description.
   - Please plan for the approval process to take approximately 2-3 business days.
5. **Add the course to your schedule in Athena**
   - After an internship is approved, students will be sent registration instructions and information on the ENGR 3930 course. Students will then be able to add the course to their schedule in Athena.

Deadline:

Experiences must be **submitted in Handshake by the third day of drop/add** for the semester in which you are completing your internship. View the UGA Academic Calendar. Credit will not be given retroactively for internships already completed.