

# INTERNSHIP REGISTRATION REQUEST

## Department of Mechanical & Aerospace Engineering

This form is required for registration in **EML 4945: Practical Work in Mechanical Engineering (Internship)**. Please fill out this form **COMPLETELY** with your signature and return to **advising@mae.ufl.edu** to be processed by the Academic Assistant

### NOTES:

- ① This course is graded {S or U} for 1 credit and is fee liable. Even though you are not physically on campus you are still responsible for all tuition and fees due by the appropriate deadlines.
- ② Internships can be used towards your **Summer Requirement**. In order for this to be approved you MUST be employed by an engineering firm in an engineering-related capacity. You can download the “**Summer Enrollment Requirement Waiver**” form at [www.registrar.ufl.edu/pdf/summer\\_enrollment\\_waiver.pdf](http://www.registrar.ufl.edu/pdf/summer_enrollment_waiver.pdf) or stop by room 219 MAE-A bldg.
- ③ **You are not required to register for this course unless you plan to use this 1 credit towards your Technical Electives.**

Name: \_\_\_\_\_

UFID#: \_\_\_\_\_

Date: \_\_\_\_\_

Classification: \_\_\_\_\_

Major: \_\_\_\_\_

Term:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer C \_\_\_\_\_

### Company Contact Information:

Name of Company: \_\_\_\_\_

Student Supervisor (name and title): \_\_\_\_\_

Address Information: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Student's Contact Information While Working:

Address Information: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

\_\_\_\_\_

**Grading Policy:** In order to earn a satisfactory grade for **EML 4945**, the department will notify (*via gatorlink email*) you approximately two weeks before classes end for you to submit the “*Employee Evaluation and Student Work Report*”. **Both** forms must be received in order to obtain a passing grade. The email will include the links for you and your employer to submit these reports electronically online. Unsatisfactory grades will automatically be given to students who do not return these forms on time.

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Department Approval

Department Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_