

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 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.

Department Approval

Department Representative Signature: _____ Date: _____

Comments: _____