

Internship Proposal

EE 701 – Internship in Electrical Industry

Student Name _____

Email _____

Phone Number _____

Cell Number _____

Supervisor/Mentor Name _____

Supervisor/Mentor Title _____

Company _____

Internship Address _____

Email _____

Phone Number _____

Expectations for PSM Internship Proposal/Report

The Professional Science Masters (PSM) in Electric Power Engineering internship is designed to give the student the opportunity to reinforce at least one technical topic studied in your PSM program through in-depth study of its application to their work. Of special note is the requirements that the student involve a local mentor (generally from the same workplace) in addition to your WSU faculty committee chair. Hence, absent special permission from the PSM Program Director, students enroll in the internship during their last semester in the program and carry out the internship at their place of work.

The expectation of WSU faculty is that the internship work will be completed and summarized in a well written report at a technical level expected of master's degree students. The report should nominally be 10-15 pages long and may (if necessary) include appendices if some project information cannot fit into the suggested length. It is very important that the report include enough technical details about your internship accomplishments that it can be effectively evaluated by the WSU faculty committee.

The EE 701 internship course is a 3-credit semester course that incorporates 45 contact hours with the instructor. This along with the expectation that students will invest another 2-3 hours for each contact hour implies that the internship will encompass approximately 4 weeks of full time (i.e., 40 hours per week) effort.

The first step in the process is to develop an internship proposal approved by a local mentor. This should be completed by the end of the first week of the semester and submitted to the WSU Program Coordinator so that it can be evaluated by WSU faculty and returned (latest) by the end of the second week of the semester either approved or with a request for changes or more information. The final proposal must be submitted and approved by the end of week 3.

The format for the proposal is given below.

1. Proposed Internship Title
2. Details about how the proposed internship relates to one or more of the technical courses that you either have completed or in which you are enrolled (100 words or less).
3. Description of the Internship (300 words or less)
4. List of Deliverables in report
5. The proposal must be signed by the student and approved by the mentor

The time schedule for the internship report should be as follows

1. Progress report to the Program Director and WSU Committee Chair by the end of week 7. This should include a statement about progress towards completing the project (500 words or less) and may include a request for changes to the original proposal. If so, the WSU committee will respond within one week.
2. Draft Final Report due by end of week 12 to give the WSU Committee time for evaluation and request for possible additions and/or revisions.

Internship Title

Details about how the proposed internship relates to one or more of the technical courses that you either have completed or in which you are enrolled (100 words or less).

Description of the Internship (300 words or less)

List of Deliverables in report

Supervisor/Mentor Statement:

I approve the internship described above and accept the role of supervisor/mentor for this student.

Printed Name _____

Signature _____ Date _____

Student Statement:

I commit myself to undertaking the internship described above. I will adhere to the semester schedule as outlined in the section, Expectations for PSM Internship Proposal/Report. I understand that failure to adhere to this schedule will result in a delay in the completion of the course beyond the end of the semester.

Printed Name _____

Signature _____ Date _____

Faculty Internship Committee:

By signing my name below, I approve the internship described above for three academic credits.

Chair _____ Date _____

Member _____ Date _____

Member _____ Date _____

Director _____ Date _____

Completed form with Student and Mentor/Supervisor signatures must be returned to the academic coordinator via email (psmpower@wsu.edu) to collect faculty signatures.