

# EE 496 INTERNSHIP ACADEMIC CREDIT REQUEST PROCESS GUIDE

Department of Electrical Engineering  
University at Buffalo

**The process for receiving academic credit for an internship is as follows:**

1. Secure an internship for the active or upcoming registration semester.  
Retroactive credit to previous semesters will not be granted.
2. Login to your SEAS portal and fill out a force registration request for EE 496.  
You will need to indicate the credit hours you are requesting. 3 credit hours will equate to 1 Technical Elective (or EE elective) in your flowsheet, and is equivalent to 120 work hours. In the justification section of the request, please include documentation that contains the following:
  - ☐ A detailed position description on company letterhead or from your supervisor. The description should include the technical, EE-related tasks you will be performing as part of the internship.
  - ☐ Name/Address of the site you will be working at.
  - ☐ Start and End dates for the internship.
  - ☐ Hours per week you will be working.
3. Once your request is submitted, it will be reviewed by the EE department and EE undergraduate directors for approval. If NOT approved, someone will follow up on the request with additional comments. If approved, you will be automatically registered into EE 496.
4. Students may request multiple EE 496 registrations (in the same or future semesters), however the job tasks need to be different from the original request. Identical internships will not be approved for additional credit.

Questions about this process can be directed to Mary Busch at [mbusch2@buffalo.edu](mailto:mbusch2@buffalo.edu)