

**EE 496 INTERNSHIP REQUEST FORM
DEPARTMENT OF ELECTRICAL ENGINEERING
UNIVERSITY AT BUFFALO**

Fill out the information below: (Please Print)

Name of Student (Last, First): _____

Person No.: _____ - _____

Email Address (@buffalo address only): _____

Number of Credit Hours Requested: _____

(Note: 3 credits are required for Technical Elective Credit)

Circle Semester (Fall, Spring, Summer) & Fill in Year _____

(Note: You must be employed and plan to complete 120 hours during the session that you are requesting registration for).

To the student:

Please attach a document from your internship supervisor on company letterhead (or an email directly from them) that includes the following information:

- 1) _____ Name and address of company (location where you will be working).
- 2) _____ Start and End date of internship.
- 3) _____ Number of hours you will be working.
- 4) _____ A technical description of your job duties.

Signatures Required:

(Signature of Student)

(Date)

(EE Advisor)

(Date)

Approved
(Director of Undergraduate Studies)

(Date)

Submit signed form & written plan to EE Office for registration PRIOR to the end of the drop-add period. Please allow time for review and approval of your documentation.

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The EE 496 Internship Course is designed as a companion to an internship experience. During the course, students will be required to submit assignments as follows:

1. A mid-semester internship summary report **(50% Percent of grade)**.
2. End of semester presentation (25%) and written report (25%) **(This must include supervisor evaluation and midpoint summary)**.