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## ISYE 3398 Internship Agreement

The purpose of the internship is to give the student academic skills and competences as well as organizational and personal knowledge regarding the field of Industrial and Systems Engineering.

**Semester** \_\_\_\_\_ **Year** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Student Name** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **Major** \_\_\_\_\_

**Organization Name** \_\_\_\_\_ **Internship Title** \_\_\_\_\_

**Name of Supervisor** \_\_\_\_\_

**Supervisor E-Mail** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Location:** \_\_\_\_\_

*City & State*

**Faculty Adviser Name:** \_\_\_\_\_

**Faculty/Staff E-Mail:** \_\_\_\_\_

**Beginning Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Number of hours per week at site:** \_\_\_\_\_



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SITE SUPERVISOR RESPONSIBILITIES:

**Prior to meeting with the faculty adviser, the Site Supervisor must identify the following and discuss it with the intern (student):**

1. **Learning Goals:** List three learning goals related to the Industrial and Systems Engineering (ISyE) profession.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**2. Job Description**

confirms that most

involves ISyE work.

The Site Supervisor

**3. Site Supervision and Evaluation**

submitting the Intern Evaluation Form within seven days of receiving it electronically via email from faculty adviser. This evaluation is worth 25% of the course grade.

**4. Communicating Changes and/or Concerns:** If the interns responsibilities have significantly changed and/or if the organization or internship site supervisor has concerns about the intern, it will contact the Faculty adviser. Reasonable effort will be made to advise and mentor the intern and provide an opportunity for the intern to improve or address the concern.

STUDENT RESPONSIBILITIES:

The student will, turn in, work according to the designated schedule and the instructor will grade the work and provide for the inter