

CHBE Internship Courses

Updated: October 13, 2010, rwl

There are two types of internships offered in Chemical and Biological Engineering:

- CHBE 476 Internship
- CHBE 498 Co-Op Experience

The requirements are the same for either type of internship.

CHBE students may take CHBE 476 whenever they are participating in an internship in their field. CHBE 498 is only for students participating in a cooperative education program that involves multiple co-op internship periods.

Most CHBE interns do not sign up for internship credit. The internship can be recorded on a student's resume for free, or the student can pay MSU to record the internship on a transcript by enrolling in CHBE 476. Most students choose not to enroll in CHBE 476 during their internship period to avoid the cost. (Co-op students are required to sign up for CHBE 498 each internship period.)

CHBE students may use 1 credit of internship (CHBE 476 or 498) from each internship period towards their technical elective requirements, with a maximum of 3 credits of internship used as technical electives. (While it is possible to sign up for more than 3 credits of internship, the extra credits cannot be used as technical elective and generally will do a student no good.)

Students enrolled in either internship course must do the following:

1. Provide the Intern Coordinator (Ron Larsen) with your **contact information** as soon as it is available.
 - Mailing Address
 - Email Address
 - Phone Number
2. Within two weeks, send a **goal statement** to the Intern Coordinator. This statement should describe the objectives of the internship, and should be developed in conjunction with your corporate supervisor.
3. Before MSU grades are due, send an **"almost final" report** to the Intern Coordinator. An "almost final" report is used because your internship may (usually does) extend beyond the due date for MSU grades, and we need something turned in before the grades are due. Your report should be reviewed by your corporate supervisor before submitting it to the Intern Coordinator.

Note: Occasionally (very rarely) an issue of confidentiality of information arises. If this is happens with you, contact the Intern Coordinator to learn about ways to accommodate the company's need for confidentiality while meeting MSU's need to document the internship experience.

4. Bring the **final report** to the Intern Coordinator when you return to MSU after the internship.
5. Your supervisor needs to provide you with a **performance evaluation**. The performance evaluation can be completed using the company's form, or CHBE's (we accept either.) Submit the performance evaluation to the Intern Coordinator when it is available (typically at the end of the internship.)

CHBE Intern Coordinator Contact Information

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