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: __________________________

Faculty Adviser Name: ____________________________

Lin Li__________________________________________

Faculty/Staff E-Mail: Lin.Li@kennesaw.edu

Beginning Date: ____________________________   End Date: ______________________________

Number of hours per week at site: ____________

Please provide a copy of your signed, completed Internship Agreement to the faculty adviser and your site supervisor (and keep a copy for yourself).
Southern Polytechnic School of Engineering and Engineering Technology
Systems and Industrial Engineering Department

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:** What are the student intern’s responsibilities working with this organization? The Site Supervisor confirms that most of the intern’s responsibilities and tasks involves ISyE work.

3. **Site Supervision and Evaluation:** At the end of the internship the Site Supervisor will evaluate the student’s work by 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 proper feedback. The graded work consists of 1) Monthly written reports addressing the objectives for that month, what was achieved, and a reflection on what was learned. 2) Final oral presentation and written report. Be sure to read the Syllabus, Course Schedule, Grading Rubrics, and Assignment due dates/times in the Assignments tab in the D2L course.

FACULTY ADVISER RESPONSIBILITIES:
The instructor will work with the student and help direct the student’s work and interest throughout the process. In addition, the instructor will grade the monthly reports and provide proper feedback.

By signing below, all parties confirm that they have discussed and agreed to the above. I have read and I understand this Internship Agreement Form.

_________________________________________  _____________________
Student Signature                            Date                        Site Supervisor Signature         Date

____________________________________________
Faculty adviser                                  Date

Please provide a copy of your signed, completed Internship Agreement to the faculty adviser and your site supervisor (and keep a copy for yourself).