# Approval and Guidelines for Internships

ECpE Student Services Office • 1212 Coover Hall • Iowa State University • Ames, Iowa

* Internship positions equal any work related to a student’s major area of study for one summer, one semester, or one summer plus one semester.
* You will need to complete an add/drop slip to register for either EE 697 or CprE 697. Signature approval on the form includes your major professor and ECpE Student Services Manager.
* You may not hold an assistantship for longer than five days into the term that you will be gone on internship.
* While away from campus, please make arrangements for someone to pick up your mail at your Coover mailbox.

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| --- | --- |
| [ ]  | Check here if international student and you have met with an International Students and Scholars (ISS) counselor regarding curricular practical training (CPT).  |
|  |
| Name |       | Email |       |
|  | Last | First | Middle |  |
|  |
| Degree Sought | [ ]  | MS with thesis | [ ]  | Ph.D. |
|  | [ ] [ ]  | MS without thesisMaster of Engineering  | [ ]  | Please check if you have passed the Preliminary Oral Examination.\* |
|  |
| Projected Graduation Date |       |       |  |
|  | (semester) | (year) |  |
|  |
| Company Name |       |
| Company Address |       |
|  |
| Work Start Date |       | End Date |       |
|  |
| [ ]  | Please check if these dates overlap with an assistantship. |
|  |
| **SIGNATURES** |
| Student |  | Date |       |
|  |  |  |  |
| Major Professor |       | Date |       |
|  | Typed and signed |  |  |
| Department Response |  | Date |       |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| \* After the preliminary oral examination is passed (with either full or conditional pass) and if university facilities, equipment, and staff time are **not** used, the Ph.D. candidate may register for GR ST 680 Doctoral Post Prelim (Continuous Registration). |