# 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). | | | | | | | | | | | | | | | | | | | | |
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| Name | |  | | | | | | | | | | | | | | | | Email | |  | |
|  | | | Last | | | | | | | | First | | Middle | | | | |  | | | |
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| Degree Sought | | | | |  | | | | MS with thesis | | | |  | | Ph.D. | | | | | | |
|  | | | | |  | | | | MS without thesis  Master of Engineering | | | |  | | Please check if you have passed the Preliminary Oral Examination.\* | | | | | | |
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| Projected Graduation Date | | | | | | | | | | |  |  | | | |  | | | | | |
|  | | | | | | | | | | | (semester) | (year) | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Company Name | | | | | | | |  | | | | | | | | | | | | | |
| Company Address | | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | |
| Work Start Date | | | | | | |  | | | | | | | End Date | | |  | | | | |
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|  | Please check if these dates overlap with an assistantship. | | | | | | | | | | | | | | | | | | | | |
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| **SIGNATURES** | | | | | | | | | | | | | | | | | | | | | |
| Student | | | |  | | | | | | | | | | | | | | | Date | |  |
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| Major Professor | | | | | |  | | | | | | | | | | | | | Date | |  |
|  | | | | | | Typed and signed | | | | | | | | | | | | |  | |  |
| Department Response | | | | | | | | | |  | | | | | | | | | Date | |  |
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| \* 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). | | | | | | | | | | | | | | | | | | | | | |