**University of Wyoming Department of Chemical & Biomedical Engineering**

**Request for Internship Credit**

**Student Name** **W #**

**Email Address** **Phone**

**Status (Check One)** ☐ Sophomore ☐ Junior ☐ Senior

**Semester (Check One)** ☐ Fall ☐ Spring ☐ Summer **Academic Year**

**Internship Start Date: End Date:**

**Course Selection:** **# of credits**

☐ CHE 4970 Internship in Chemical Engineering

☐ CHE 4972 Internship in Process Control Engineering

*•Internship credits are limited to 1 credit in Fall and Spring semesters if enrolled full time at UW, and 3 credits in the Summer semester •A maximum of 6 credits total may be earned in each course. •A total of 400 hours worked over the Summer semester is equivalent to 3 credits. Fewer hours worked will result in fewer credits earned. •CHE 4970 and 4972 cannot be used for minimum required CHE hours for Technical Electives. • A maximum of 3 credit hours may be applied toward Technical Elective requirements for a B.S. in Chemical Engineering • Questions regarding enrollment in CHE 4972 should be directed to the PCI minor coordinator or Department Head*

**Required assignment(s)** ☐ Public Presentation ☐Weekly/Monthly report ☐Summary report - # pages

(Check all that apply)

***Faculty and Department Head signature below indicates that review of the student’s Supervisor Commitment Letter and have agreed to sponsor/supervise the student’s work. A copy of the student’s final assignment(s) must be sent to the department Senior Office Associate to be kept in the student’s file.***

**Employer Information - For Internship (CHE 4970 or CHE 4972):**

**Company Name:**

**Supervisor Name/Title:**

**Supervisor Email:**  **Supervisor Phone Number:**

Attach a Supervisor Commitment letter on company letterhead, signed by supervisor. Letter should include:

*•* A commitment by the supervisor to mentor the student throughout the internship duration, with the approximate start and end dates of the internship specified

*•* A description of the anticipated work duties, an estimated number of hours worked, and an acknowledgment that these duties are appropriate for a chemical engineering intern earning course credit

*•* An explicit statement agreeing to contact the Faculty Sponsor immediately if the student’s performance is unacceptable for any reason

Submit this form and attachments to the Faculty Sponsor or the Chemical & Biomedical Engineering Department. Electronic submission is acceptable with valid e-signature. Otherwise, sign and submit a hard copy or scan.

**Student Signature Date**

**Faculty Sponsor Signature Date**

☐ Approved ☐ Denied

**Department Head Signature Date**