Rochester Institute of Technology

Electrical and Microelectronic Engineering Department
Microelectronic Engineering Program
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Graduate Internship Completion – Student checklist

- ☐ Get your internship plan approved by the Microelectronic Engineering Program Director. The student should provide a job title, job description and a description of how the internship relates to your career goals. The plan should be signed by the student and the Microelectronic Engineering Program Director.

- ☐ Register for a total of five credits of internship. This is paid for by the student.

- ☐ Complete the effort (work) associated with the internship at the company location. The internship is normally a three month period of full-time equivalent employment and should represent a distinctive increment in the role and responsibilities of the student/employee.

- ☐ The student/employee should present the results of their project to the employer/internship supervisor and any other participants suggested by the supervisor. The RIT faculty Advisor may attend the presentation if appropriate.

- ☐ The student should request a performance evaluation from the employer/internship supervisor as part of the learning feedback process. The evaluation *does not* have to be shared with RIT. The student should meet with the supervisor to discuss the evaluation. The evaluation should provide both positive feedback and constructive criticism that may aid the student in advancing their career.

- ☐ Have your supervisor complete the *Graduate Internship Supervisor Review Form*. Upon completion the form should be sent to the Master of Engineering in Microelectronic Manufacturing Program Director in the Electrical and Microelectronic Engineering Department.

- ☐ You, the student/employee, must complete the *Graduate Internship Student Self-Review Form*. Upon completion the form should be sent to the Master of Engineering in Microelectronic Manufacturing Program Director in the Electrical and Microelectronic Engineering Department.

- ☐ The student/employee must prepare a three to five page paper about the internship experience. The paper should address the following topics:

    - For each course in your Master of Engineering course of study at RIT, describe what aspect of that course/lab that you actually used or found most helpful to you during the internship. How might this knowledge assist in the advancement of your career? We realize that not every course is utilized in each internship position and that some courses may have less bearing on specific experiences.

    - In what way did you draw upon your experiences, knowledge gained and learning skills developed in specific courses in your Master's program of study as you worked on this internship?

    - What courses or aspects of your Master's program do you think will have the least impact on your career?