Guideline of Internships and Co-ops for ECE Students

The internship and co-op program offers students the opportunity to gain hands-on experience in ECE by working in industry on an electrical or computer engineering apprenticeship, while pursuing a BSEE or BSCPE degree.

Why Participate in an Internship or Co-op?

- **Practical Experience**: Ideal for those who prefer experimental and practical work over theoretical studies.
- **Teamwork**: Great for students who enjoy or want to gain experience working with people.
- **Financial Support**: Helps alleviate financial burdens by earning money while studying.
- **Career Advancement**: Valued by employers and graduate schools, enhancing your resume and future job prospects.

Steps to Get Started

Students interested in receiving credit for an internship or a co-op work experience should visit the Career Development Center and review the ECE Guidelines for Internship/Co-op (available on ECE website http://pfw.edu/ece) before starting the job. The work experience cannot be approved for credit retroactively after the job starts or for previous work experience.

Students must enroll in **ECE 29101 – Internship Experience** (3 credit session) to receive three credits, which can be counted as a Group 2 technical elective, even if they are in the internship/co-op program.

Credit Requirements

Before signing up for ECE 29101, students need to send a job description to the course instructor for approval. The Internship/Co-op must be in the EE or CPE area, allowing students to apply classroom knowledge in an industrial setting. To be eligible to receive course credit, students must accumulate at least 135 hours of work experience during their internship/co-op.

Additionally, students are required to submit the following written reports during the same semester:

- **Initial report**: Detail your job description and outline the expectations for your internship for the semester.
- **Three intermediate progress reports**: Submit these at four-week intervals, providing timely updates and detailed descriptions of work completed, along with reflections on the experience.
- **Final semester report**: Integrate the intermediate progress reports and include an evaluation of whether the goals in the initial report were met. The final report must include the following components:

1. Introduction to the company
2. Details of your internship/Co-op, including responsibilities
3. What you have learned
4. How the ECE curriculum has prepared you for this experience
5. Suggestions for improving the ECE program to better prepare future students

Students may be asked by the department to present their internship experiences at relevant events.

Please note that students can only earn credit for a maximum of one technical elective (3 credit hours) applied towards their degree from internship/co-op experience.