



SOUTHERN POLYTECHNIC SCHOOL OF  
ENGINEERING AND ENGINEERING  
TECHNOLOGY  
INDUSTRIAL AND SYSTEMS ENGINEERING

## ISYE 3398 Internship Agreement

The purpose of the internship is to give the student academic skills and competences as well as organizational and personal knowledge regarding the field of Industrial and Systems Engineering.

Semester \_\_\_\_\_ Year \_\_\_\_\_ Student ID# \_\_\_\_\_

Student Name \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone # \_\_\_\_\_ Major \_\_\_\_\_

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Organization Name \_\_\_\_\_ Internship Title \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Supervisor E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_ Location: \_\_\_\_\_  
*City & State*

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Faculty Adviser Name: \_\_\_\_\_

Faculty/Staff E-Mail: \_\_\_\_\_

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Beginning Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Number of hours per week at site: \_\_\_\_\_



**SITE SUPERVISOR RESPONSIBILITIES:**

**Prior to meeting with the faculty adviser, the Site Supervisor must identify the following and discuss it with the intern (student):**

1. **Learning Goals:** List three learning goals related to the Industrial and Systems Engineering (ISyE) profession.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

2. **Job Description:** What are the student intern's responsibilities working with this organization? The Site Supervisor confirms that most of the intern's responsibilities and tasks involves ISyE work.

3. **Site Supervision and Evaluation:** At the end of the internship the Site Supervisor will evaluate the student's work by submitting the Intern Evaluation Form within seven days of receiving it electronically via email from faculty adviser. This evaluation is worth 25% of the course grade.

4. **Communicating Changes and/or Concerns:** If the interns responsibilities have significantly changed and/or if the organization or internship site supervisor has concerns about the intern, it will contact the Faculty adviser. Reasonable effort will be made to advise and mentor the intern and provide an opportunity for the intern to improve or address the concern.

**STUDENT RESPONSIBILITIES:**

The student will, turn in, work according to the designated schedule and the instructor will grade the work and provide proper feedback. The graded work consists of 1) Monthly written reports addressing the objectives for that month, what was achieved, and a reflection on what was learned. 2) Final oral presentation and written report.

Be sure to read the Syllabus, Course Schedule, Grading Rubrics, and Assignment due dates/times in the Assignments tab in the D2L course.

**FACULTY ADVISER RESPONSIBILITIES:**

The instructor will work with the student and help direct the student's work and interest throughout the process. In addition, the instructor will grade the monthly reports and provide proper feedback.

**By signing below, all parties confirm that they have discussed and agreed to the above. I have read and I understand this Internship Agreement Form.**

\_\_\_\_\_  
Student Signature

Date

\_\_\_\_\_  
Site Supervisor Signature

Date

\_\_\_\_\_  
Faculty adviser

Date