



College of Engineering
Department of Electrical & Computer Engineering

230 Larsen Hall
PO Box 116200
Gainesville, FL 32611-6200
352-392-9758
352-846-1802 Fax

REQUEST FOR GRADUATE INTERNSHIP

Please type or print clearly

Name \_\_\_\_\_ UFID \_\_\_\_\_

E-mail address \_\_\_\_\_

Company name of your employer \_\_\_\_\_

Name and Phone Number of Supervisor \_\_\_\_\_

Employment address \_\_\_\_\_

Work period: From \_\_\_\_\_ To \_\_\_\_\_ Term & year: \_\_\_\_\_

Salary \$ \_\_\_\_\_ Per \_\_\_\_\_

Attach a copy of your offer letter that states the general nature of your work and mentions any specific duties or responsibilities the company will assign to you. If your offer letter does not contain your job duties, you will also need to contact your supervisor and obtain an outline of the work to be performed during the internship period.

Required Approvals:

Faculty Advisor (For Master's Thesis or PhD Students Only)

Students who are who have a thesis or dissertation faculty advisor must receive their approval before going on internship.

Does the above named student have permission to complete this internship?

Circle One: Yes No

Does the above named student have permission to take research hours under your supervision while interning? Circle One: Yes No Will not Register

Which hours will the student register for? Circle One: EEL 6971 EEL 7979 EEL 7980

Approved: Faculty Advisor Date

ECE Personnel Office (For Students on Appointment Only)

Students on appointment (TA, RA, GA) need to verify with the ECE Personnel Office that their internship start and end dates do NOT conflict with their appointment start and end dates.

Are you currently on appointment? Circle One: Yes No

Will you be on appointment the semester that you return from your internship? Circle One: Yes No

If you answered yes to either one of these questions, you must receive approval from the Personnel Office before your internship will be approved.

Approved: ECE Personnel Office Date

ECE Department Approval (For all Graduate Students)

Approved By: Graduate Coordinator Date