

## ECHM/EBIO 498 Internship Courses

Updated: September 15, 2015, jjh

CHBE students may take ECHM/EBIO 498 whenever they are participating in an internship in their field. Students participating in a cooperative education program that involves multiple co-op internship periods may also take ECHM/EBIO 498.

Most CHBE interns do not sign up for internship credit. The internship can be recorded on a student's resume for free, or the student can pay MSU to record the internship on a transcript by enrolling in ECHM/EBIO 498. Most students choose not to enroll in ECHM/EBIO 498 during their internship period to avoid the cost. (Co-op students are required to sign up for CHBE 498 each internship period.)

**CHBE students may earn 1-3 credits of internship (ECHM/EBIO 498) from each internship period that is at least 6 weeks in duration. However, a limit of 3 credits maybe be applied towards their technical or engineering elective requirements even if the student has multiple internship/co-op experiences.** Not all internship are eligible for credit – the experience must contribute to professional and educational development of the student in the field of chemical or biological engineering. Please request approval in advance from Dr. Heys to ensure that your internship is eligible.

Students enrolled in either internship course **must** do the following:

1. Register for ECHM/EBIO 498 during the semester they are working as an intern. You cannot work as an intern in the summer and then register for the credits in a later semester.
2. Within one week of starting the internship, send a **goal statement** to the Intern Coordinator (Dr. Heys). This statement should describe the objectives of the internship, and should be developed in conjunction with your corporate supervisor.
3. During the final exam week of the semester you are conducting an internship (<http://calendar.msu.montana.edu/academic-term-calendar>) send a **final report (3-5 pages summarizing what you learned and the work you performed during your internship)** to the Intern Coordinator. Your report should be reviewed by you corporate supervisor before submitting it to the Intern Coordinator.

Note: Occasionally (very rarely) an issue of confidentiality of information arises. If this is happens with you, contact the Intern Coordinator to learn about ways to accommodate the company's need for confidentiality while meeting MSU's need to document the internship experience.

4. Your supervisor needs to provide you with a **performance evaluation**. The performance evaluation can be completed using the company's form, or CHBE's (attached, we accept either.) Submit the performance evaluation to the Intern Coordinator when it is available (typically at the end of the internship.)

### CHBE Intern Coordinator Contact Information

Jeff Heys

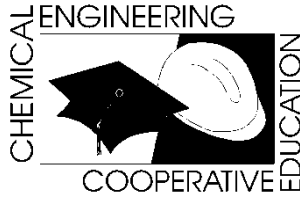
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406-994-2221

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# Co-Op / Intern Final Report

A final report summarizing the Cooperative education or internship experience should be submitted to the department head before the end of finals week during the semester that one or more credits is earned for the Co-op or internship experience. The report should be 3-5 pages, including any figures, and using 1.5 line spacing, 11pt font. The report should summarize the role and responsibilities of the intern at the company, and, most importantly, it should summarize what was learned. It is also helpful to include technical descriptions of any relevant chemical or biological processes. Be sure to include a discussion of any non-technical skills that were developed through the experience including ethics, process safety, communication, and team work skills.

The remaining pages of this document (the Performance Review section) should be completed by your supervisor.



# Co-Op / Intern Performance Review

Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

## Goals of the Performance Review

**Evaluate** the intern's work performance.

**Inform** the intern of strengths and weaknesses.

**Improve** job performance by providing feedback and suggestions.

This performance review (or your company's) becomes a part of the intern's file. Please return a copy of the review to:

Co-Op / Internship Coordinator  
Department of Chemical and Biological Engineering  
306 Cobleigh Hall  
Montana State University - Bozeman  
Bozeman, MT 59717-3920

chbe@coe.montana.edu

# Part 1 - Overall Job Performance

		Ranking						
		1 - Well below expectations	2 - Slightly below expectations	3 - Consistent with expectations	4 - Above expectations	5 - Far exceeds expectations	N/A - no opportunity to observe	
Category		1	2	3	4	5	N/A	Feedback
Safety		1	2	3	4	5	N/A	
Technical Ability		1	2	3	4	5	N/A	
Planning		1	2	3	4	5	N/A	
Interpersonal Skills		1	2	3	4	5	N/A	
Decision Making		1	2	3	4	5	N/A	
Creative Ability		1	2	3	4	5	N/A	
Productivity		1	2	3	4	5	N/A	
Initiative		1	2	3	4	5	N/A	
Communications		1	2	3	4	5	N/A	
Teamwork		1	2	3	4	5	N/A	
<b>Overall Evaluation</b>		1	2	3	4	5	N/A	

**Part 2 - Performance on Specific Job Assignments**

Assigned Task	Performance Feedback

**Part 3 - Supervisor's Comments**

Positive Feedback:	Concerns:
Specific suggestions for performance improvement and personal growth.	