

DEPARTMENT OF MATHEMATICS
Math 602 Internship

Student's Name: _____ I.D. No.: _____

Local Address: _____ Email Address: _____

Telephone: _____ GPA (Math): _____ Star # of course: _____

Course Number: Math 602 Title: Internship s.h. _____

Semester: Fall Semester 20 Spring Semester 20 Summer Term 20

Print: _____
Faculty Supervisor Advisor Dept. Chair

Sign: _____
Faculty Supervisor Advisor Dept. Chair

1. Application Requirements
 - A. Minimum G.P.A. required: 3.0
 - B. Minimum major G.P.A. required: 3.0
 - C. Students may count up to 3 s.h. of each taking of MATH 602 toward the major, for a maximum of 6 s.h.
 - D. The internship site must have an existing internship program within the organization.
 - E. The application form must be submitted at least _____ months prior to the internship starting date.

2. Required documents
 - A. A proposal regarding the expected internship work.
 - B. Documentation of the company's internship program.
 - C. Documentation from the company regarding the specific internship site and work assigned.

3. Student Internship Responsibility

It is the responsibility of the student intern to complete all requirements listed below. The weekly log, self-evaluation and final paper must be submitted to the faculty supervisor and advisor before credit can be awarded.

Prepare a 3-ring notebook complete with dividers. Please type and include:

- A. Weekly log - Include duties performed, experiences and personal insights of each day.
 - B. Final internship paper (15-30 pages).
 - C. Letter of evaluation - Request a letter of evaluation from the on-site supervisor regarding the student intern's performance, to be sent to the Mathematics Department.
4. On site supervisor responsibility

Write letter of evaluation regarding the intern's performance during the internship. E-mail directly to Department Internship Coordinator and the student's advisor at the completion of the internship.
 5. Department Coordinator/Advisor responsibility
 - A. Evaluate internship documentation submitted by the student intern and on-site supervisor.
 - B. Assign a grade at the completion of evaluation.