

## Department of Civil and Environmental Engineering

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### Internship – Cooperative Education Program FACT SHEET

The purpose of Cooperative Education or internships in Civil and Environmental Engineering is to foster a practice-based education. The Co-op student or Engineering Intern works part-time or full-time in an engineering-aide position under the supervision of an engineer. The Department, though, does not give credit for only work experience. There must be a synthesis of that work experience for the undergraduate in the form of a final report. For the graduate student, internship credit if applied to the degree must include a research report. The Department policy is to allow one credit for one quarter of full-time work, or two quarters of half-time work. Undergraduate internship or Co-op credits (CE 404) are limited to a total of 4 credit hours. For the graduate student, a total of all credit hours from 504, 505, 506 must be less than 8 credit hours.

1. Students should periodically check the CEE bulletin board and Web site ([www.cee.pdx.edu](http://www.cee.pdx.edu)) for job listings.
2. Once you have an engineering-aide position, discuss the position with your advisor to see if the nature of your work qualifies for internship or Co-op Ed credit and if your advisor will sponsor you. No CE 404 or 504 credit will be given if there is not a faculty sponsor.
3. Obtain an Internship/Co-op Engineering Experience Agreement form from the CEE Office, complete your part and have your supervisor fill out the appropriate section. This form should be in your file in the CEE Office once it is complete.
4. **To get credit you must sign up for CE 404 or CE 504 by completing a "By Arrangement Request" form, available in the CEE Office.** Your advisor can help complete this form, which should be turned in to the CEE Office for approval and submission.
5. The requirement of the one credit includes, but is not limited to, a final report on the various projects in which you were involved. The Chair or advisor and the student will agree on the exact requirements upon filling out the Agreement form and "By Arrangement Request" form.
6. For graduate students seeking CE 504 credit, the value of the internship experience can be a vital part of the educational process even if the student is unable to have a sponsor of his/her internship. In this case the credit hours of the internship will be applied to the degree but the credit hours will not.



Maseeh College of Engineering  
and Computer Science

**COOPERATIVE EDUCATION PROGRAM  
ENGINEERING EXPERIENCE AGREEMENT**  
Department of Civil and Environmental Engineering  
Maseeh College of Engineering and Computer Science  
Portland State University

**This agreement should be completed and approved by all signatories before cooperative education credits can be assigned.**

*A. To be completed by Student:*

Name: \_\_\_\_\_ PSU ID No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_  
E-mail \_\_\_\_\_ Emphasis area within CEE: \_\_\_\_\_ CE 404/504 Credits: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_  
Cooperating Agency/Consulting Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Academic Advisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

*B. To be completed by Student and Supervisor (Academic Advisor may contribute):*

Title of Job/Position: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Number of Weeks on Job: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Student Wage: \_\_\_\_\_ Per: \_\_\_\_\_  
List of Work Duties (skills, tasks, learning objectives, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*C. To be completed by Student and Academic Advisor (Supervisor may contribute):*

List related supplemental activities (reading, research, etc.): \_\_\_\_\_  
\_\_\_\_\_  
Estimated hours per week on related activities: \_\_\_\_\_  
Procedures for evaluation of progress reports (e.g. daily log, journal): \_\_\_\_\_ Term Paper: \_\_\_\_\_  
Number and Frequency of Progress Reports: \_\_\_\_\_ Other Assignments: \_\_\_\_\_  
Number of Conferences with Academic Advisor: \_\_\_\_\_ Final Conference Date: \_\_\_\_\_

*D. As parties to this agreement, we have accepted the responsibilities as stated on this form.*

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For approval and credit registration, please submit this form along with a "By Arrangement Request" form to:**  
**Department of Civil and Environmental Engineering**  
**Portland State University**  
**P.O. Box 751**  
**Portland, OR 97207**