

**Muskingum University
Engineering Program
Internship (PHEN 310)
Student / Advisor / Chair Process**

1. You are an engineering major and have an advisor from the Department of Physics and Engineering.
2. You have completed or will complete Strength of Materials (PHEN 360) before the internship begins.
3. **Advisor: If approved, enter a 1 for Prereq Approval. Otherwise, enter a 0. Notify the student.**
4. Direct your supervisor to our Employer Pre-Internship Form. It is available from the navigation menu on the left side of the engineering program's website: www.muskingum.edu/academics/engineering.
5. Your supervisor will complete the form and email it to engineering@muskingum.edu.
6. **Chair: If approved, enter a 1 for Pre Approval. Otherwise, enter a 0. Notify the student and advisor. File the completed form on Teams.**
7. You must complete 150 hours of work with the approved employer.
8. Direct your supervisor to our Employer Post-Internship Form. It is available from the navigation menu on the left side of the engineering program's website: www.muskingum.edu/academics/engineering.
9. Your supervisor will complete the form and email it to engineering@muskingum.edu.
10. **Chair: If approved, enter a 1 for Post Approval. Otherwise, enter a 0. Notify the student and advisor. File the completed form on Teams.**
11. **Advisor: Enroll the student in the next available offering of Internship (PHEN 310).**
12. You must prepare a poster about your internship in consultation with your supervisor and advisor.
13. **Advisor: Email the finalized poster to the student's supervisor and ask for final approval. If approved, enter a 1 for Poster Approval. Otherwise, enter a 0. Notify the student. File the finalized poster on Teams.**
14. You must present the poster at either the Internship and Research Forum in the fall or the Science and Scholarship Week in the spring.
15. **Advisor: If approved, enter a 1 for Presentation Approval and submit a grade for PHEN 310. Otherwise, enter a 0. Notify the student.**