Cooperative Education Program: Policies and Procedures

The purpose of the Cooperative Education (Internship) Program in Civil and Environmental Engineering is to foster a practice-based education. The Engineering Intern works part-time or full-time in an engineering-aide position under the supervision of a Professional Engineer (PE) and prepares a report based on an agreement between the employer, the PSU adviser, and the student. In cases where the supervisor is not a PE, additional documentation of the nature of the work and job duties will be required. Undergraduate students must prepare a final report that provides a synthesis of the internship experience, and graduate students must prepare a research report. Students may receive one credit for one quarter of full-time work or one credit for two quarters of half-time work. Undergraduate students are limited to a total of 4 CE 404 credit hours. The limits for graduate students are as follows: MS-Thesis: up to 6 hours of CE 501, 504, 505, 506; MS-Project: up to 8 hours of CE 504, 505, 506; MEng: up to 8 hours of CE 501, 504, 505, 506.

1. Students should periodically check the CEE bulletin board and website (www.pdx.edu/cee) for job and internship listings.

2. Once you have an engineering-aide position, discuss the position with your adviser to see if the nature of your work qualifies for Cooperative Education credit and if your adviser will sponsor you. No CE 404 or 504 credit will be given if there is not a faculty sponsor.

3. Obtain a Cooperative Education Agreement form from the CEE office or website, then complete your section and have your supervisor and adviser fill out the appropriate sections. This form should be signed by the Department Chair and be submitted to 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 adviser can help complete this form, which should be turned in to the CEE office for approval and submission.

5. You must complete, at minimum, a final report on your internship experience (undergraduate students) or research report (graduate students), for each Cooperative Education credit. The adviser and the student will agree on the exact requirements upon filling out the Agreement form and “By Arrangement Request” form. The Department Chair must approve both of these forms.
Cooperative Education Program
Engineering Internship Agreement

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 Adviser: ______________ Telephone: ______________

B. To be completed by Student and Supervisor (Academic Adviser 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 Adviser (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 Adviser: ______ 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 Adviser's Signature: ___________________________ Date: __________
Department Chair’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

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