

ETD 2941

AS Drafting and Design Technology, AS Engineering Technology

Student Internship Checklist

ETD 2941 – Internship: College Credits: 3-6

This course is recommended for students who are in the last semester in the AS Drafting and Design Technology program.

This course is designed to provide the student an opportunity to apply skills learned in the program and to enhance the learning in their field of study. Students are immersed in a professional environment to develop appropriate attitudes and skills needed for successful employment. The individual competencies will vary depending on employer and the specific area within the industry. Minimum of 96 hours will be worked in a long-term internship. This course may be taken for a maximum of 6 credits.

Prior to Registering for the Internship Course

- Meet with your instructor to discuss potential internship sites. You may have a site in mind, as well.
- Register into ETD 2941. If you need assistance with this, please contact Grace Svitak at svitakg@easternflorida.edu or call 321-455-5732
- Declared Degree/Major on Record
- Good academic standing
- Met the recommended requirements and pre-requisites for the internship

Next Step

- Visit our website at easternflorida.edu/go/intern and submit “Student Internship Inquiry” under Student Information
- Register into ETD 2941. If you need assistance with this, please contact Grace Svitak at svitakg@easternflorida.edu or call 321-455-5732
- Complete Internship Orientation course on Canvas and submit Quiz & Application

After Registering into the Course

- Submit to the Internship Representative
 - Student Internship/Practicum Responsibility Agreement
 - Internship/Practicum Site Confirmation form
 - Memorandum of Understanding

Additional Information

- Minimum of 96 hours will be logged at the internship within the semester.
- This course may be taken for maximum credit of 6.
- In addition to college processes and applications, your host site may require additional steps including: separate application, interview, and orientation.
- A background check and/or drug test may be required.

Completion of Internship

- Submit final documents to the Internship Representative
 - Hour Verification Log for each section enrolled
 - Internship Site HOST Performance Evaluation
 - Student Worksite Review Evaluation