



AGRICULTURAL & BIOLOGICAL
ENGINEERING

ABE-AOM-PKG Internship/Coop Work Experience (0-3 credits)

Class# _____

Registration date _____

By _____

Registration Request

This form is required for registration in ABE4949, AOM4941, PKG4941, EGN5949: Full-Time Work Experience. Submit the completed form to the ABE Undergraduate Coordinator (admartin@ufl.edu) **no later than one day prior to the end of the drop/add period by 5:00 pm.** **Please read the syllabus carefully before submitting this request.**

Part I. To be completed by the student. – Indicate course (based on major)

ABE4949 AOM4941 PKG4941 EGN5949

UFID: _____ Term Requested: _____ Credits Requested: _____
(If summer SPECIFY A, B or C term)

Employer: _____

Employer Address: _____

City: _____ State: _____ Zip: _____

By providing my signature below, I verify that I have read and fully acknowledge all requirements to earn a grade in the course as outlined in the syllabus, **including the submission of a written report or presentation materials into the designated Canvas assignment.**

Signature: _____ Date: _____

Major _____ Specialization(BE)/Concentration(AOM) _____

Part II. To be completed by the employer. (Continued on page 2.)

Supervisor's Name: _____

Supervisor's Title: _____

Phone: _____ Email: _____

Is this internship engineering related? Yes No

Start Date: _____ End Date: _____

Please use the space below to explain the nature of the internship and provide a brief description of the student's responsibilities.

Registration Request

How many hours* will the student commit to the internship? _____ **total hours**

*The number of credits assigned for this course is determined by the number of hours the student works per week for the duration of the term. Please refer to the minimum requirements below and identify the number of hours per week the student will commit to the internship.

- **Summer A or B session (at least 6 weeks in length):**
 - 1 credit = minimum of 20 hours per week (120 hours of work total)
 - 2 credits = minimum of 40 hours per week (240 hours of work total)
- **Summer C session (at least 12 weeks in length):**
 - 1 credit = minimum of 10 hours per week (120 hours of work total)
 - 2 credits = minimum of 20 hours per week (240 hours of work total)
 - 3 credits = minimum of 30 hours per week (360 hours of work total)
- **Fall/Spring terms (at least 15 weeks in length):**
 - 1 credit = minimum of 8 hours per week (120 hours of work total)
 - 2 credits = minimum of 16 hours per week (240 hours of work total)
 - 3 credits = minimum of 24 hours per week (360 hours of work total)

Prior to the completion of the internship you will receive an online Employer Evaluation survey via Qualtrics. Please submit this survey immediately as the student will not receive a grade unless it is returned.

By signing below, I verify the above information is correct. I also provide consent to the student to complete an internship for the number of credits indicated on page 1 of this document and agree to submit the Employer Evaluation survey.

Signature: _____ Date: _____

Part III. To be completed by the ABE Undergraduate Coordinator or ABE Department Academic Advisor.

Signature: _____ Date: _____