Guidelines for 14:332:496/497 and 14:332:495 Deliverables

Students are required to submit three items upon completion of their internship or co-op employment: (1) a brief report; (2) a poster; and (3) an employer survey. These are to be submitted to the undergraduate director in a timely manner.

The Report:

Students must submit a report that summarizes their employment experience and relates the job experience to their ECE curricula. In particular, the report should include an introduction section that describes the employment position and responsibilities. The body of the report should include:

- A description of the job tasks that you performed
- How those related to electrical and computer engineering
- What courses and curricular lessons helped you in handling those tasks
- What lessons you learned and what skills were gained
- Any possible feedback or recommendations that you might provide the company based on your experience
- Any possible feedback or recommendations for the ECE department on how it could adapt/expand its curricula to better address employment training
- Any other aspects you feel is relevant to your training

For completeness, you should aim for roughly a 5 page report for a 1-credit internship, and roughly 8-10 pages for either a 3 credit internship or the 6-credit co-op internship. That said, length is not the important thing to worry about, length requirements are there because if we didn't include them students would submit poorly written 1-page reports.

The Poster:

Students are to submit a poster that summarizes the activities associated with their internship employment. The poster should, in particular, highlight the items identified in their report. A template for the poster can be found on the departmental website at: https://www.ece.rutgers.edu/advising-and-general-information

The Employer Survey:

Students are must have their employer fill out and return a survey to the ECE undergraduate director’s office. This survey asks the employer to evaluate student employee and the quality of training and education that Rutgers has provided. The employer survey can be found at: https://www.ece.rutgers.edu/advising-and-general-information