

## WPI Graduate Internship Registration Form

For any questions related to the process of registering for the graduate internships, please email the Office of Graduate Studies at [graduatestudies@wpi.edu](mailto:graduatestudies@wpi.edu)

### Process

1. Discuss with your advisor and graduate program coordinator whether an internship experience is appropriate for the desired semester. Both will receive copies of the completed internship registration form.
2. Secure an internship. It is your responsibility to find an internship, but there are many tools available to assist you and you should consult with the Career Development Center for guidance. Please be advised that if an internship employer requires you to complete a Non-Disclosure Agreement (NDA), you should review the NDA with your advisor and graduate program coordinator to ensure that you will be able to complete the NDA and still be able to have your internship experience evaluated for a grade by your graduate program at WPI.
3. Complete the internship registration form prior to the start of the semester. **Please note that you will need to have the internship offer letter from the employer available for submission along with this form.** If you were not provided such a letter, request and obtain the letter prior to completing the internship registration form.
4. With the Internship Registration Form you must also submit an unofficial transcript and a plan of study to your department's designated approver, along with the internship offer letter, unless otherwise directed by the department.
5. Graduate program approval is needed on the internship registration form. If the form has been submitted for graduate program approval and no response from the graduate program is received at the end of two weeks post submission of the form, please contact Deborah Baron ([dabaron@wpi.edu](mailto:dabaron@wpi.edu)) in the Office of Graduate Studies for further assistance.
6. Once the form is submitted and after departmental approval is secured, the Registrar's Office will register you for the appropriate course (Master's students: 5900; PhD students: 6900). You will receive an email confirmation from the Registrar's Office once you are registered for the internship. **Please note that you must be registered prior to starting the internship.**
7. If you are international graduate student, you must secure your I-20/DS-2019 with CPT work authorization/Academic Training from the International House prior to starting your internship. Please remember that working without authorization is a violation of your F-1 or J-1 student status and could lead to termination of your SEVIS record. Allow 3 business days for the processing of your I-20/DS-2019. The International House will email you when your immigration document is ready for pick up.

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Student Information

Last Name:

First Name:

WPI ID #:

Email:

Degree:

Major:

Expected Graduation Date:

Are you a US citizen or Permanent Resident? No Yes (skip to Internship information)

If no, are you on a F1 or J1 Visa? No Yes (skip to Internship information)

**If no, please see the International House to discuss internship eligibility**

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Internship Information

Internship semester:

Internship year:

Internship credit: (Note: 0 credit is pass/fail, 1-3 credits are letter graded.)

Organization/Company Name:

If placed at a second company\*, company name:

Work Location Address (Street, City, State, Zip Code):

Internship Supervisor/Employer contact name:

Internship Supervisor/Employer contact title:

Internship Supervisor/Employer contact email:

Internship Supervisor/Employer contact phone:

Internship start date:

Internship end date:

Hours per week (please note that less than 20 is considered part time and 20 hours or over is considered full time): \_\_\_\_\_

Paid internship? No Yes (please specify salary): \_\_\_\_\_

If yes and you negotiated your offer, what was the dollar amount increase over the initial offer?

\*Example- if you are working for a company, but placed there by an agency, and the agency pays you, the agency would be your primary company and your placement job site would be the secondary company.

Major work responsibilities for this position:

Describe how this internship relates to your field of study and is integral to your studies:

Faculty Advisor Name:

Faculty Advisor Email:

**End of the Student Portion of the Internship Form, please provide this form to the designated person in the list on the following page, based on your department:**

**WPI Graduate Internship Registration Form: Department Approval**

<b>Department/Program</b>	<b>Department Designee</b>
Aerospace Engineering	Michael Demetriou
Bioinformatics & Computer Biology	Dmitry Korkin
Biology & Biotechnology	Reeta Rao
Biomedical Engineering	Karen Troy
School of Business	Norm Wilkinson
Chemical Engineering	Aaron Deskin
Chemistry and Biochemistry	Anita Mattson
Civil Engineering	Nima Rahbar
Computer Science	Craig Shue
Data Science	Elke Rundensteiner
Electrical and Computer Engineering	Donald Brown
Environmental Engineering	Nima Rahbar
Fire Protection Engineering	Ali Rangwala
IMGD	Gillian Smith
Learning Sciences and Technology	see CS or appropriate discipline designee
Manufacturing Engineering	Rick Sisson
Materials Science & Engineering	Rick Sisson
Materials Process Engineering	Rick Sisson
Mathematical Sciences	Christopher Larsen
Mechanical Engineering	Mark Richman
Physics	Lyubov Titova
Robotics Engineering	Cagdas Onal
Social Science & Policy Studies	Khalid Saeed
Systems Engineering	Robert Swarz

**Department Approval Section (only to be completed by departmental approver):**

Do you approve \_\_\_\_\_ credit(s) for this student’s internship?    Yes                      No

If no, please select appropriate number of credits:

Method of evaluation: Paper              Oral Presentation

Other              (please describe):

Please affirm agreement with the following statement: by approving this internship experience, I will be responsible for evaluating the internship and assigning a grade at the end of the semester.

Yes                      No                      (please consult with Rory Flinn ([rjflinn@wpi.edu](mailto:rjflinn@wpi.edu)) in Graduate Studies)

**Department Approver Name:**

**Date:**

**Department Approver Signature:**

**Please send completed and signed form along with copy of student’s internship offer letter to the Registrar’s Office**