*Western Illinois University*

Department of Chemistry

Chemistry Internship (CHEM 590)

**CHEM 590:** Graduate Internship - Internship experience in cooperating industrial laboratory, or chemical educational program at WIU. Prerequisite: Permission of the instructor. 2 to 10 s.h., repeatable to 10 s.h.

1. **CONTACT INFORMATION**

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| Dr. Rose McConnell, Department ChairCurrens Hall 214(309) 298-2763RM-McConnell@wiu.edu | Dr. Hongxia Guan,Chemistry Graduate Program DirectorCurrens Hall 591D(309) 298-3271H-Guan@wiu.edu |

2. **Protocol**

We have two options for our M.S. Chemistry program. 1) Thesis option and 2) Applied-Internship option. CHEM 590 is utilized by graduate students who decide not to undertake the thesis option. A three person Internship committee is required for graduate students who choose the internship option. Students who select this option must complete an internship report about their internship experience, present a seminar of the report, and pass an oral defense of the internship report (CHEM 591).

3. **Application Requirements**

1. Minimum major G.P.A. required: 3.00
2. Internship experience in cooperating industrial laboratory, government laboratory, or chemical education program.
3. Internship site must have an existing Internship Program within the organization.
4. Application must be submitted in advance of the date of the proposed internship. MUST BE DONE PRIOR TO FINAL EXAM PERIOD OF SEMESTER PRIOR TO INTERNSHIP.

4. **Registration Requirements**

**A. Complete Internship Application.**

1. Submit completed application (Document #1 attached)
2. Submit documentation of Company’s Internship Program.
3. Submit job description from proposed internship site and description of laboratory experience to be gained.

5. **Student Intern Responsibility**: It is the responsibility of the internship student to complete all of the requirements listed below and submit materials to the Chemistry Faculty Internship Supervisor.

1. Prepare a laboratory notebook. Please include:
2. Daily Log - Include duties performed, data, experiences and personal insights of each day.
3. Weekly Overview Comments - Your overall assessment of the week including new responsibilities, difficult assignments, personal improvement.

B. Final Internship Report (CHEM 591) - (15 - 40 pages) wherein the student completes a literature review of the topic, and ties together concepts learned from the Chemistry classes along with internship work experience. The daily laboratory notebook will serve as a basis for the final internship report.

C. Letter of Evaluation - Acquire a letter of evaluation from the on-site supervisor of the student’s internship performance. This may be included in the notebook or mailed directly to the Department of Chemistry, Western Illinois University, Macomb, Illinois 61455.

D. Submit notebook - The daily laboratory notebook and final paper must be submitted to the WIU Faculty internship Supervisor before credit can be awarded. Any failure on the part of the internship student to submit the laboratory notebook and paper may result in a grade of "Unsatisfactory" which is equivalent to no credit earned for the internship.

E. Students who do not complete requirements at the end of a term will receive an incomplete (“I”).

6. **Employer Supervisor Responsibility:**

1. Write letter of evaluation of intern’s performance during the internship. Either include letter with student’s completed notebook or mail directly to the WIU Department of Chemistry at the completion of the internship.

**7. WIU Chemistry Faculty Internship Advisor Responsibility:**

1. Evaluate internship documentation submitted by student and on-site supervisor.
2. Assign grade for CHEM 590 at completion of evaluation.
3. Assist student in establishing an approved three person internship committee to evaluate the student’s oral defense of the internship report (CHEM 591).