Western Illinois University

Department of Physics

Physics Internship (PHYS 478)

PHYS 478: Physics Internship - A one-semester on-the-job experience in an industrial facility or a research laboratory. Pre-requisites: consent of department chairperson and PHYS 477. May be taken from 1 - 12 s.h. in fall, spring, or summer semesters.

1. **CONTACT INFORMATION**

Chair, Department of Physics

Currens Hall 212

(309)298-1596

[physics@wiu.edu](mailto:mfmsb@wiu.edu)

2. **PROTOCOL**

Special Permission Required. Must meet with Physics Department Chairperson to have internship approved and appropriately supervised by the chair or another WIU Physics faculty member (approved by the Physics chair) in conjunction with the off-campus (non-WIU) supervisor.

3. **APPLICATION REQUIREMENTS**

1. Minimum overall G.P.A. required: 2.00 GPA and student in good academic standing
2. Minimum major G.P.A. required: 2.00 GPA and student in good academic standing
3. Students may count up to 12 s.h. of PHYS 478 toward general elective hours in the physics major, but it does not replace the regular coursework requirements, in general. Special cases may be taken into consideration, however.

4. **REGISTRATION REQUIREMENTS**

A. Special permission of the Physics Department Chair.

B. Submit job description from proposed internship site and how duties are tied to the B.S. degree coursework in the physics major.

**5. STUDENT INTERNSHIP RESPONSIBILITY**: It is the responsibility of the internship student to complete all of the requirements listed below and submit materials to the Chair of the Department of Physics.

A. Final Internship Presentation: wherein the student ties together concepts learned from the Physics classes along with work experience. The student will give a colloquium, which will be open to the department faculty and students and also be prepared to answer questions regarding the internship experience.

B. Letter of Evaluation: acquire a letter of evaluation from the on-site supervisor regarding the student’s internship performance. This letter may be mailed directly to Department Chair, Department of Physics, Western Illinois University, Macomb, Illinois 61455.

C. Students who do not complete the course requirements by the last day of the term (when the grade report is due) will receive an incomplete (“I”) grade. All requirements must be completed by the student before the change of grade form will be submitted to indicate satisfactory completion of the course.

**6. ON-SITE SUPERVISOR RESPONSIBILITY:**

Write letter of evaluation regarding the intern’s performance during the internship. This letter may be mailed directly to: Department Chair, Department of Physics, Western Illinois University, Macomb, Illinois 61455.

**7. DEPARTMENT CHAIR RESPONSIBILITY:**

1. Evaluate internship documentation submitted by student and on-site supervisor.
2. Arrange the date and room for the final internship colloquium presentation.
3. Assign “S/U” grade at completion of evaluation by the physics chair (and any relevant physics faculty) of the student performance.