

Civil and Environmental Engineering and Construction
University of Nevada, Las Vegas
Cooperative Education Internship Approval Form
CEE 225, CEE 325 or CEE 425

(Please print legibly with pen or type)

Name: _____ NSHE: _____

Which course will you be enrolling **(check one)**: CEE 225 CEE 325 CEE 425

Semester **(check one)**: Fall Spring Summer Year: _____

Employer: _____

Employee: Address: _____

Internship Supervisor: _____

Internship Supervisor Contact Information:

Phone: _____ Email: _____

Internship Supervisor Signature: _____ Date: _____

Number of hours working each week: _____

Brief Description of Internship Duties: _____

Required Approvals:

Civil Engineering Department Chair Signature: _____ Date: _____

College of Engineering Academic Advisor Signature: _____ Date: _____

NOTE: Please check your UNLV email regarding the requirements and assignments for this course. If you do not receive emails please contact the Civil Engineering Department Chair regarding any assignments and due dates.

In order to receive credit for (1) civil engineering technical elective you must complete one semester of CEE 225, CEE 325 and CEE 425 for a total of 3 credits.

Instructions For Taking a Cooperative Training course:

1. You must enroll into the course at the beginning of the semester.
2. To enroll, complete a Cooperative Education Internship Approval Form.
3. On the form, briefly explain the description of duties of the internship, as well as the topic to be reported at the end of the semester.
4. Please have your UNLV advisor, internship supervisor, and the Civil & Environmental Engineering department chair sign and approve the form.
5. Submit the completed and signed Cooperative Education Form to the Civil & Environmental Engineering department. Once submitted, the departmental administrative assistants will give you permission in the MyUNLV system to enroll into the desired course.
6. A student must work at least 200 hours at the internship, during the semester.
7. Submit monthly progress reports
8. Before exam week of the semester, please submit a short report to the department summarizing your work during the internship. This report will need to be signed by your internship supervisor. A grade will be assigned based upon the report.
9. Please remember that you can only complete **one** Cooperative Training course per semester. If you complete CEE 225, CEE 325, and CEE 425, you can use the three total credits to count for one UNLV technical elective.

Below are the UNLV course descriptions for the Cooperative Training courses:

CEE 225 - Cooperative Training I

Introductory individual off-campus learning experiences in civil engineering. Students apply engineering concepts and theories in work-related settings. Minimum 200 supervised hours required. Progress reports required at least monthly. Final report and/or final poster required.

- Credits: 1
- Prerequisites: Sophomore standing in engineering. Prior approval of employer and department.
- May be repeated once.
- No more than one (1) credit of CEE 225 may count towards the degree.

CEE 325 - Cooperative Training II

Individual off-campus learning experiences in civil engineering. Students apply engineering concepts and theories in work-related settings. Minimum 200 supervised hours required. Progress reports required monthly. Final report and/or final poster required. A combined maximum of three credits in CEE 225 and CEE 325 may count towards the degree.

- Credits: 1
- Prerequisites: Junior or senior standing in engineering. Prior approval of employer and department.
- May be repeated twice.

CEE 425 - Cooperative Training III

Continuation of off-campus individual learning experiences in Civil Engineering. Students continue to apply engineering concepts and theories in work-related settings. Minimum 200 Supervised hours. Progress report is required monthly. Final report and/or final poster required.

- Credits: 1
- Prerequisites: Junior or senior standing in engineering.