Course Description: An internship is approved for on-the-job work experience where mathematical knowledge obtained from classroom theory is integrated with practical work experiences. Internships provide students with knowledge of career opportunities, help students gain an understanding of the role mathematics plays in industry, and what mathematics can help a person achieve success as an industrial mathematician. Your goals during the internship are to:

1. Gain experience in using mathematics in an industrial setting.
2. Learn more about career opportunities in mathematics.
3. Network with professionals and identify possible mentors.
4. Report your experiences to the department in a way that will enhance future course work.

Prerequisites: Students participating in internships through the mathematics department must be mathematics majors. They should have finished the core requirements for the mathematics major, and must receive approval from the internship coordinator. Please consult the internship coordinator well in advance to insure that all university requirements have been met before you register for Math 399R.

Credit: Students may do an internship for credit or choose not to take any credit. Credit may be from 1 to 9 credit hours. The number of hours earned will depend upon:

1. The amount of time (hours) worked during the internship. Approximately 60 hours of internship work is required per credit hour.
2. Submission of an initial report, a summary report, a student evaluation interview, and an employer evaluation.
3. Submission of weekly reports during the internship.
4. Approval by the department internship coordinator, who is responsible for approving internship credit.

Note that at most 6 hours of internship credit will be counted towards the requirements for a BS in mathematics. Internship credit counted towards the BS in mathematics must be approved the the internship coordinator. Be sure that you have checked with the Financial Aid Office on the impact the internship credit hours will have on your scholarship, grants, and other commitments.
Grading: Grades are assessed on the normal scale of A through E. Grades will be assigned according to a standard scale (93-100=A, 90-93=A-, etc.), and course requirements will impact your grade as follows:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Due Dates</th>
<th>Grade Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Forms</td>
<td>Before beginning internship</td>
<td>Required for any grade</td>
</tr>
<tr>
<td>Initial Report</td>
<td>Within two weeks of beginning the internship</td>
<td>20 percent</td>
</tr>
<tr>
<td>Weekly Reports</td>
<td>Each week during the internship, by Saturday, 11:59 PM</td>
<td>20 percent total</td>
</tr>
<tr>
<td>Summary Report</td>
<td>By the last day of final exams or two weeks after completing the internship, whichever comes first.</td>
<td>20 percent</td>
</tr>
<tr>
<td>Employer Evaluation</td>
<td>Give to your employer during the last week of your internship</td>
<td>20 percent</td>
</tr>
<tr>
<td>Evaluation Interview</td>
<td>Meet with the internship coordinator within two weeks of your return to BYU</td>
<td>20 percent</td>
</tr>
</tbody>
</table>

Deadlines for these requirements may be relaxed only on prior arrangement with the internship coordinator, and only with justification. Any requirement that is completely neglected (i.e. not turned in at all) will result in a failing grade in the course. Projects should conform to the following guidelines, and should be well written, using correct English. They should be typed neatly, and (except as noted below) turned in as PDF files.

Initial Report: The purpose of this report is to help the intern manage expectations for his/her internship. Begin by discussing the objectives and goals agreed upon by the intern and his work supervisor, including a specific description of the work the intern is expected to do. A short description of the company for whom the intern is working, together with a description of the mathematical background of the interns coworkers should be included. Finally, discuss how you intend to benefit mathematically from the internship. This report should be 2-5 pages (double spaced), and is due within two weeks of beginning the internship.

Weekly Reports: Give a short summary of the work that you did during the week. Emphasize any mathematical content to the work, and describe briefly what you intend to accomplish during the following week. These reports should be short e-mails, two to three paragraphs long. Although e-mail tends to be an informal medium, these reports should be professionally formatted, and use correct English.
Summary Report: This report should summarize the work that you have done during your internship. It should include accounts of the mathematics that was useful to you, as well and contacts that you made in the business world. In addition, we would like your evaluation of how effective the company was for a mathematics internship, and how suitable it would be for future interns from the mathematics department. You may wish to attach copies of documents or programs that you produced during the internship; these do not count as part of the length of the report, and should only be attached if allowed by the company for whom you worked—no proprietary or confidential data should be included. This report should be 4-5 pages long, double spaced, and must be turned in before the final interview with the internship coordinator.

Employer's Evaluation: During the last week of your internship, give your employer a copy of the intern evaluation form (available from the internship coordinator). Your supervisor in the internship should complete this form and return it directly to the internship secretary (by Fax, e-mail, or regular mail). The employer should not give this confidential form to you, but should return it directly to the department.

Student Evaluation Interview: After completion of the internship, you should contact the internship coordinator by e-mail to arrange an evaluation interview. This interview will be a discussion of the internship in general, your accomplishments, and what you learned. You must complete this interview during the first two weeks after you return to BYU.