Departmental Authorization for a Hands-On Experience in CEE
As Part of the Master’s of Engineering (ME) Degree

**Motivation:** Students pursuing the CEE ME degree are encouraged but not required to complete a hands-on learning experience (i.e., either research or a professional internship) for at least one semester. This will deepen a student’s understanding of and appreciation for CEE course content and its applications to the professional practice of civil engineering.

**Requirements:** Three credits of CE 6995 (*Supervised Instruction in Civil Engineering*) may be awarded for suitable research-based projects or professional internships. Students are expected to propose their own hands-on experiences, subject to the criteria listed below. Students may not receive CE 6995 credit for projects completed prior to their enrollment in the CEE ME degree.

- The project must comprise meaningful, technical work in a CEE-relevant field.
- The student must devote roughly 10-12 hours of work per week to the project.
- The student must be under the supervision of a CEE faculty member or practicing engineer.
- The student and their supervisor must agree to a set of deliverables prior to the start of the project (e.g., short midterm report and a final presentation).
- The student must receive a letter grade from a CEE faculty member at the end of the semester. For internships, a CEE faculty member must agree to serve as liaison with the non-UVA supervisor, and he/she will assign the grade. The student may receive paid compensation in addition to the course credit.

***This form must be completed and returned before a student may enroll in CE 6995.***

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Student Name: ____________________________________________________________

Proposed Project Title: ______________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Dates of Proposed Project: ____________________________________________________

CEE Supervisor Name: ________________________________________________________

__________________________________________________________________________

External Supervisor Name and Affiliation (if pertinent): ____________________________

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(Continues on reverse side.)
Student Signature: _______________________________ Date: ____________
Faculty Signature: _______________________________ Date: ____________

(ME Adviser).

Faculty Signature: _______________________________ Date: ____________

(Project Sponsor or Pass-Through Supervisor, if different than the CEE faculty member named above).

Sponsor Signature: _______________________________ Date: ____________

(External Project Sponsor, if relevant).

Please attach a description (< 1 page) of the proposed project, describing how the proposed project meets each of the requirements above and outlining the project deliverables, with tentative deadlines.