



This is a double-sided form. Please be sure to fill out both sides completely, including signatures from all parties.

**Part C: To be completed by student and academic advisor**

Dept. & Course Number \_\_\_\_\_ No. of Credits \_\_\_\_ Term & Year \_\_\_\_\_

Describe the academic requirements (conferences, term paper, projects, etc.):

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**Part D: Agreement & Signatures**

As parties to this agreement, we accept the responsibilities on this form:

Employer Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_

Student: \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_

Academic Sponsor and/or Dept. Chair: \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_

**NOTE TO STUDENT:**

In order to be officially registered for this class and receive credit from Portland State University, you must fill out a By Arrangement Form and submit it to the ECE Department Office. You will need to complete this form with your academic advisor, as it requires the signatures of your advisor and the Department Chair.