



EGN 394 Engineering Internship Guidelines

Registration and Course Requirements

1. The student needs to identify
 - a. an engineering faculty willing to be instructor of record; and
 - b. an engineer at the company of internship to be the on-site supervisor.
2. The student must submit a Scope of Internship/Proposal to the instructor of record. It should include the planned number of internship hours and the outline of the project to be done by the student (not just routine day-to-day operations). The proposal should be approved and signed by both the on-site supervisor and the instructor of record prior to beginning the internship.
3. The student will earn 1 credit for every 4 weeks of full-time (40 hours/week) work. Hence, a three-month full-time internship qualifies for 3 credits. For 3 or more credits, the course becomes equivalent to a technical elective. The actual number of hours of internship work must be communicated by the on-site supervisor to the instructor of record at the conclusion of the internship.
4. The instructor of record may visit the place of internship to experience the student's work.

Reporting Requirements

1. The student must submit every four weeks to the instructor of record a short (no more than 2000 words) progress report approved by the on-site supervisor.
2. At the end of the internship, the student must summarize all progress reports into a final report (no more than 3000 words), that should first be approved by the on-site supervisor and then submitted to the instructor of record. The final report must follow the *ANSI/NISO Z39.18-2005 Scientific and Technical Reports* standard.
3. The student must give a final presentation to the instructor of record (and to the on-site supervisor, if they are available) at a time and location specified by the instructor of record.
4. At the conclusion of the internship, the on-site supervisor must complete an assessment of student's performance in consultation with the instructor of record.
5. The instructor of record will assign a letter grade based on the progress reports, final report, on-site visits, on-site supervisor's assessment and final presentation.