UNIVERSITY OF SOUTHERN MAINE – Department of Engineering

EGN 394 Engineering Internship – Submission Form

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| 1. Enrollment      | 2. Presentation      | 3. Instructor      | 4. Student      |
| 5. Company      | 6. Engineering Supervisor, Title      |
| 7. Beginning and Ending Dates of the Internshipfrom / /   to / /   | 8. Total Number of Hours Planned      | 9. Credits of Enrollment      |

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| 10. Internship Phase (check one)a. [ ]  Proposal c. [ ]  Presentation Application e. [ ]  Other (specify)b. [ ]  Progress Report d. [ ]  Final Report  |
| 11. Scope of the Internship      |

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| --- | --- | --- |
| Supervisor Signature | 12. Date Submitted / /   | 13. Number of Hours Accrued      |
| Student Signature | 14. Date Submitted / /   | Instructor Signature |
| 15. Review (for departmental use)      | [ ]  Approved[ ]  Revision Required |

Updated 6/1/2020

Instructions for filling the EGN 394 Engineering Internship Submission Form

This form was designed to assist students, supervisors and the faculty in carrying out the internship experience. The form may be filled electronically using Microsoft Word or equivalent. Both the electronic copy and a signed paper copy must be submitted for departmental review. Below is a description of each field that requires filling.

1. Enter the semester (term) of enrollment in EGN 394 (e.g. Summer 2013, Fall 2013, Spring 2014).
2. Enter the presentation date (if known) or the semester. Presentations are typically scheduled for the Friday of finals week in the fall and spring semesters. Other and/or different dates may be scheduled as necessary. EGN 394 is typically a 1-term experience, but special projects and/or circumstances may dictate that the presentation be held at a subsequent term. Students who schedule the presentation for a later term will receive an I (incomplete) grade at the end of their term of enrollment, good for one additional term. A final grade will be assigned after the presentation and submission of the final report.
3. Enter the instructor of record for the internship.
4. Enter your name as the intern.
5. Enter the company name.
6. Enter the name of the engineer who has agreed to supervise you at the job.
7. Enter the start and end dates of the internship experience.
8. Enter the total number of hours of work on the job that you are expected to accrue under the internship experience.
9. Enter the number of credits that you are seeking for the experience. A minimum of 160 hours per credit is required. If you accumulate 3 credits of internship from one or multiple experiences, you will be granted the equivalence of one technical elective toward the engineering degree program at USM. Only one technical elective equivalence is permitted.

Fields 10-11 represent the content of the internship experience and will form the basis for approval by the department.

1. The internship phase identifies the stage of completion at the time of submission of the form. Check only one box for every submission.
	1. The proposal is the planning phase of the internship by the student, to be refined with assistance from the engineering supervisor and the instructor of record. Approval of the proposal by the instructor constitutes permission to enroll in EGN 394.
	2. Multiple progress reports may be required at various times by the individual instructor.
	3. An application for presentation is due one week prior to the presentation, and will be subject to review and approval by the department. Submitting the form represents a statement that the objectives described have indeed been attained.
	4. The form will accompany the final report for filing and grading at the conclusion of the design project.
	5. Other submission categories may be identified here, as needed and/or required by the instructor.
2. The scope must fit within the space provided and offer a concise description of the internship, consistent with the phase that the internship is currently in.
3. At every stage of submission, from proposal to final report, the form must be dated and signed by the engineering supervisor
4. Record here the number of internship hours that have been accrued as of the date of submission. For the final report submission, the number of hours must match or exceed the number of hours entered in field number 8.
5. At every stage of submission, from proposal to final report, the form must be dated and signed by the student intern.
6. The instructor will sign and submit the form, along with the attached documentation, to the Department for review and either approve the application or return it for further revision.

Additional instruction are found in the **EGN 394 Engineering Internship Guidelines** published by the Department. If in doubt, consult the Department for clarification.