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**GUIDELINES AND PROCEDURES  
FOR COMPLETING THE  
MECHANICAL ENGINEERING  
INTERNSHIP REQUIREMENT**

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Department of Mechanical & Civil Engineering  
Minnesota State University, Mankato  
205 Trafton Science Center E  
Mankato, MN 56001  
Phone: (507) 389-6383  
FAX: (507) 389-5002

## **GUIDELINES AND PROCEDURES**

1. Pick up and complete an application form for the internship at least one semester before the semester in which the internship is planned to be taken. This should be completed neatly in typewritten or printed form.

The following additional items should be completed one semester prior to the semester you plan to intern and submitted to the program coordinator.

- a) Complete a resume covering your educational background, experience and goals. Include personal items such as address, telephone number, marital status, etc. Advice on preparing a resume should be obtained from Career Development and Counseling Center, WA 211.
- b) Submit a current copy of your transcript.
- c) Complete the Student Internship Application Form

The above items should be submitted by the student to participating companies (unless otherwise specified) and they will select individuals they wish to interview based on these materials.

2. Students must be admitted to the ME program prior to taking the internship.
3. The student may obtain the position on his own or through the Career Development & Counseling Center.
4. The chairperson of the Mechanical and Civil Engineering Department will normally act as the Coordinator.
5. If the student obtains an internship, the coordinator must have a record of:
  - a) the name of the company or firm offering the position;
  - b) the name, address, and telephone number of the person supervising the internship position;
  - c) the ***Company Internship Form A*** which provides a brief job description showing that the job is related to mechanical engineering shall be returned to the coordinator from the company providing the internship position. The description should involve working with an engineer, preferably this would include elements of engineering such as data gathering, analysis, testing, reporting.
6. The student then obtains special permission and registers for ME 497, Internship. The class is available on P/N basis only.
7. The intern is expected to work full-time (40 hours a week) for the duration of one semester. If the internship is taken during the summer session, the position should cover the duration of at least 10 weeks.
8. The coordinator will make a visit during the semester to the company unless distance or time precludes this.
9. Before credit can be given for the internship position, the following information must be submitted:
  - a) A ***Company Internship Report Form B*** from the supervisor mailed directly to the coordinator
  - b) A ***Student Internship Report*** summarizing the activities and responsibilities performed. The report must be typewritten, contain examples of specific activities performed, and fully summarize intern's activities. One page should include the following:
    - i) brief comments on the value of the internship program as a learning experience;
    - ii) brief comments on how the internship and the ME program in general may be improved from both the education aspect and the employer's standpoint

Only after all pertinent material has been received pertaining to the internship will the intern's grade be forwarded to the Registrar's Office.

**MINNESOTA STATE UNIVERSITY, MANKATO – MECHANICAL ENGINEERING PROGRAM  
STUDENT INTERNSHIP APPLICATION**

Name: \_\_\_\_\_ Major: \_\_\_\_\_  
Last First Middle

U.S. Citizen? \_\_\_\_\_ Social Security No.: \_\_\_\_\_

University Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

University Status: ? Fresh. ? Soph. ? Jr. ? Sr. Credit Hours Completed\_\_

Semester and year for Internship: ? Summer Session ? Fall ? Spring 20\_\_\_\_\_

Companies preferred: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
 3) \_\_\_\_\_

Internship Location: \_\_\_\_\_

Type of company: ? *Consulting* ? *Computer (Software)* ? *Sales* ? *Construction* ? *State/County/City*  
 ? *Other* \_\_\_\_\_

GPA: Major \_\_\_\_\_ Overall \_\_\_\_\_

Courses completed in Science and Engineering:

**Computer Science:** ? 171 ? Other \_\_\_\_\_

**Chemistry:** ? 201 ? Other \_\_\_\_\_

**Electrical Engineering:** ? 101 ? 230 ? 240 ? 244 ? 253 ? Other \_\_\_\_\_

**Mathematics:** ? 121 ? 122 ? 223 ? 321 ? Other \_\_\_\_\_

**Physics:** ? 221 ? 222 ? Other \_\_\_\_\_

**Mechanical Engineering:**

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| ? 103 Intro to Engineering III    | ? 336 ME Experimentation I           |
| ? 201 Intro to Engineering Design | ? 341 Linear Systems                 |
| ? 206 Material Science            | ? 417 Design of Machine Elements     |
| ? 212 Statics                     | ? 420 Computer-Aided Engineering     |
| ? 214 Dynamics                    | ? 428 Design Project I               |
| ? 241 Thermodynamics              | ? 436 ME Experimentation II          |
| ? 291 Engineering Analysis        | ? 438 Design Project II              |
| ? 321 Fluid Mechanics             | ? 463 Automatic Controls             |
| ? 324 Heat Transfer               | ? 466 ME Experimentation III         |
| ? 329 Applied Thermodynamics      | ? 492 Mechanical Engineering Seminar |
| ? 333 Manufacturing Processes     |                                      |

Technical Work Experience:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MINNESOTA STATE UNIVERSITY, MANKATO – MECHANICAL ENGINEERING PROGRAM  
COMPANY INTERNSHIP FORM A**

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Company Name \_\_\_\_\_

Supervisor (Name/Title) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Intern Name \_\_\_\_\_

Internship Period (*Beginning Date*) \_\_\_\_\_ (*Ending Date*) \_\_\_\_\_

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Please provide a brief job description. (*This should involve working with an engineer; preferably this would include elements of engineering such as data gathering, analysis, testing, reporting*)

Thank you for your time and help.

Please send this form to:

Chairperson, Department of Mechanical & Civil Engineering  
Minnesota State University, Mankato  
205 Trafton Science Center E  
Mankato, MN 56001

**MINNESOTA STATE UNIVERSITY, MANKATO – MECHANICAL ENGINEERING PROGRAM  
COMPANY INTERNSHIP FORM B**

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Company Name \_\_\_\_\_

Supervisor (Name/Title) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Intern Name \_\_\_\_\_

Internship Period (*Beginning Date*) \_\_\_\_\_ (*Ending Date*) \_\_\_\_\_

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1. Evaluate the intern's performance in his/her assigned tasks.

2. Did the intern have sufficient preparation? What were his/her strengths and/or weaknesses? How did the intern compare with other beginning employees with whom you have worked?

3. Summarize your reactions to the internship program as it presently exists with regard to your company. Was the variety of experience adequate? Are arrangements satisfactory? How could arrangements be improved?

Thank you for your time and help.

Please send this form to:

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Minnesota State University, Mankato  
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