

**Automotive and Manufacturing Engineering
Technology Department**

MS Manufacturing Engineering Technology

Minnesota State University, Mankato

**INTERNSHIP POLICY
MET 697**

Adopted November, 2014

Automotive and Manufacturing Engineering Technology
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MS Manufacturing Engineering Technology Internship Policy

Introduction

Internship education is the cooperation between industry and the University to provide the student with a supervised work experience that strengthens the student's educational experience and credentials. This document describes the internship policies that are particular to the Engineering Management program.

Students that wish to participate in an internship program need to work with a potential employer to develop a written work plan. The plan needs to outline the scope of the work experience. This written plan provides both student and employer a written "agreement" on what the internship will include and expectations on both sides. Once approval of the program is granted by the Internship Coordinator, the student is granted written permission to register for the appropriate internship section for the agreed upon credits.

Following completion of the work experience and follow-up reporting, the Internship experience is graded and can be used by the student towards elective credit(s). This document serves as a guide for MS MET students and employers interested in an approved Internship position.

Eligible Students

Only students that have completed 9 credits in MS MET graduate coursework are eligible for Internship credit. The student must also possess a minimum cumulative GPA of 2.5 to qualify.

Appropriate Work Experience

To be viable, internship work experience must be more than incidental employment it should be recognized as an on-the-job training experience that calls upon and challenges the student's prior academic and practical experience credentials. The work experience must include an obvious element of manufacturing experience in order to be approved. It is understood that this experience may take various forms and it is the burden of the student and employer (i.e., work site supervisor) to clearly identify the validity of the engineering component. Credit will not be awarded for work experience that occurred before a plan was approved by the Internship Coordinator.

The Internship Work Agreement

A formal written Internship Work Agreement, typically no more than one page in length, is required before approval of the work experience for credit. It is the responsibility of the student and the employer's work site supervisor to produce the formal plan. It is the responsibility of the student to type the plan and present it to the Internship Coordinator for review and approval. An approved plan must include the following items:

1. A description of the position. The description should include reasonable detail of the proposed work and must detail how the student will gain new experiences and skills. While the exact nature of the

work may not be known, the work description should be as specific as possible (see the attached example).

2. The proposed start/stop dates for the internship.
3. The fraction of full-time employment.
4. The number of proposed credits. The formula for the number of credits/hours worked is 1 credit per 60 hrs. of work.
5. Signature lines for the student, employer (work site supervisor), and the AMET Internship Program Coordinator.

Documenting the Work Experience

Students are required to maintain a laboratory notebook that serves as a method for daily logging of activities. Keeping a journal of the experience will help improve the student's technical writing skills and also serves as a convenient means for summarizing the work experience for a mandatory final written report. Students are encouraged to have their work site supervisor periodically review their notebook and write constructive comments that will benefit the student.

At the end of the work experience the notebook will be extremely useful for preparing a final report on the experience. If the employer has concerns over the propriety of the work disclosed in the student's notebook, prior arrangements should be made by the student with the employer to avoid disclosure of any confidential company information.

Student Midterm Progress Review Memo

At approximately the midpoint of the work period, students are required to submit a brief memo to the Internship Coordinator (typically no more than one page) which summarizes their work experience to date and comments on the original work plan. The memo must also be signed by the work site supervisor.

Final Employer Evaluation of the Work Experience

At the conclusion of the work period, the work site supervisor must submit a brief (typically no more than one page) evaluation of the student's performance for the work and whether the employer is satisfied in achieving the objectives originally set forth in the approved work plan. Candid comments regarding the student's performance and potential as an engineer are encouraged and will remain confidential unless otherwise expressed by the work site supervisor.

Final Student Report on the Work Experience

At the conclusion of the work period, students are required to write a report (typically several pages in length) which describes the nature of their work and how/whether the objectives in the original work plan were achieved. The format required for the final report is:

Cover page: should include the course number, course title, number of credits, student name, dates of employment, submission date, employer name and address.

Introduction: describe the intent of the work position, general nature of the work and the scope (content of the report).

Description of the Work: describe the work in moderate detail, making it clear that the experience was indeed valid practical experience. Choose one particular project or task you were involved with and detail your work in more depth. Clearly indicate the significance of this work to both you and the employer.

Conclusions: Briefly summarize your work experience and conclude whether it did or did not achieve the objectives of the work plan. Explain if you will be a better student and professional having completed this work?

Appendix: The appendix should contain examples of your work that illustrates your contribution during the experience. Some items that can be included include the following:

- a copy of the signed Work Agreement
- reports that you wrote or participated in writing
- any memos you wrote
- drawings or diagrams
- presentations you prepared or gave

Final Internship Grade

The final grade (A, B, C, D, F) for the MET 697 credits will be determined by the Internship Program Coordinator after thorough review of the student's notebook, final report, and the employer's evaluation.

Summary of Deliverables

- 1) Internship Work Agreement
- 2) Student Mid-Term Progress Report
- 3) Student Self Evaluation
- 4) Employer Final Evaluation
- 5) Final Student Report

Work Agreement Example

To: Kuldeep Agarwal
Internship Program Coordinator
Automotive and Manufacturing Engineering Technology

Date: April 1, 20XX

Re: Internship Work Agreement

ACME Manufacturing, City, State, would like to provide an Internship position to Student John Doe for the summer 20XX term. John is currently a junior Manufacturing Engineering Technology major at MSU – Mankato. He has agreed to accept this position. The following information should satisfy the requirements of your Internship Policy:

1. Mr. Doe will work as an assistant in our Quality Control Department under the supervision of Ms. Jane Smith. In this position he will be required to use/learn our companies' quality management procedures and use a variety of software packages to perform necessary tasks. His work will directly support others in the department and he will be involved in both writing documentation and preparing reports and presentations. Mr. Doe will also gain experience in developing and verifying product specifications and in working closely with our staff that are responsible for quality management.

Start Date: May 15, 20XX

End Date: August 15, 20XX.

Full-time employment (40 hrs. /wk.)

Number of Internship Credits: 1

Approved by:

Student / Date

Supervisor /Date
