

# The Co-op Internship

## *Eligibility*

1. Complete a minimum of 80 credits with a cumulative grade point average of at least 2.5
2. Complete a minimum of 20 credits in the major, with a major cumulative grade point average of at least 2.5

## *Course Objectives*

The Co-op Internship provides the student with the opportunity to gain practical professional experience before graduation. Prior course work and knowledge is integrated in a working mechanical engineering environment. Supervision and evaluation of the student's job performance will be provided by the department in conjunction with the employing institution.

## *Requirements:*

1. The experience at the employing institution must be a minimum of six consecutive months of full time work.
2. The employer and the position within the company must be selected from an approved list of companies and job descriptions.
3. Students hired as technicians within the Department, College or University cannot use this to fulfill the Co-op Internship requirements.
4. The Co-op Internship course application form must be completed, with the name of the employer, the beginning and end dates of the co-op, and signed by a faculty advisor from the department. The form must be submitted to the undergraduate director before registration.
5. Registration is by special permission only, obtained from the undergraduate director.
6. All co-op internship work should include a final report and an evaluation form at the end of the semester. The final report and the evaluation form must be signed by the supervising practicing professional and the faculty advisor.

## *Also Note:*

1. The Co-op Internship can be taken in the Fall or Spring semester, combined with the proceeding or succeeding Summer months, to give the required 6 months of continuous on-the-job experience.
2. The faculty advisor identified on the course application form assigns the final grade.
3. Six credits earned may replace a Technical Elective requirement for the ME degree.
4. Students completing the Co-op Internship will receive a Certificate upon graduation from the College

## Co-op Internship Application Form

**Reminder:** This form is to be completed before registering for the course 650:496/7. The internship must be approved by the Undergraduate Director Once the faculty advisor has signed the form bring it to the MAE Department (B-226) for approval. Once the internship is approved, a special permission number will be emailed to you for registration. Read the course description for full details.

### I. Personal Information

Student Name: \_\_\_\_\_ BPO: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Course Number: 650:496 \_\_\_\_\_ or 650:497 \_\_\_\_\_

### II. Employer Information

**Employing Institution:** \_\_\_\_\_

**Contact Name(s):**

1. \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Job Description:**

### III. Signatures

Faculty Advisor's Name \_\_\_\_\_

*(Please Print)*

Faculty Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Undergraduate Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit this form to:  
MAE Office  
Room B-226**