

**Title: Internship Standards**

**No. 06-05**

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1. This policy formally incorporates the previously published Internship Standards into the Engineering Department Administrative Policy system.
2. The attached document **Internship Standards for Bachelor of Engineering Students**, revision dated January 12, 2006, is hereby promulgated to the Engineering Department faculty and staff.
3. This document should to be distributed to all advisees and other sophomore or junior engineering students required to take ENGR525 or ENGR535.

# Maritime College

State University of New York

## Engineering Department

January 12, 2006

### Internship Standards for Bachelor of Engineering Students

The information set forth in this document is intended to establish for students, faculty, and corporate sponsors the expectations and requirements for internships completed in fulfillment of the Maritime College Courses ENGR 525 (Industrial Internship I) and ENGR 535 (Industrial Internship II). This document does not supersede or alter any of the approvals rendered by the Maritime College Faculty, the State University of New York, or the New York State Education Department. It does set forth a guideline for consistent and fair acceptance of internship proposals and subsequent completed internship projects.

### Internship: Definitions and Intent

An *Internship* is a six credit academic course that subjects the student to an intense practical, professional learning experience in a setting outside of the College. The intent of an internship is that the student will, in the workplace, encounter and address situations where his or her technical knowledge is relevant and applicable, but at the same time will encounter situations where the knowledge that will be gained in the coming academic semesters will be placed in a recognizable, applied context. An internship should comprise a work experience of no less than forty business days of at least eight hours duration.

An *External Sponsor* is a company, a government agency, or another organization external to the Maritime College Engineering Department, which has professional work opportunities available for students, and which is willing to accept Maritime College Bachelor of Engineering students in that role. External sponsors may choose to compensate students for their work as interns, but that is a matter to be negotiated between the sponsor and the student. The external sponsor must also designate an individual serving in a professional capacity to be the intern's *External Supervisor*.

The *Faculty Supervisor* is a regular or emeritus faculty member in the Maritime College Engineering Department designated by the department chair to oversee the student's internship experience from an academic perspective.

The *Internship Proposal* is a written agreement between the external sponsor, the College Engineering Department, and the student that is completed prior to the commencement of the internship. This document will specify the learning objectives, the nature of the work to be completed to satisfy those objectives, and the means for assessing the completion of those objectives, i.e., the deliverables.

The *Internship Project* is a written report that may contain a work log, work samples, or other materials prepared and submitted by the student, attested to by the external supervisor, for evaluation by the faculty supervisor in satisfaction of the Internship Proposal. This document, together with the external supervisor's evaluations of the student's performance, form the basis for granting academic credit and for assigning a grade for either ENGR 525 or ENGR 535.

## Internship Responsibilities

Three parties must participate to complete a successful internship: (1) the student, (2) the faculty supervisor, and (2) the external sponsor.

The responsibilities of the student are:

1. To identify and arrange the internship opportunity with a suitable external sponsor. Although the College, through the efforts of the Engineering Department and the Placement Center, will make every effort to assist the student in finding a satisfactory internship, the College makes no guarantee that such an opportunity will be found.
2. To make all necessary tuition and fee payments to the College, in accordance with the requirements prevailing at the time of registration for either ENGR 525 or ENGR 535.
3. To bear the expense of traveling, subsisting, commuting, and obtaining suitable business attire for the internship assignment. Some external sponsors may choose to compensate the student for his or her work, or to reimburse internship expenses, but failure to find a paid internship opportunity does not relieve the student of the academic requirement to complete either ENGR 525 or ENGR 535.
4. To develop an *Internship Proposal* in conjunction with the faculty supervisor and the external supervisor. This document becomes the performance contract between the student, the College, and the external sponsor.
5. To work diligently, punctually, and creatively to provide the external sponsor with valuable, professional work product.
6. To behave in an appropriate and professional manner, and to observe the external sponsor's policies for employee behavior with respect to all of the external sponsor's employees, clients, and vendors,
7. To rigorously observe the external sponsor's lawful requirements with respect to the protection of intellectual property, physical property, and proprietary information.
8. To diligently prepare the internship report to fully and accurately represent the internship experience, and the fulfillment of the learning objectives stated in the Internship Proposal.

The responsibilities of the faculty supervisor are:

1. To fully discuss the goals of the relevant course (either ENGR 525 or ENGR 535) with both the student and the external supervisor, and to see that these goals are fully embodied in the learning objectives of the internship.
2. To assure that the Internship Proposal is correctly and completely prepared, signed by all parties, and filed with the Engineering Department office.
3. To sign the student's registration form for the appropriate course.
4. To verify that the student has started and successfully completed the initial week of the internship experience.
5. To periodically communicate with the external supervisor and the student concerning the progress of the internship.
6. To receive and review the Internship Project and the external supervisor's Evaluation Report, and to submit a grade for the student's work in the relevant course.

The responsibilities of the external supervisor are:

1. To fully and fairly represent the external sponsor's goals and objectives for the work to be performed by the student intern.

2. To fully explain company policies to the student.
3. To provide full the details of the financial arrangements to the student.
4. To arrange that the student will be assigned to meaningful work, within his or her capabilities, and that the student will be given reasonable opportunities to observe and participate in activities as a learning experience.
5. To arrange that the student will be fully and fairly evaluated concerning (1) his or her engineering knowledge, (2) his or her skill and application in doing engineering work, (3) his or her conduct, level of professionalism, and diligence.

## **Timeline**

The student should expect to observe the following timeline:

- Consult faculty advisor and Career Center – first week of February
- Interview and obtain internship offer – February to mid-April
- Faculty advisor concludes contract with student and external sponsor – mid-April
- Start Internship – as soon as possible after final exams conclude
- Return to campus – prior to resuming classes
- Internship Project due—beginning of the third full week in September

Issued by:

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Professor and Chairman, Engineering Department

Prev. revision: 02/1704

Attachments

**Typical job descriptions for Maritime College interns:**

Position: Intern Level I

Qualifications: Completion of sophomore year in a relevant engineering discipline

Duties:

The intern will be assigned to duties requiring the practical application of engineering knowledge, which could include such tasks as inspection of existing equipment or systems, inspection of newly completed work, preparation of specifications for renovation or repair work, or development of maintenance plans and programs. The intern will keep a daily work log, and will retain work samples subject to the approval of his/her supervisor, as agreed with the intern's faculty advisor. The intern will receive a formal performance review upon completion of the internship.

Position: Intern Level II

Qualifications: Completion of junior year in a relevant engineering discipline

Duties:

The intern will be assigned to duties requiring the practical application of engineering analysis and design techniques, which could include such tasks as review and application of relevant codes to proposed renovation and repair work, completion of calculations pertaining to performance or sizing of equipment, completion of design specifications, estimates, and drawings, or preparation of reports and presentation materials. The intern will keep a daily work log, and will retain work samples subject to the approval of his/her supervisor, as agreed with the intern's faculty advisor. The intern will receive a formal performance review upon completion of the internship.