

**Maritime College Engineering Department
Administrative Policy**

Title: Industrial Internship Standards

No. 17-03

Date: 03.22.2017

This policy describes Engr 526/536 *Industrial Internship I/II*, which are required courses in Bachelor of Engineering programs with Internship option. It expands upon Engineering Policy 06-05, which is hereby retracted.

A. Internship Descriptions:

ENGR 526 Industrial Internship I (3 credits)

An internship with a sponsoring industrial firm, requiring the intern to be assigned duties requiring the practical application of engineering knowledge. These 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, and must complete a substantial internship report to receive credit. Prerequisites: Permission of the department chairman and completion of sophomore year in a relevant engineering discipline.

ENGR 536 Industrial Internship II (3 credits)

An internship with a sponsoring industrial firm, requiring the intern to be assigned 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, and must complete a substantial internship report to receive credit. Prerequisites: ENGR 526, permission of the department chairman, and completion of the junior year in a relevant engineering discipline.

B. Internship Definitions and Intent:

1. An ***Internship*** is a 3-credit academic course that gives students an intense, practical learning experience outside the college. The intent is for students to encounter and address situations where her/his technical knowledge is relevant and applicable, and encounter situations where the knowledge 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 (40) business days of at least (8) hours duration.
2. An ***External Sponsor*** is a company, government agency or other organization which has professional work opportunities available for engineering students and which is willing to accept Maritime College B.E. students. External sponsors must agree to designate

an individual serving in a professional capacity to act as the intern's *External Supervisor*.

3. The ***Faculty Supervisor*** is a regular or emeritus faculty member in the Engineering department who provides academic guidance to the student when arranging the internship. The academic advisor of record is normally the student's Faculty Supervisor.
4. The ***Internship Proposal*** is a written agreement between the external sponsor, the faculty supervisor and the student. It specifies the nature of the work to be done by the intern, the learning objectives and deliverables that will be the means for assessing the student's performance (sample in Part E).
5. The ***Internship Report*** is a written report submitted by the student for evaluation by the faculty supervisor in satisfaction of the internship proposal. This document and the external supervisor's evaluation of the student's performance form the basis for assigning a grade and granting credit for Engr 526/536.
6. Internships are normally undertaken during the summer. Two internships in a single summer session ***may*** be approved if the nature of the work satisfies the requirements described in this document. The Faculty Supervisor must approve this arrangement.
7. Internships are intended to be full-time professional-level work, so will not be approved during a semester while a student is enrolled in academic courses. Exceptions to this rule must be approved by the Faculty Supervisor and the Chair of Engineering.
8. Registration for an internship should be completed prior to beginning work. Any delay must be arranged with the advisor as soon as possible, and in most cases registration should be completed within the first two weeks of the internship. By policy, Internship Proposals will not be approved after an internship has been substantially completed.

C. **Internship Responsibilities:**

1. **The Internship Student's responsibilities are:**

- a. To identify and arrange an internship with a suitable external sponsor. The college career center will make every effort to assist the student, but makes no guarantee that such a position will be found.
- b. To develop an acceptable Internship Proposal in conjunction with the faculty supervisor and the external supervisor.

- c. To make necessary tuition payments to the college in accordance with requirements in effect at the time of registration.
- d. To bear the expense of traveling, subsisting, commuting and obtaining suitable business attire for the internship. External sponsors may choose to compensate the intern, but failure to secure a paid internship does not remove Engr 526/536 as a required course in the student's program of study.
- e. To work diligently, punctually and creatively to provide the external sponsor with valuable, professional work product.
- f. To behave in an appropriate and professional manner, and to observe the sponsor's policies for employee behavior during activities undertaken on their behalf.
- g. To observe the external sponsor's lawful requirements with respect to the protection of intellectual and physical property.
- h. To diligently prepare an internship report that fully and accurately represents the internship experience, including the fulfillment of the learning objectives stated in the proposal.

2. The Faculty Supervisor's responsibilities are:

- a) To discuss the goals of the internship with the student and the external supervisor.
- b) To assure that the Internship Proposal is correctly and completely prepared, signed by all parties and a copy filed with the Engineering Department.
- c) To sign the paperwork required for course registration.
- d) To receive and review the Internship Report and the external supervisor's evaluation and to record a grade for the course.

3. The External Supervisor's responsibilities are:

- a) To fully and fairly represent the external sponsor's goals and objectives for the work to be performed by the intern.
- b) To fully explain company policies to the intern.
- c) To provide full details of the financial arrangement to the intern.

d) To arrange for the intern to be assigned meaningful work, within their capabilities and to give the intern reasonable opportunities to observe and participate in activities as a learning experience.

e) To arrange for the student to be fully and fairly evaluated concerning his/her engineering knowledge, skill and application in doing engineering work and level of professionalism and diligence in carrying out assigned work.

D. **Process to set up an Internship:** This process is conducted by students in consultation with their Faculty Supervisor, who serves as the instructor of record for internships. Students must complete the following steps to set up, conduct and receive a grade for an Industrial Internship:

1. Identify an employment opportunity of sufficient duration and at an appropriate level according to the *Internship Descriptions*, see Part A. Discuss the requirements with the External Supervisor and provide them with a copy of this document.
2. Determine the *Nature of Work to be Done*, i.e. understand the job description and find out what types of tasks will be assigned, and the job *Schedule*. As much information as possible should be obtained, although not all tasks will be known ahead of time. This information will be included in the Internship Proposal.
3. Convert the general job description and specific tasks into a list of *Learning Objectives* to be included in the proposal.
4. Write the Internship Proposal using the information above and submit to the Faculty Supervisor for review, see Part E. Proposals generally require editing by the student prior to approval.
5. Once approved, the student provides two copies of the proposal to the Faculty Supervisor, both signed by the student and the External Supervisor. Both copies will be signed by the Faculty Supervisor; one will be returned to the student for inclusion in the Internship Report; the second will be retained by the Engineering department.
6. Register for ENGR 526/536 via drop/add form, paying the appropriate registration fee. The form must be signed by the Faculty Supervisor or the Engineering Department chair.

E. Sample Internship Proposal:

Date: MM/DD/YYYY

From: Mr./Ms. Student Name

Address:

E-mail:

Phone:

To: Prof. I. M. A. Domer, Maritime College Engineering

Re: Internship Proposal for ENGR 526/536 Industrial Internship I/II

<<< *The following is for your information – it should not appear in the proposal* >>>

The purpose of this proposal is to describe the student's obligation to the Faculty Supervisor and the External Sponsor. It is the student's obligation to prepare the proposal and secure the required signatures on two copies. One copy is retained by the Engineering department; the second copy goes in the internship report. The proposal should be submitted prior to the commencement of the internship, or as soon as possible thereafter. Once the proposal is approved, the student must register for the course via a drop/add form.

Proposals will not be approved after the internship has been completed.

<<< *end info* >>>

Nature of work to be done:

<<< *modify as necessary* >>>

Mr./Ms. Student Name will work for Privateer Power Inc. in the Schuyler power generating station in Gotham City, NY. The Schuyler facility generates electric power for NYC and will assist Mr./Ms. J. Q. Engineer during the summer internship. The work will involve monitoring the overall performance of the power plant (including sub-systems), calibration of sensors, field inspection and data collection, project progress documentation, and other tasks as required.

Schedule:

<<< *modify as necessary* >>>

The internship will begin on June DD, 20YY and will last for no less than (40) business days of at least (8) hours duration. Work hours will be X:00 AM – Z:30 PM, Monday through Friday with 30 minutes for lunch. A final report will be completed by the student and delivered in accordance with Engineering Administrative Policy 17-03 "*Industrial Internship Standards*". The bound final report is to be delivered to the faculty supervisor at the end of the third full week of September, on Sept. DD, 20YY.

Learning objectives:

<<< *modify as necessary* >>>

1. To learn and understand power plant operation.
2. Test system performance and troubleshoot problems.
3. Properly size replacement equipment for old or damaged components.
4. Design or redesign systems to increase efficiency or to suit operational needs.
5. Perform sensor calibrations
6. Perform preventative maintenance checks and services

Deliverables:

The deliverable for this project will be a final report documenting the learning experience. The report should be arranged in such a way that the engineering content of the work done by the student is demonstrated. The report must include, at minimum, the following items:

1. Description of the company, its organization, function, spectrum of work, etc.
2. Description of the capacity in which the student operated during the internship.
3. Documentation and Description of the engineering work participated in by the student. Work samples may include drawings, calculations, field notes, photographs, condition assessments, engineering reports, engineering correspondence, etc. Creation of an appropriate organizational structure and logical sequence to the report is up to the student. E.g., content can be organized by date, by project, by work type, etc.
4. Any other documentation pertinent to the internship.
5. A daily work log, including hours worked and brief summary of activity.
6. An employee evaluation completed by the internship mentor or other supervisory personnel. The evaluator may assign a letter grade to the internship if desired.
7. A signed copy of the internship proposal.

<<< The following is for your information – it should not appear in the proposal >>>

The physical format of the report should include the following sections, at minimum:

- Title page including student name, course name and number, due date.
- Executive Summary
- Table of Contents
- Introduction (items 1 and 2 above)
- Discussion (item 3 and 4 above)
- Appendices (items 5-7 above and additional as necessary)

All figures (e.g. photos, diagrams, spreadsheets, etc.) in the report must have a figure number and a descriptive caption. Only those figures referenced explicitly should be included in the body of the report. Supporting figures should go in an appendix; these figures must also have numbers and caption.

<<< end info >>>

Reviewed by:

_____ Date: _____
Student Name and Engineering Major

_____ Date: _____
Mr./Ms. J. Q. Engineer, Internship Supervisor, Schuyler Plant Engineer, Privateer Power Inc.

_____ Date: _____
Prof. I. M. A. Domer, Engineering Department, SUNY Maritime College