

Industrial Internship Equivalency

Effective: May 12, 2022

This policy describes the process by which Bachelor of Engineering with Internship option students can request and be granted internship credit for professional-level work experience or supervised academic research.

Granting equivalency for an engineering internship must be based on written documentation, corresponding to that required for a standard internship. In general terms, the deliverables are:

- a) A written report describing the work undertaken in sufficient detail to verify that bona fide engineering work was carried out in a professional manner.
- b) A work history demonstrating that the work was full-time and of sufficient duration to cover the requirements of a 3-credit or 6-credit extended internship.
- c) An employer's evaluation of the conduct of the work.
- d) Additional documentation as requested by the academic advisor or department chair.

An evaluation of the deliverables is carried out by the student's academic advisor, who then makes a written recommendation to the student's department chair. The evaluation should consider the duration, content, and quality of the work. The recommendation should include whether the equivalency should be granted and if so, for which internship (ENGR 526/536/538). The department chair makes the final decision on the equivalency. The deliverable requirements follow, based on the situation described. Other situations can be accommodated by consultation between the academic advisor and department chair.

1. Students who were employed in an engineering capacity prior to enrollment at Maritime College: **Items a) b) and c) above. If granted, the internship will be shown as exempted on the student's transcript (grade X).**
2. Students who were employed in an engineering capacity while at Maritime College, but who did not follow the established procedure to properly set up ENGR 526/536 *Industrial Internship I/II* or ENGR 538 *Extended Internship in Engineering*. **Items a) b) and c) above. If granted, the internship must be registered and paid for during a semester designated by the college Registrar, with a grade assigned by the academic advisor.**
3. Students who successfully completed ENGR 631/632 *Undergraduate Research I/II* at Maritime College. **Item a) in the form of the final course deliverable (normally a report). Item c), with the evaluation being submitted by the faculty member sponsoring the undergraduate research project. The substitution will be noted on the transcript.**
4. Students who conducted college-level research prior to enrollment in a B.E. program at Maritime College. **Item a) (a report or paper) and Item c) an evaluation submitted by a supervisor the research project. If granted, the internship will be exempted (grade X).**

Note: Engine License cadets who transfer to a B.E. with Intern option program automatically receive credit for ENGR 526 *Industrial Internship I* based on satisfactory completion of ENGR 520 *Summer Sea Term II* or ENGR 521 *Cadet Shipping*, and ENGR 536 *Industrial Internship II* based on satisfactory completion of ENGR 530 *Summer Sea Term III*.