The University of Texas at TYLER
COLLEGE OF ENGINEERING

Department of Mechanical Engineering
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An internship is a job or assignment with an engineering organization that requires application of engineering knowledge and skills in a practical environment. A student can take paid or unpaid internships anywhere they please, but for the internship experience to count as a technical elective, the following conditions must be fulfilled and approved by the internship assigned instructor and the department chair. Here are some of the rules and requirements governing internships in ME:

1. Engineering organization: An organization that has engineer(s) on staff where the intern would be supervised, mentored, or working with one of them regularly. The engineer(s) are preferred to be from a closely related field and should be professional in responding and communicating with the internship advisor from the ME department.
2. An offer letter must be provided showing details of the job description, expectations, tasks to be assigned, and the name of the engineer supervising the intern.
3. Internship I (MENG 4370) – Students are required to:
   a. Check with the department about the organization or company they would like to work with before approaching the company for an internship. Some organizations are not approved for internship that is credited for our students.
   b. Ensure that all requirements listed in the application and information packet are fulfilled.
   c. Fill the application (type in FORM-I professionally) in the attached packet, with all required information and submit it to the department, at least two weeks, or more from the beginning of the semester. All required attachments and conditions in the packet must be satisfied.
   d. An offer letter of the job should be provided with a preference for a paid internship.
   e. Approval or denial will be issued according to the listed schedule in the packet.
4. Internship II (MENG 4373) – Student are required to:
   a. Pass MENG 4370 successfully.
   b. Fulfill all requirements of Internship I above.
   c. Provide a clear comparative narrative of the difference between the tasks assigned and executed in Internship I and the tasks and assignments to be taken during internship II, emphasizing the upgrade in engineering knowledge and skills required during Internship I compared to Internship II. This narrative should be signed by the internship supervisor.
5. Graduate Internship (MENG 5370) – Students are required to:
   a. Acquire written approval from their academic advisor to register for the internship course.
   b. Fulfill all requirements of Internship II (MENG 4373) above, except the passing of MENG 4370.
   c. Provide an offer letter that clearly states the engineering tasks to be assigned to the intern and the financial compensation, as well as benefits if any, to the student. Note that unpaid internship will not be considered.

Notes:

1. The department reserves the right to reject any application to consider internship for credit.
2. Graduate students supported by the department should ensure their compensation from the internship is sufficient because they'll be no longer eligible for department support. Support from grants, scholarships outside the department, or other sources, are subject to the approval of the director or manager of the funding source.
3. No internship will be counted or considered retroactively.
4. If you have a question and/or when in doubt, ask the department.

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MENG 4370 – Undergraduate Internship I
Course Syllabus

***Students must consult the department regarding companies before accepting positions.**

Semester / Year	Fall / Spring / Summer
Catalog Description	This course provides the opportunity for students to pursue enrichment and experiential learning in mechanical engineering outside the classroom, at a level appropriate for undergraduates. A minimum of 150 work hours are required during the internship experience under the supervision of a mentoring engineer at the workplace simultaneously with an advisor from the department of mechanical engineering. A written advisor evaluation and a technical report are required at the conclusion of the internship. A typical recommended setup to maximize benefit from such experience is for the student to be immersed in an engineering role within an engineering firm. Other similar experience can be accepted if approved by the company advisor and the department.
Prerequisites	C grade or better in the following: MENG/CENG 3306 – Mechanics of Materials, ENGR 2302 – Dynamics, MATH 3305 and Consent of the instructor of record or the department chair.
Section number	TBD
Instructor name	TBD
Contact info	TBD
Class Type / Location	Practicum
Class Time	One semester meeting on a date TBD
Office Hours	TBD
Credits	3
Required Textbook	TBD
Optional References	TBD
Additional requirements	Students are required to strictly follow the internship policy and guidelines as provided by the department.
Evaluation Method	Faculty advisor visit to the workplace, reports, oral presentation, and satisfactory performance at the job Faculty evaluation (Form 2) 15 % Student evaluation (Form 3) 10 % Attendance, presentation, and participation in the one-time semester meeting 25 % Supervisor evaluation (Form 5) 10 % Final Report (Form 6) 30 % Faculty overall evaluation 10%
Grading Policy / Scale	> 89 A, > 79 B, > 65 C, < 65 NC
Important events / dates	Census date Report date

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Attendance / Makeup policy	No makeup
Course Learning Objectives / ABET & PEOs relation	A student who has successfully completed this course should be able to: 1. Describe the general structure and operation of typical engineering organization, as well as related business, economic, and professional constraints. 2. Describe the societal and ethical responsibility of an engineering operation or producer as well as their influence on environment and the profession. 3. Demonstrate an ability to function as an engineer in an industrial and professional environment. 4. Communicate engineering related material effectively in an engineering workplace environment and with outsiders. 5. Utilize skills, practices, and modern tools used in modern engineering organizations.
Tentative Topics	N/A
Other	N/A

University Policies:

UT Tyler Honor Code
Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/rightsresponsibilities.php

Campus Carry
We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttyler.edu/about/campus-carry/index.php

UT Tyler a Tobacco-Free University
All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.
Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless
tobacco, snuff, chewing tobacco, and all other tobacco products.
There are several cessation programs available to students looking to quit smoking, including counseling, quit lines, and group support.
For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.
Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.
The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms , requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes , adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).
Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at http://www.uttyler.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

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Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct
Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:
   - copying from another student's test paper;
   - using, during a test, materials not authorized by the person giving the test;
   - failure to comply with instructions given by the person administering the test;
   - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
   - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
   - collaborating with or seeking aid from another student during a test or other assignment without authority;
   - discussing the contents of an examination with another student who will take the examination;
   - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
   - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
   - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;

- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

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MENG 4370 – Undergraduate Internship I
Description, Requirement, and Procedure to Register in the Course for Academic Credit

As a form of student experience enrichment while studying engineering, an internship provides the opportunity for students to pursue experiential learning in mechanical engineering outside the classroom, at a level appropriate for undergraduates. A minimum of 150 work hours are required during the internship semester under the supervision of a mentoring engineer at the workplace simultaneously with an instructor from the faculty of the department of mechanical engineering. A typical recommended setup to maximize benefit from such experience is for the student to be immersed in an engineering role within an engineering firm. Other experience can be accepted if approved by the company advisor and the department. Students can engage in internship experiences without academic credit at any time. However, to obtain academic credit for an internship experience as the equivalent of a technical elective, the following conditions must be met (most of this information will be required on Form 1):

1. Table 1 must be followed, and all forms mentioned in the table must be filled and submitted on time.
2. A description of the proposed internship must be submitted to the ME department by the student working for the sponsoring company or organization, on Form 2.
3. An internship mentor/supervisor will be identified at the company or organization.
4. The proposal will include an outline of engineering-related duties and responsibilities to be undertaken by the student.
5. Specific deliverables that the student will make to the company or organization will be outlined.
6. The student will attach copies of his or her resume and unofficial transcripts to the proposal. All pre-requisites must be completed before the student is allowed to register for the internship course.
7. The proposal package will be submitted to the ME department for approval two weeks prior to the beginning of the internship semester (before the official 1st day of the semester by the registrar of the university).
8. The ME faculty assigned as the instructor for the Internship course will review the proposal and issue a decision regarding the approval of the internship, following the timeline in Table 1.
9. If approved, the internship course instructor will email the student an official approval. Based on this approval, the student can register in the Internship course and pursue the internship.
10. The ME faculty / Instructor must have the opportunity to visit the company or organization to meet with the student and internship mentor/supervisor during the course of the internship.
11. Activities and forms required per table 1 should be submitted during the course of the internship.
12. A substantial engineering report will be submitted at the end of the internship, as per the description in Form 6.

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Table 1: Procedure and steps to register and complete the Internship Course for Credit.

No	Action	Related Form	Deadline (All calender weeks)		
			Fall or Spring	**Long Summer**	**Short Summer**
1	Student with completed pre-requisites finds internship	Course Syllabus*	Before semester starts		
2	Student prepares the internship work proposal with host organization and prospective supervisor, and submits to the Internship faculty seeking approval	Description and Requirements of Internship Form 1: Proposal Package	Two calendar weeks before the 1st day of classes of the internship semester. No exceptions.		
3	Approval granted – Permission to register in the course granted		Within first two days of classes		
4	Faculty visits student's workplace and meets supervisor – Faculty evaluates internship	Form 2: Faculty evaluation of internship and workplace	COB of last day of **8th week** of the semester	COB of last day of **6th week** of the semester	COB of last day of **3rd week** of the semester
5	Student submit evaluation to faculty	Form 3: Student evaluation of internship experience	COB of last day in **10th week** of the semester	COB of last day in **8th week** of the semester	COB of last day in **3rd week** of the semester
6	All internship students meet with faculty on campus to present work to the internship class. This is one-time meeting per semester set in the syllabus and arranged for by the faculty.	Form 4: Power point presentation content and peer evaluation forms.	COB of last day in **12th week** of the semester	COB of last day in **10th week** of the semester	COB of last day in **4th week** of the semester
7	Faculty collects evaluation form from supervisor	Form 5: Supervisor evaluation of student performance	COB of last day in **14th week** of the semester	COB of last day in **12th week** of the semester	COB of last day in **4th week** of the semester
8	Student submits final internship report	Form 6: Report requirements	COB of last day of classes		
9	Faculty grades student work and issues a grade + Faculty collects related forms and products for each student and deposits in the department.	Syllabus for suggested grade distribution	Final grade submission deadline by university		

* Pre-requisites for internships: C or better in all: MENG/CENG 3306 – Mechanics of Materials, ENGR 2302 – Dynamics, MATH 3305 and Consent of instructor of record or Department Chair.

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FORM # 1: MENG 4370 – Undergraduate Internship I Proposal

Part A: Instructions

Student Instructions: Complete this form. Consult with your supervisor when completing the job description. Some examples are provided at the end of the form in Part E to help complete this proposal. Once completed sign it and have your supervisor sign it. Submit to the instructor of the internship course, at least two weeks before the first day of classes in the semester of the internship, all the following items:

1. This form (Form 1) Completed and signed.
2. Copy of Resume
3. Copy of Transcript showing completed pre-requisites
4. Offer letter
5. **International Students Only:** All paperwork approved by the international office (e.g. OPT approval)

Supervisor Instructions: Please review this form and consult with the student on the completion of the job description section. When completed, please sign and date. The student is responsible for submitting the form on time to the Department of Mechanical Engineering at UT-Tyler. If this proposal is approved, you'll receive a copy of the email approval sent to the student.

Part B: Student Information and agreement / Commitment

Table 1: Student Information.

Item	Information
Proposal Date of Submission	
Submitted by (Student name)	
Student ID #	
Semester of Internship Period of Internship	
Personal address while on internship	
Home address	
UT-Tyler Email	
Phone number	
How did you obtain this internship?	

Agreement - As an intern:

- I understand it is my responsibility to find out from my internship site the specific details of my duties, work schedule, compensation, and benefits.
- I understand that I will be subject to the rules and regulations of the internship site.

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- I understand it is my responsibility to check with the Office of Student Financial Aid at UT-Tyler regarding the impact of employment on scholarships and loans.
- I agree to adhere to all rules, polices, assignments, and procedures as set forth in this course.
- I agree to fulfill my responsibilities to the internship course and the internship site.
- I agree to notify the internship instructor immediately of any changes after my assignment begins.

Part C: Employer Information

Table 2: Employer Information

Item	Information
Employer / Company / Organization name	
Address of Internship Location	
Supervisor name / title	
Supervisor email / Phone number	

Part D: Position Information and Job Description

Table 3: Position information and job description.

Item	Information
Official position Title:	
Number of hours per week:	*(A minimum of 150 hours in the internship semester are required)*
Job description	*(Include offer letter if applicable, refer to Part E for examples, use additional pages if needed)*

I verify that I have read and understand the contents of this proposal. I agree to accept and follow all stated policies and procedures.

SIGNATURES

Student:_____ **Date:**_____

Supervisor:_____ **Date:**_____

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Part E: Examples of job description items

Notice that a job description includes goals of the work and could also include learning objectives for the intern. Examples of job description include a statement and items as follows: The incumbent will assist the (company name) in carrying out the following engineering tasks under the supervision of (supervisor):

- Planning, drilling, operating, supervising, and completing wells.
- Developing and reviewing geological prospects
- Evaluation of oil and gas production, injection, and disposal prospects
- Design and build of biomedical devices.
- Development of concepts as alternative designs for new structures
- Digital mapping and data handling
- Research and filing of various Railroad Commission forms and applications
- Production data retrieval and analysis
- Development of automation plans of current production facilities
- Computer software and hardware planning, support and troubleshooting
- Forensic engineer studies
- Research and data collection

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FORM # 2: MENG 4370 – Faculty Evaluation of Internship and Workplace

Item	Information	Item	Information
Date of Visit		Semester	
Student name		Student email	
Employer		Address	
Employer Supervisor		Title	
Supervisor phone		Supervisor email	
Faculty Advisor name		Met with:	☐ Student ☐ Supervisor ☐ Individually ☐ Together

1. **Assessment of Student's Work Habits and Attitude:**
   Areas to Explore: Work ethics and student attitude (on time, pleasant, contributory, Receptive to feedback/suggestions), Work quality (work completed to expectation, better, amount of work completed satisfactory or better, student is self-starter)
   Teamwork (Did the student contribute to the group/team? Did the student work well with others? Was the student professional in his/her interactions with those internal and external to the organization?)

Faculty Comments

Overall, it appeared the student's work habits were:
☐ Excellent ☐ Good ☐ Satisfactory ☐ Poor
Overall, it appeared the student's attitude was:
☐ Excellent ☐ Good ☐ Satisfactory ☐ Poor

2. **Assessment of Student's Work Product(s):**
   Areas to Explore: What did the student accomplish this semester? Were the tasks/assignments appropriate for the student's discipline? Would you classify the work as "busywork"? (Look for continuity in projects vs. unrelated odd jobs, or look for steady exposure to new methods and/or tools vs. repetitive use of small number of tools and methods.) Were the student's projects group/team-level, department-level, corporate-level and/or external customer /client-level?

Faculty Comments

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My assessment of the level of work assignments in terms of appropriateness:
☐ Exceeds Expectations ☐ High Level ☐ Satisfactory Level ☐ Low level
Overall, this has been a good learning experience for the student in terms of working as an engineer:
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

3. **Assessment of Student's Preparation:**
   Areas to Explore: Was the student academically prepared? Was the student prepared to function in the work environment (technically/hands-on, professionally)? Are there any areas in which our curriculum could be strengthened or improved? How does the student's preparation compare to that of other students from UT-Tyler Mechanical Engineering? other institutions?

Faculty Comments

Overall, the student was prepared for the design work assigned in this internship
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree
Overall, the student was prepared for the technical/"hands-on" elements of his or her assignment.
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

4. **Assessment of Supervision and the Work Environment:**
   Areas to Explore
   Is there evidence of a "mentor" type of relationship? Is this an environment in which the student could ask questions freely? Does it seem that the student has been assimilated into the company culture? If not, why not? Was the student given challenging work? Did the student get more responsible assignments as the semester progressed, or was the student doing the same thing from beginning of semester to end?

Faculty Comments

Overall, my assessment of this supervisor is:
☐ Very Good ☐ Good ☐ Average ☐ Below Average ☐ Unacceptable
Overall, my assessment of this work environment is:
☐ Very Good ☐ Good ☐ Average ☐ Below Average ☐ Unacceptable

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FORM # 3: MENG 4370 – Student Evaluation of Internship Experience

Instructions: Please evaluate your work experience in each of the following areas and submit to your course instructor per the deadline described in Table 1.

Item	Information
Date of submission	
Student Name	
Employer Name & Location	
Supervisor Name	

Please use the following rating scale when filling the following tables or answering questions:

1	Unsatisfactory	2	Need improvement
3	Satisfactory	4	Above Satisfactory
5	Excellent	N/A	Not applicable

Item evaluated	Rating	Comments / Examples
Training received		
Supervision and Mentoring received		
Feedback on work performed		
Interaction with co-workers		
Quality of work assigned		
Level of responsibility or autonomy provided		
Abilities and knowledge utilized		
Relevance of academic prep or relevant course taken		
Career / Professional knowledge gained		
Overall experience rating		

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Describe work performed:

Would you consider permanent employment with this employer? _____ Yes _____ No

Comment on your academic preparation and if it helped you with this experience:

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FORM # 4: MENG 4370 – Power Point Presentation Content and Peer Evaluation Form

All internship students registered in the internship course for academic credit are required to attend one face-to-face meeting with the internship faculty instructor. The time and date of this meeting will be identified during the first week of the semester. Each student will deliver a power point presentation to all peers and the instructor of the class during this meeting. If during the internship the student has to be geographically away from the university making the trip to attend this meeting in person very challenging, attending via Zoom or a similar system can be arranged, subject to the approval of the course instructor. Content, specifications, and evaluation of the presentation are as follows:

Presenter name: _____

Evaluator name: _____

Date of presentation: _____

Presentation Mechanics (Score _____ / 8 points):

- Total time is between 7 and 8 minutes.
- Slides are well-organized and readable
- Flow of content is logical
- Presenter shows capability in communicating content

Presentation Content (Score _____ / 17 points):

- Brief description of the company / organization and the products / services it provides
- Internship goals and tasks performed
- Relation of work to classroom experience and knowledge
- Professional development and value gained
- Remarks on the workplace
- Reflection on the experience (things you learned about yourself, unanticipated learning, your biggest success, changes to your performance and work habits, most challenging part about the experience, etc.)
- Suggestion to improve students' preparation for the workplace

Total Evaluation out of 25 points = _____ / 25.

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FORM # 5: MENG 4370 – Supervisor Evaluation of Student's Performance Form

Student Instructions: Please forward the evaluation to your Supervisor. Your Supervisor should complete the form, provide feedback to you, and you both should sign it. Submit the completed and signed form to your faculty instructor of the internship course.
Supervisor Instructions: Please evaluate the student in each of the areas described. Factors to consider include duties and goals, corporate internship benchmarks, assignments/expectations, and achievements. Include comments, comparisons and examples. Please provide the student with feedback on their performance and sign the evaluation.

Item	Information
Date of submission	
Student Name	
Employer Name & Location	
Supervisor Name	

Please use the following rating scale when filling the following tables or answering questions:

1	Unsatisfactory	2	Need improvement
3	Satisfactory	4	Above Satisfactory
5	Excellent	N/A	Not applicable

Item evaluated	Rating	Comments / Examples
Quality of work		
Communication Skills		
Problem Solving Skills		
Interaction with co-workers / Teamwork		
Academic Preparation		
Acceptance of responsibility		
Ability to utilize resources		
Acceptance of criticism and correction		
Work Ethics		
Overall rating		

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Describe work assigned and student's performance:

Would you consider hiring this student in the future? _____ Yes _____ No

Comment on areas needing improvement in student's preparation based on this experience:

SIGNATURES

Supervisor: _____ Student: _____

Title: _____ Date: _____

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FORM # 6: MENG 4370 – Final Report Specifications and Requirements Form

6.1. Notice of Confidentiality: If you have performed your internship in an organization where information about the work is classified or proprietary, please consult with your course instructor and supervisor before you write your final report.

6.2. Front page of the report:

Final Report
MENG 4370 - Undergraduate Internship I

Department of Mechanical Engineering
College of Engineering
The University of Texas at Tyler

Project Title: [Insert project title]

Submitted by: [Insert student name]

Date submitted: [Insert date submitted]

Internship period / Semester : [Insert dates / Semester]

performed at: [Insert company/organization name]

Supervised by: [Insert Supervisor name]

Submitted to : [Insert Internship course instructor name]

Certification: I have been the primary project supervisor. I have read the report and approve of its content.

Supervisor Signature: _____

Supervisor printed name _____

Student signature _____

6.3. Report format:
Follow the technical writing standards and guidelines of the Department of Mechanical Engineering.

6.4. Report Content and Outline:
The final report on your internship is part of your semester grade. Approach it as you would any engineering report. You must cover the following points, in the order given, providing as much detail as

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possible and including specific examples. Sanitize any confidential or proprietary information you use in the report. Seek advice from your course instructor and supervisor on these issues:

1. Brief description of the company or organization and the products or services the company or organization provides.
2. Internship Goals: state the goals of your internship and which ones were achieved during the internship.
3. Work Performed: describe the general nature of the work that you did throughout the internship. Give a detailed description of the major project in which you were involved. Include:
    a. Problem description: Provide a succinct description of the problem you are trying to solve. Include whether you were working alone or as part of a team. If part of a team, how many people were on the team and what part did you play on the team?
    b. Resources: Where did you look for the solution to the problem - Books, Internet search, discussions with colleagues? Were you sent to a training course for a particular technology?
    c. Methodology: How did you go about solving the problem? Did you create prototypes? If so, what did they reveal? What experiments did you perform?
    d. Discussion: You gathered information in the steps above. How did this influence your results and conclusions?
    e. Results**:** How did you present the results? To whom did you present the results? Was the problem solution acceptable? Why or why not?
    f. Conclusions: What conclusion did you reach?
    g. Recommendations: Provide suggestions on how you would better perform this task in the future.
4. Educational Value: describe what you learned about your career field and the business environment through the work you performed.
5. Relationship to Classroom Experience: describe any connections you found between the work you performed as an intern and your classroom experiences prior to and during the internship. Try to be very specific.
6. Professional development: Describe how you developed professionally (i.e., interpersonal communication skills, working with specific software, presentation skills).
7. Professional Value: describe the contacts made and future benefit of these contacts.
8. Evaluation of Internship Program 8.1. Describe what you consider to be the advantages and/or disadvantages of participating in the internship program.
9. Indicate your expectations about how the internship will change your approach to school and impact your career.
10. Appendices:
    a. Include the proposal you submitted at the beginning of the course.
    b. Include other information you deem pertinent to your report.