

# Co-op/Internship as a Technical Elective

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## **Requirements:**

- Internship must be 160 hours per credit hour enrolled.
- Three (3) credits, in total, of ME 397 are required but can be split among semesters, if necessary.
- Only 3 credits of ME 397 can be applied towards **one out-of-dept technical elective**. Any additional credits beyond 3 will not be applied to your degree.
- Must have completed the first two years of the ME curriculum and be eligible for or admitted to the ME Professional program. (Those who are conditionally eligible at the time of application will be reviewed for full eligibility after current semester grades have posted.)
- Pre-Approval of the co-op/internship is required.
- Approval will **NOT** be given retroactively.

## **Process:**

1. Students who wish to apply for Technical Elective internship credits must provide the following information to the Internship Coordinator at [ndsus.me.intern@ndsus.edu](mailto:ndsus.me.intern@ndsus.edu):
  - Company name
  - Position description
  - Responsibilities
  - Supervisor contact information (Email AND phone number)
2. The co-op/internship is reviewed for eligibility as an **out-of-dept** technical elective credit.
3. Students will receive a notification of the final decision from the department.
4. If approved, the Career Center will be notified by the department and the student will work with them to get enrolled in ME 397.
5. In addition, there will be some communication between the Career Center, company supervisor, and the internship coordinator as needed for final sign-off, interim and final surveys, confirmation of number of hours worked, etc.
6. Students must complete the course requirements presented by the Career Center to receive a passing grade [Pass/Fail] for the course.
7. The ME department requires a final report and presentation before the ME 397 credits can be applied to the student's program. **These requirements must be finished in the semester immediately following the completion of the three credits of ME 397.**

## **Submission Deadlines:**

*Applications received after the deadlines listed below will not be eligible for consideration, no exceptions.*

<b>For Fall Term</b>	<b>For Spring Term</b>	<b>For Summer Term</b>
August 15	December 31	May 15