Co-op/Internship as a Technical Elective
Requirements & Process

Requirements:

Internship must be 160 hours per credit hour enrolled.

A total of 3 credits of ME 397 is required but can be split among semesters if necessary.

Only one 3-credit series of ME 397 can count towards one 3-credit technical elective requirement. These credits are considered an out-of-department Technical Elective.

Must have completed the first two years of the ME curriculum. (i.e. eligible for full or conditional enrollment in the ME Professional program.)

Pre-Approval is required.

Is not retroactive to co-ops/internships prior to Spring 2018.

Process:

1. Students who wish to apply for technical elective internship credits need to provide the following information to the Undergraduate Program Coordinator/Internship Coordinator:
   - Company name
   - Position description
   - Responsibilities
   - Supervisor contact information.

2. The department will evaluate the information and decide whether the internship will qualify for technical elective credit. If approved, we will notify the supervisor of the student’s intent to ensure their cooperation.

3. Once approved, we will then notify the Career Center that the internship qualifies for technical elective credit.

4. At the same time, we will notify the student to contact the Career Center to enable the registration (i.e. enrollment in ME 397). Those who have already registered for UNIV 397 for spring, the Career Center will help to transition those to ME 397 credits.

5. In addition, there will be some communication between the Career Center, supervisor, and me as needed for final sign-off, interim and final surveys, confirmation of number of hours worked, etc.

6. At the completion of the co-op/internship, there will be a final report and presentation that will need to be completed by the student to receive a pass/fail for the credits. Details on the requirements for the final report and presentation as well as timing will be provided at a later date.

Effective starting Spring 2018