

## MAE/EAS 496: Engineering Internship

### THINGS YOU NEED TO KNOW BEFORE REGISTERING

#### Registration requirement

1. Students need to secure an internship in a company, where they will work 8-10 hours/week to earn 3 credit hours.
2. The internship duration must align with the current semester. For example, the internship duration should be from the end of January until mid-May to get credit for the Spring semester. Adjusting the credit hours to fit the internship duration will not be done under any situation.
3. The employer has to send the student's job description to the instructor. The job description must **come directly from the employer**, not forwarded by the student. The job description must be sent: after January 1<sup>st</sup> for Spring semester, after May 1<sup>st</sup> for Summer semester and after August 1<sup>st</sup> for Fall semester **but prior to the beginning of the semester**.
4. The student must submit a Forced Registration Application on the SEAS Portal. The department will register any student whose application is complete and approved prior to the published drop/add date of the semester of the internship.

#### Academic obligations

1. As soon as the students are registered, they need to check UBLeads for the course syllabus to understand their academic obligations.
2. Students will have to make several reports where they need to demonstrate their scientific and professional internship work.
3. Students will have to email updates bi-weekly to the instructor. There will be no reminders. Late submissions will not be accepted unless there is(are) any university accepted excuse(s).
4. If the students are not allowed to disclose drawings or other information (due to privacy of the company) in their presentation or report, they need to explain this to the instructor as soon as they are aware of it. **If students are not allowed to produce a report, then they cannot get course credit.**
5. Fall and Spring students will give mid-term and final presentations in front of the instructor and other students in the course. The instructor will ask for their choice of time and it will be assumed that the student can be excused from their worktime to attend the presentations as appropriate. Summer internship students will make a final presentation to the instructor either in-person or remotely, e.g., Zoom, Skype, (if the internship is not in Buffalo).
6. If the bi-weekly update aligns with the mid-term or final reports, students should still submit the update separate from the report.