



University at Buffalo

Department of Mechanical and Aerospace Engineering

School of Engineering and Applied Sciences

MAE 496: Engineering Internship

THINGS YOU NEED TO KNOW BEFORE REGISTERING

Registration requirement

1. Students need to secure internship in a company, where they will work 8-10 hours/week to get 3 credit hours.
2. The internship duration must align with current semester. For example, Internship duration has to be from around January till mid of May to get credit for Spring semester. Retrofitting of credit won't be done under any situation.
3. The employer has to send the student's job description [here](#). The job description has to be sent prior to the beginning of the semester and after 1st January for Spring semester, after 1st May for Summer semester and 1st August Fall 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 Brightspace 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 (tri-weekly update in summer) to the instructor. There will be no reminder to send these emails. Late submissions will not be accepted unless there is(are) any university accepted excuse(s).



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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 any report, then they cannot get the course credit.**
5. Fall and spring students will have to present a mid-term and final presentation 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 through web e.g. skype, webex (if the internship is not in Buffalo).
6. If the bi-weekly update aligns with the mid-term or final report, students should still submit the update separate from the report.