



TEXAS TECH UNIVERSITY

Department of Mechanical Engineering™

MS Internship Approval Request Form

Procedures:

- Complete and submit this form to Gwen Clymo at Gwen.Clymo@ttu.edu or in ME Office 104 prior to internship.
- If the request is approved, register for the approved number of hours of ME 7000-Internship in the semester The Report is due.
- One month of an approved full-time internship is equivalent to one credit hour of ME 7000: Internship. Up to three credit hours of this course can be applied towards an MS degree.
- Students must submit a written Internship Report one month after completion of Internship.
- Have the internship supervisor submit a final evaluation describing the student's performance and progress.
- For Thesis Option students, the Thesis Advisor must approve the internship request.

Student Information

Date: _____ Thesis _____ Non-Thesis _____

Student Name: _____ R - Number: _____

Company Providing Internship: _____

Company Address: _____ Country: _____

Internship Beginning Date: _____ Internship End Date: _____

Full- Time _____ Part- Time _____ Hours per week: _____

Person of Reference: _____ Reference Contact Information: _____

Student Signature: _____

Thesis Advisor Approval (Thesis Option students only)

Approved _____ Not Approved _____ Name of Thesis Advisor: _____

Signature of Thesis Advisor: _____ Date: _____

Description of Company

OFFICE USE ONLY

Approved 3 Credit Hours Approved 2 Credit Hours Approved 1 Credit Hour Not Approved

Graduate Director Signature: _____ Date: _____