



MS Internships

Students requesting internships credit must provide a short description of the company profile and where the company is located. The internship must involve advanced tasks, such as product development, improvement of a production processes, troubleshooting, etc. One month of an approved full-time internship is equivalent to one credit hour of an elective graduate course.

- The grade for the internship will be assigned by the Director of Graduate Studies or a designated faculty, based on the Internship Report and the reference letter from the internship supervisor.

To obtain a course credit for an internship students must follow the following steps:

Before beginning of the internship:

- Submit an Internship Approval Request Form to Rene Fuentes at Rene.Fuentes@ttu.edu or in ME Office 104.

After completion of the internship:

- Provide a reference letter from the internship supervisor. The letter should include the following information
 - the start and end date of the internship
 - was the internship full time or part time (if part time how many hours per week)
 - a brief description of student's assignments
 - an assessment of student's performance
- The letter should be emailed from the supervisor's email account to the ME Graduate Academic Advisor, Rene Fuentes at Rene.Fuentes@ttu.edu.
- *Write an Internship Report.* The report should be in the following format
 - *Title page:* The title page should include
 - the phrase *Internship Report* at the top of the page
 - report title
 - student name
 - company name
 - supervisor name
 - internship location and its start and end date
 - *Abstract:* Approximately 200 words
 - *Introduction:* The introduction should describe the company profile and summary of the assignments and tasks performed by the student.
 - *Body of the report:* Describe details of the assignments, what has been done, and what goals were achieved and how. The body of the report should consist of one or more sections with meaningful titles.
 - *Conclusions:* Summary of achievements and lessons learned
- The report should be 8–10 pages long (not including the title page and abstract), single column, single-spaced, in 11pt or 12pt font, with 1-inch margins on all sides. The figures and tables should be numbered and have concise captions.
- The paper copy of the report and its electronic version in pdf format should be submitted to the ME Graduate Program office. The report is due one month after completion of the internship.

In the semester in which the Internship Report is due:

- *Register for the course ME 7000 Research: Internship* with the Director of Graduate Studies as the instructor of record.

Additional Requirements for International Students:

Before accepting an internship, international students should discuss visa requirements with the *International Students and Scholars Services* division at the TTU Office of International Affairs.