

MET495 - Summer Internship

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Location	No regular class meetings
Times	No regular class meetings
Start Date	May 18, 2009
Course Credits	3 - 6

Required Text

none

Course Description

The Bachelor of Science Mechanical Engineering Technology program at Behrend College offers a 3-6 credit internship course for those students entering their senior year in the major. The course is structured to provide students an opportunity to experience the job performance expectations placed on professionals within the modern industrial environment. This industrial work experience is very valuable and provides both the sponsoring company and the senior many benefits. The senior is expected to complete approximately 120 hours of engineering or engineering related tasks for completion of the proposed project(s), and is expected to perform this work during the summer months (for additional requirements see below).

This internship course is open to those MET seniors who fulfill the prerequisites and have a minimum GPA of 3.0 in the major and a minimum overall GPA of 2.5. Normally the three credits earned for the internship course is applied to replacing MET 485(3), the Senior Design course.

Course Objectives

1. To develop the student's skills in the application of theory to practical work situations.
2. To aid the student in adjusting from college to full-time employment.
3. To provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.
4. To provide students the opportunity to experience diversity in the workplace.
5. To develop employment records/references that will enhance future employment opportunities.
6. To provide students the opportunity to understand organizational interrelationships.
7. To develop the student's oral and written communication skills.
8. To develop the student's organizational skills and to develop the student's ability to prioritize tasks for the successful completion of projects.
9. To provide students an opportunity to understand their professional and ethical responsibilities as an engineer.
10. Introduce the environment of current-day practicing engineers.

Tentative Schedule

see the ANGEL course calendar

Course Requirements

1. YOU MUST USE YOUR PSU EMAIL ADDRESS and check your emails on a daily basis.
2. Complete the Internship Agreement Form (IAF) and fulfill the tasks stated on the IAF.
3. Complete 120 hours of engineering related tasks for each 3 credits.
4. Participate in online course discussions. For this requirement, the student will also need to have access to a computer with internet capabilities and use an online messenger application software.
5. Submit weekly emails to the faculty supervisor.
6. Complete quizzes, assignments, and required information.
7. Prepare a 20 minute presentation highlighting your internship experience. The student should inquire with their employer, prior to the start of the summer semester, if there will be confidentiality issues with sharing the work performed with the faculty that will be in attendance for their presentation at the end of the semester. You should contact the instructor of the course immediately if there will be an issue.
8. Obtain the completed internship evaluation form from their employer and submit it to the faculty supervisor with your summary sheet.
9. Register for MET480 in the fall semester directly after your internship.

Course Prerequisites

1. Student must have senior standing.
2. Course prerequisites must be fulfilled: MET306, MET320, MET330, and MET415.
3. A GPA of 3.0 or better must be maintained in MET course work and a 2.5 overall GPA average must be maintained.

Grading Policy

Internship Presentation	40%
Internship Notebook	10%
Industry Supervisor's Evaluation	20%
Faculty Supervisor's Evaluation	10%
Assignments	20%
Total	100%

NOTES:

1. If the following criteria are not satisfied the student will fail the course regardless of the student's overall course score:
 - Completion of internship project(s) as described on IAF.
 - Use of junior-level or higher courses to complete internship project(s).
 - Mastery of internship subject matter.
 - The student satisfied the requirement of 120 Hours of engineering and engineering related tasks.
2. Students will receive a "DF" grade for the course until after their presentation is given and graded. After the student's presentation is graded, the student's grade will change from "DF" to the grade they earned in the course.

Grade Scale:

93-100%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
70-76%	C
65-69%	D
< 65%	F

Exam Policy

There are no exams for this course.

Academic Integrity

Academic Integrity: Penn State Erie puts a very high value on academic integrity, and violations are not tolerated. Academic integrity is one of Penn State's four principles to which all students must abide. This principle states: I will practice academic integrity. Academic integrity is a basic guiding principle for all academic activity at Penn State University, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. In accordance with the University's Code of Conduct, I will practice integrity in regard to all academic assignments. I will not engage in or tolerate acts of falsification, misrepresentation, or deception because such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

It is proper to share data, unless otherwise instructed, but it is not permitted to share calculations (i.e. results). It is a violation to share information about quizzes and exams between multiple course sections. If the student is confused to whether or not they are violating Penn State's academic integrity policy, they should not proceed without consulting with the instructor. Ignorance is not an acceptable excuse for an academic violation.

Any violation of academic integrity will receive academic and possibly disciplinary sanctions, including the possible awarding of an XF grade which is recorded on the transcript and states that failure of the course was due to an act of academic dishonesty. All acts of academic dishonesty are recorded so repeat offenders can be sanctioned accordingly.

More information on academic integrity can be found at:
<http://www.pserie.psu.edu/faculty/academics/integrity.htm>

Miscellaneous

INDUSTRY SUPERVISOR'S EVALUATION:

The student's Industry Supervisor will be asked to report on the performance of their respective intern. They will use the Penn State grading system to assign a grade. That grade without alteration will then be used in the calculation of the student's final grade in the course. Students are not permitted to petition their Industry Supervisor for a particular grade. The student's performance is to be the only criteria for assigning a grade.

The student is required to print-out the Industry Supervisor's Evaluation Form and deliver it personally to their industry supervisor. This should be done approximately two weeks before the student exits their place of employment. The industry supervisor will be instructed to place the evaluation form in a sealed-envelope with their signature across the seal. The student is not permitted to open the envelope. It is at the discretion of the industry supervisor whether or not to share the information contained on the form. The student is required to submit the completed Industry Supervisor's Evaluation Form as instructed by the Faculty Supervisor (see Important Dates in ANGEL).

FACULTY SUPERVISOR'S EVALUATION:

The Faculty's Supervisor's Evaluation will consist of the following:

- Student's Participation (completion of assignments and participation in chat sessions).
- Student's Weekly Emails (proper format, adequate and accurate information, and timeliness).
- Student's Conduct (professional and mature behavior toward all internship individuals both at PSU and their place of employment).

ASSIGNMENTS:

Assignments consist of online ANGEL quizzes, weekly emails, and an internship presentation. Late assignments will not be accepted and the student will receive a zero score for the late assignment. You are expected to view the ANGEL course calendar and complete the assignments shown in a timely manner.

INTERNSHIP PRESENTATION:

Students will be required to deliver a 20 minute presentation (see Presentation Guidelines in ANGEL). A print-out of the student's presentation slides (3 to 4 per page) must be emailed to the Faculty Supervisor (see Important Dates in ANGEL). Presentations will be scheduled during the first few weeks of the fall semester. Students will not receive their course grade until after their presentation is graded (see grading policy section above). Scores will be assigned for the following criteria:

- Professional Attire

- Speaking Ability
- Technical Content
- Non-Technical Content
- Response to Questions

Also, student's will be evaluated during the presentation in a PASS/FAIL manner (see the grading policy section above).

The presentation will be given to and graded by MET faculty members.

INTERNSHIP DESIGN NOTEBOOK:

A design notebook is to be completed as submitted to your Faculty Supervisor. The design notebook (3-ring binder with a cover sleeve) should be professionally formatted. The Design Notebook is due at the time of the student's presentation.

See Project Notebook Guidelines in ANGEL.

SUMMARY SHEET:

Each student is required to create a summary sheet with regards to their internship. The student is required to submit the Summary Sheet and completed Industry Supervisor's Evaluation Form at the time of the student's scheduled presentation.

See Summary Sheet Directions in ANGEL.

CHAT SESSIONS:

Throughout the summer semester, one or more chat sessions may be held to discuss issues with the course. Your participation is mandatory. Dates and times cannot be placed on the course calendar. Dates and times will be emailed to you. Without an approved excuse from the Faculty Supervisor for missing a chat session, the penalty will be a negative 3 points towards the Faculty Supervisor's Evaluation portion of the student's grade. Times of chat sessions are typically in the evening after normal business hours to prevent any conflicts with your work responsibilities. Please keep in mind that you are not the only student enrolled in the course and that some students have different work times and responsibilities.

WEEKLY EMAILS:

Weekly emails are due each Friday at the end of the workday during the summer semester until you receive an email from the instructor stating they are no longer needed. For each weekly email not received or not received on time the penalty will be a negative 3 points towards the Faculty Supervisor's Evaluation portion of the student's grade. Also, failing to follow the weekly email format as instructed will have a negative impact on your grade.

For content and format see Weekly Email Guidelines/Format in ANGEL.

INTERN CONDUCT:

As an intern, you are not only representing yourself but you are representing Penn State Behrend's MET program. Any unprofessional or immature behavior will be dealt with in a severe manner. Depending on the severity of the misconduct, the penalty can range from forfeiting the Faculty Supervisor's Evaluation portion of your grade to being removed from the course. Ignorance is not an acceptable excuse for misconduct. If you are involved in a difficult situation you should consult with your Faculty Supervisor.

As a general guideline, follow the Penn State Principles:

- I will respect the dignity of all individuals within the Penn State community.
- I will practice academic integrity.
- I will demonstrate social and personal responsibility.
- I will be responsible for my own academic progress and agree to comply with all University policies.