MET495 - Summer Internship Syllabus  
Summer 2008

Faculty Information:
Title: Lecturer in Engineering  
Instructor: Fred Nitterright  
Office Phone: 814.898.6185  
Office Fax: 814.898.6125  
Office Address: 227 REDC Building  
Office Hours: No regular office hours during summer semester.  
Chat Account: frednitter - AOL Messenger  
E-mail: fxn101@psu.edu  
Homepage: http://www.personal.psu.edu/faculty/f/x/fxn101/

Course Information:
Credits: 3 - 6  
Course: 495  
Section: 800  
Location: No regular class meetings  
Times: No regular class meetings  
Start Date: May 19, 2008

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.
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. Compose and submit a 10 - 12 page paper describing your internship experience for each 3 credits.
8. Obtain the internship evaluation form from their employer and submit it to the faculty supervisor with your completed internship paper and 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:
<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Paper</td>
<td>40%</td>
</tr>
<tr>
<td>Industry Supervisor's Evaluation</td>
<td>30%</td>
</tr>
<tr>
<td>Faculty Supervisor's Evaluation</td>
<td>10%</td>
</tr>
<tr>
<td>Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

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

Examination Policy:
There are no exams for this course.

Additional Information:

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. Student’s 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 or before the internship paper is due, whichever comes first. 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 with their Internship Paper and Summary Sheet. The student will be instructed via email where and when to send the above items.

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 paper. 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 PAPER:
The internship paper will be graded on the following criteria:
Format
- Cover Page
- Table of Contents
- Summary
- Headings
- Page Numbering
- Appendices
- Length of Paper
- Use of Figures and Tables (e.g. digital photos)
- Organization
Written Quality
- Spelling
- Grammar
- Punctuation
Technical Content
- Problem Definition
- Sound explanation of the solution
- Example calculations, drawings, and references
Non-technical Content (included in the Introduction section)
- Description of your internship experience
- What was the nature of your work experience
- What were you responsible for doing
- Who were you responsible to

NOTE: A failing grade will be assigned if there is not significant proof in the internship paper that the intern completed engineering tasks consistent with the job description stated on the Internship Agreement Form, and if there is not sufficient proof that the intern has completed 120 hours completing engineering or engineering related tasks. This criterion is independent of the final course percentage.

The student is required to submit the Internship Paper with the completed Industry Supervisor’s Evaluation Form and Summary Sheet. The student will be instructed via email where and when to send the above items.

SUMMARY SHEET:
Each student is required to create a summary sheet with regards to their internship. Your summary sheet will not be returned to you, so if you wish to keep a copy then make two. The student is required to submit the Summary Sheet with their Internship Paper and completed Industry Supervisor’s Evaluation Form. The student will be instructed via email where and when to send the above items.

CHAT SESSIONS:
Throughout the summer semester, one or more chat sessions may be held to discuss items 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 your Participation, Email and Conduct 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:
Starting the second Friday after the start of the summer semester (see the course calendar); 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 your Participation, Email and Conduct grade. Also, failing to follow the weekly email format and not including pertinent information will have a negative impact on your grade.

An important issue with the weekly emails is the information in the subject line. The following is the information that should be contained in the subject line Week Number - Yourlastname (e.g. Week1 - Smith); no more and no less. Include spaces before and after the hyphen only. This will help me greatly when reviewing information at the end of the semester.

Format of weekly emails:
• You should include tasks you are currently performing, tasks you have completed, and tasks that you plan to work on next.
• Use bullets to list the highlights of your week
• Keep the length of your emails to approximately to ½ page MAX. Your entire work log for the week should not be sent to me, just the highlights. Highlights are things like milestones completed.
• Include digital photos or scans. They can also be used in your paper.
• You must use the subject line format that I requested (e.g. Week1 – yourlastname).
• Only 1 email per week.
• Please do not write your emails in an MS Word document and then attach them in an email. Write your weekly emails as an email.
• In each email, YOU MUST comment on how you think your internship is progressing with respect to the projects described on your internship agreement form.
• If you have any questions, please ask them.
• If you are not going to be available on Friday to send your weekly email, let the Faculty Supervisor know in the previous week’s email.

A reminder, you do not have to wait until your weekly emails to ask questions. Send me an email at any time.

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, the penalty can range from forfeiting the Participation, Email and Conduct 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.