

Office of Graduate Studies
MIT Internship Proposal
TECH 688 or TECH 689

The graduate internship is an elective experience providing an opportunity for gaining additional competencies or applying theory in realistic settings in industry and business. In the best possible situations, the student will be able to perform valuable services and at the same time gain an experience in professional development not possible in the classroom or in a simulation. This course also contributes to the missions of the University and the College of Technology in strengthening linkages between the campus and the broader external community. Coupled to the graduate internship is a required scholarly report which serves as a vehicle by which the student gains technical and/or management knowledge as well as synthesizing the work experience.

1. Student follows Internship Procedures document and secures position. Position and proposal must be submitted in the semester before a student will complete the internship. No credit will be given for work prior to registration for the internship.
2. Student prepares proposal including the following information:
 - A. Rational for Internship Experience
 - B. Desired Location of Experience
 - C. Description of Experience
 - D. Expected Outcomes of Experience
3. Submit Proposal to Advisor - proposal then is sent to College of Technology Office of Graduate Studies for Director of Graduate Studies approval.
4. Office of Graduate Studies sends email notification to the student, advisor and College of Technology Office of Cooperative Education. After employment has started, student will receive letter of notification asking for confirmation of the proposed information. A University Representative (may be someone other than advisor) will be assigned to the student for contact and visit. A letter will also be sent to the student's job supervisor confirming position with further information about the University Representative (advisor) that will be in contact and completing an evaluation of the student's performance.
5. The University Representative or Advisor will establish the necessary items and the format for reporting information. Such items may include a weekly log format, several interim reports and a required, final scholarly report. The University Representative or Advisor assigns final grade.

6. Letter grade for TECH 688 and S/U for TECH 689. Tech 688/689 may be repeated once however only 3 credit hours can be used to satisfy degree requirements.

Internship Proposal

TECH 688/689

A. Rationale for Internship Experience

B. Desired Location of Experience

C. Description of Experience

D. Expected Outcomes of Experience

Student Name

Major Advisor

Address

Phone Number

Director of Graduate Studies

Date of Application

Date of Final Analysis

Section # _____ Sem _____

*** Please attach a resume**

GRADUATE INTERNSHIP APPLICATION FORM

| | |
|--|--|
| Name | Social Security No. |
| Present Address | Address during Internship (if known) |
| City State Zip | City State Zip |
| Phone | Phone |
| Age Gender Ethnic Background: <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Other | |

| | | | |
|----------------------|---------------|--------------------------|-----|
| Degree Concentration | Major Advisor | Semester Hours Completed | GPA |
|----------------------|---------------|--------------------------|-----|

Employer _____

Address _____

City _____ State _____ Zip _____

Phone _____ Contact Person _____

Job Title _____

Starting date _____ Last day of employment _____

Number of work weeks _____ Calculated hours of work for the internship _____

Describe your weekly work schedule, in detail. Example: Monday through Friday, 40-hours per week, 8:00 a.m. till 5:00 p.m.

Hourly rate of pay _____ Wages over the term of the total internship _____

Semester Applying For: Spring Summer Fall Year 20__

Required signatures:

| | |
|------------------------------|------|
| Major Advisor | Date |
| Director of Graduate Studies | Date |

Director of
Cooperative Education

Date

Section Number

University Representative