



College of Engineering and Natural Sciences Internship FAQs

Definitions

Intern term:	Academic term you plan to start your internship (e.g., summer)
Pre-intern term:	Academic term followed by the intern term (e.g., spring if intern term is summer)
Post-intern term:	Academic term following the intern term (e.g., fall if intern term is summer)
Registration term:	Either the intern term or post-intern term depending on when you registered for the internship.
XX200 and XX300:	The first and the second internship sessions respectively. (e.g., CS 200 and CS 300, or IE 200 and IE 300, ...)

List of Questions

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Q1: What are the required standards for an acceptable workplace?

We require that at least one engineer is employed within the workplace. Students may discuss other departmental constraints with their advisors.

Q2: Can I do my intern in a factory or university?

Engineering students are allowed to perform their internships in companies, factories, institutions or within universities as long as the criteria mentioned in Q1 is met.

Q3: When can I apply for an internship session? Can I apply for XX200 in the first year? Can I apply for XX300 in the second year?

Students can apply for the approval of XX200 internship session in pre-intern term only if [the total number of credits from courses successfully passed] plus [the total number of credits from courses currently being taken] is at least 60. Similarly, application to the XX300 session requires at least 90 credits computed in a similar fashion.

Note that the above requirements prohibit internship applications from the first year students. Similarly, you may not apply for the XX300 internship within the second year.

If needed, XX200 and XX300 internships sessions can be performed in the same term as long as the above criteria is met.

Q4: Are there any constraints regarding the duration of an internship within a workplace?

We recommend that students choose a different workplace for each XX200 and XX300 courses and spend 25 days in each workplace to fully benefit from internship experience. Though it may be possible to do both internship sessions in a single company, we require each session to be performed in a different department under a different supervisor.

Students doing both of their sessions in the same company are required to submit two reports, one for each session.

Students may not do a single internship session, (e.g., XX200 internship), in two different workplaces.

Q5: Can I do my internship during fall or spring semester?

Students may perform their internship during summer, fall or spring semesters. See Q6 for more information.

Q6: Can I take any courses during my internship?

Yes, but you may not overlap intern days with course days. E.g., if you are taking a summer course with a one hour lecture at 9:00 on Mondays, then you may not count those Mondays (during summer period) as part of your summer intern work.

Q7: I see many XX200 [XX300] courses offered in the system. Which one should I register to and in which term?

You should register to the course offered by your advisor.
Students should register to the internship course offered

- either in the intern term (in which case your registration term becomes the intern term)
- or in the post-intern term (in which case your registration term becomes the post-intern term)

Keep in mind that if you register an internship course in summer, you are required to submit a final report in the last day classes in summer. So plan accordingly.

Q8: Are there any constraints regarding the continuity of an internship within a company?

We do require continuity of an internship. E.g., you may not spend 10 days in a workplace, take a 20 days break, then work for 15 more days. If you are working, say, two days a week in a company, your internship should be completed in a continuous period of 13 weeks. The only exceptions that can be applied to this rule are due to reasons regarding the company itself (e.g., workplace closed due to national holiday).

Q9: What are some important deadlines for the internship?

Students have to prepare and submit the

- 'student internship information form' before the last day of classes in the pre-intern term.
- the final report and the sealed envelop before the last day the classes in the registration term.

However, the students are encouraged to submit their forms/reports a few weeks before the deadline so that they have the time to make revisions in case their initial forms/reports are rejected.

Q10: How should I prepare the final internship report?

Each department has its own report template. Some departments require weekly signatures during internships. Make sure to take a look at the template before your internship.

Internship reports in general

- must be no more than five pages.
- must focus on the intern's work during the internship session, keeping general information about the enterprise brief, although a company brochure and other related documents may be submitted as attachments.
- must be prepared in English.
- must be submitted as a computer printout to the advisor.

A separate internship report must be submitted for each internship session.

Q11: I am a double major student. Should I do a 50-day internship for each major?

No, double major students are only required to do a single two-session 50-day intern. As usual a single report should be submitted for each session.