Biological Engineering – Biol_En 4940 Engineering Internship – August 2018

Requirements

I. Enrolling – To obtain a permission number – (1-3 credit hours)
   A written summary of requirements (limited to one-page similar to BE 4085) that includes
   - An introduction to the company/entity/internship
   - Summary of the project
   - Engineering content summary (engineering science, engineering design)
   * Approval required from company supervisor and supervising faculty member *
   - Supervisor approval can be sent via email. Please provide name and position.

II. Formal Report Body – 12 pages minimum
   1. Company/Entity and Job
      a) Organization and Structure of the company
      b) Work duties – daily, regular
   2. Project Report/Summary (majority of the report length)
      a) Introduction and Purpose
      b) Summary of activities and data collected
      c) Results, conclusion(s), outcome actions that resulted from your work
      d) Value added to the company
      e) Future project, next steps, recommendations
      NOTE: Proprietary data, analyses, techniques, work product, etc. will remain company property at the conclusion of the reporting and oral presentation.
   3. Course work and curriculum
      a) Summarize the courses that enhanced your ability to complete the internship.
      b) Summarize how the internship enhanced your interest/ability to complete courses.
      c) Summarize changes you would make to your plan-of-study, if you were doing the degree again? Any curriculum changes that you would suggest? Why?

III. Oral Presentation – for class or at a meeting (10-15 minutes)
   Include, but not limited, to -
   A summary of the above
      About the company
      Your work duties
   Project Summary – excluding any proprietary information
Report Format
- Cover Page (see example below)
- Left margin (for binding) = 1.5 in
- Top, bottom, left margins for text = 1 in.
- Page numbering (outside the margins)
- 1.5 to double-spacing
- Single-side printing
- One bound copy for the department

Approvals
First Reader – Internship/Work Supervisor
Second Reader – Supervising Faculty Mentor

Cover Page Example

Title
Biol_En 4940 Engineering Internship
with
XYZ Corp. Inc. – Clinical Engineering
University of Missouri
DATE
Student: NAME
Internship Advisor: NAME, Position
Faculty Advisor: NAME

Abstract: 4 line summary

- August 17, 2018 version