

## Biological Engineering - BE 4940 Engineering Internship - January 2017

### 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 undergraduate director \*\*
- Supervisor approval can be sent via email. Please provide your 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 – Undergraduate Director/Supervising Faculty Mentor

### Cover Page Example

## Title

BE 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