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

- January 24, 2017 version