



WAYNE STATE UNIVERSITY

INTERNSHIP PROPOSAL FORM (IPF)

INDUSTRIAL & SYSTEMS ENGINEERING DEPARTMENT

Name:
Address:
E-Mail:

Student ID#:
City, State Zip:
Phone:

Major:

Enrollment Date: _____
Semester Year

Estimated Graduation Date: _____
Semester Year

Number of Program Credits Already Completed:

Credits of Previously Authorized Practical Training:

Number of Credits Requested for Industrial Internship:

Internship Term(s): Fall _____ Winter _____ Spring/Summer _____
Year Year Year

INTERNSHIP DESCRIPTION: (*Attach Job Offer on Corporate Stationery with Dates and Duties*)

Name of Employer: _____

Dates of Employment: _____

Description of Duties:

SIGNIFICANCE OF INTERNSHIP TO STUDENT'S PROGRAM:

DESCRIPTION OF INTERNSHIP STUDY. Discuss with advisor before preparing the petition.

Student's Signature: _____

Date:

APPROVALS

Advisor: _____
Name Signature

Date:

Departmental Undergraduate Officer: _____
Signature

Date:

General Instructions

The Industrial & Systems Engineering Department strongly believes in the valuable, complementary experience that internships can provide to undergraduate students. Students are encouraged to gain practical training by taking up industrial internships through “IE 499X: Industrial Internship” credits.

In order to earn credits, students must successfully meet the tasks and responsibilities as described by their employer. A job description must be submitted with the application and must be approved by the employer/supervisor. The student commitment is for an entire semester and cannot be less than 120 and 140 contact hours for 1-credit and 2-credit options, respectively.

The internship project(s) must be significantly different than the IE 4800/4880 Capstone Project. If the sponsor of the capstone project and employer of the internship is the same and topics are somewhat overlapping, it is student's responsibility to describe the differences and that either of the internship project and capstone project is meritorious alone for the credit hours and requirements. Students suspecting such an overlap should consult the capstone instructors and the program officer prior to the start of the either project.

All internship experiences must be directly aligned with your degree program. They need prior approval from the department Undergraduate Program Officer (UPO) or, in her absence, the Chair of the department. This is consistent with Immigration and Naturalization Service (INS) and WSU's Office of International Students and Scholars (OISS) guidelines.

Eligibility:

- Minimum 2.75 GPA
- Junior or Senior Status
- Approval of the Undergraduate Program Officer or designated person
- No more than 3 credits of internship credits can be used toward graduation. See “Departmental Procedures and Requirements” section below for requirements for report writing.
- In case of conflict, Wayne State University policy will always override this departmental policy.

Words of Caution:

- International students should always consult with the OISS before taking any internship credits.
- In gaining internship credits, international students are responsible for strictly following guidelines set by OISS and INS. Wayne State University Forms: All necessary university forms are available at the OISS located at 42 W. Warren, 416 Welcome Center, Detroit, MI 48202 (Tel: 313-577-3422, Fax: 313-577-2962, E-mail: oisssmail@wayne.edu, <http://www.oiss.wayne.edu>).

Departmental Procedures and Requirements:

ANY STUDENT CONSIDERING AN INTERNSHIP MUST COMPLETE THE INTERNSHIP PROPOSAL FORM (IPF), IDENTIFYING AN ADVISOR, AND DESCRIBING A CONCISE PLAN (PREPARED WITH THE HELP OF THE ADVISOR) FOR CARRYING OUT THE INTERNSHIP STUDY. The proposal should clearly demonstrate the relevance of the internship to the degree program. Internship proposal forms will not be signed by the UPO or Department Chair without the completed IPF. It is the responsibility of the student to make sure that an approved copy of the IPF is included in his/her official folder with the Undergraduate Student Advisor (i.e., Ms. Gail Evans). TO BE ELIGIBLE FOR SIGNATURES, STUDENT MUST MAKE AVAILABLE JOB DESCRIPTION (INCLUDING SPECIFIC DUTIES) ON CORPORATE STATIONERY OR COME IN AN E-MAIL DIRECTLY FROM THE CORPORATION TO EITHER THE UPO OR DEPARTMENT CHAIR. The offer letter should have not only a starting date but also an approximate semester long duration.

Final Report:

A detailed report is necessary if the student is planning to use the credits toward graduation. The report will document “learning experiences” and not simply describe/detail the tasks/projects worked on. Students that do not clearly demonstrate learning will receive a “fail” grade. There is no particular format for preparing the report. Typically, 2-credit internship reports are relatively substantial at 10 to 12 typed pages (with 1.15 to 1.5 line spacing). A 1-credit internship report will be approximately 5 to 7 pages. You are expected to provide detailed learning experiences. Typically, the report is due with the advisor by the end of the semester. While the grades will be assigned at the end of the term, it is the responsibility of the student to ensure that a copy of the report is included in the student’s official folder with the Undergraduate Student Advisor (i.e., Ms. Gail Evans). These reports will once again be checked while certifying graduation requirements.