

SYLLABUS
ENGR 491: Engineering Internship
Spring 2023

Instructor: Il-Seop Shin
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Office Hours: M/W 12:00-01:00 P.M. and T 11:00 A.M.-01:00 P.M.

CATALOG DESCRIPTION

Off campus work experience in engineering. written weekly reports and copies of all projects, analysis, other work is required. Recommend completion before entering last term on campus.

COURSE PREREQUISITES

Senior standing; a minimum

<http://www.mhhe.com/mayfieldpub/tsw/home.htm>

REFERENCES

Additional material posted t

ce and engineering anai

o design a process, c

problem.

Identify and document areas for self-improvement either in acquisition of knowledge

effective use of engineer

**COURSE LEARNING OBJECTIVES AND RELATIONSHIP TO STUDENT
OUTCOMES (ABET Criteria 3, 1-7)**

Outcome-Related Course Learning Objectives	1	2	3	4	5	6	7
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COURSE ORGANIZATION

Classroom Work

There are no regularly scheduled class meetings.

Class Attendance

Any scheduled workshops or meetings MUST be attended. Absence without prior arrangements will not be permitted. Attendance at the place of internship employment is required and all absences must be approved through the employer.

Due Dates

Reports and other required documentation are due prior to Final Examination Week. All work will be submitted as a .PDF file to Assignment Submission Folder on the WesternOnline course website.

Course Grade

The Engineering Internship Course is graded as Satisfactory/Unsatisfactory (S/U). The internship involves completing at least 80 hours of engineering related work in an industrial, commercial, government, construction or consulting environment. The following three artifacts are required to satisfactorily complete the internship:

Journal: Regularly document the completion of at least 80 hours of engineering activities

Summary Report: Write an overview of the internship experience – objectives, proposed work, what was learned, accomplishment, etc.

Certificate of Completion: Obtain a supervisor's statement of work performance

The **Journal** and **Summary Report** are prepared by the student and submitted as .PDF files to Assignment Submission Folder on the WesternOnline course website. The **Certificate of Completion** is prepared and signed by the student's supervisor or mentor, preferably on company letterhead, and sent/emailed to the Instructor (WIU School of Engineering, Attn: Dr. Shin, RF-201, 3300 River Drive, Moline IL 61265; i-shin@wiu.edu). Once received, a .PDF file of the supervisor's statement will be made and sent to the student to submit to Assignment Submission Folder. The student will be able to access the certificate.

In the **Journal**, the student records activities completed on a daily basis and comments on the internship experience. In the **Summary Report**, the student provides an overview of the work completed during the internship, including objectives, proposed work, what was learned, accomplishment, etc.

In the supervisor's **Certificate of Completion**, the supervisor evaluates the student's performance during the internship period of employment commenting on timeliness, attention to work and work-related details, the student's ability to use engineering knowledge, and the development of new skills and knowledge. The supervisor should state that the student's performance during the internship period of employment was either Satisfactory or Unsatisfactory.

Please submit all .PDF files using the following filename convention:

ENGR 491 * (LastName, FirstName).pdf, where * is Journal, Summary and Certificate

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.). For more information, please see:

www.wiu.edu/policies/privact.php

AMERICANS WITH DISABILITIES ACT

In accordance with University values and disability law, students with disabilities may request academic accommodations where there are aspects of a course that result in barriers to inclusion or accurate assessment of achievement.

To file an official request for disability-related accommodations, please contact the Disability Resource Center at 309-298-2512, disability@wiu.edu or 143 Memorial Hall. Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner.

SEXUAL MISCONDUCT & GENDER NON-DISCRIMINATION POLICY

University values, Title IX, and other federal and state laws prohibit sex discrimination, including sexual assault/misconduct, dating/domestic violence, and stalking. If you, or someone you know, has been the victim of an of these offenses, we encourage you to report this to the Title IX coordinator at 309-298-1977 or anonymously online at:

http://www.wiu.edu/equal_opportunity_and_access/request_form/index.php

If you disclose an incident to a faculty member, the faculty member must notify the Title IX Coordinator. The complete Title IX policy is available at:

<http://www.wiu.edu/vpas/policies/titleIX.php>

DIVERSITY AND INCLUSION STATEMENT

The School of Engineering and Technology is committed to diversity, equity, and inclusion for all students, faculty and staff. We consider inclusion as a core component of our mission.