Date: [XX/XX/XXXX]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone #]

To: [Advisor], [Department]

Re: Internship Proposal for ENGR [526/536/538]

**Nature of work to be done:**

[Example: Mr./Ms. Student will work for Schuyler Power at their central generating station in Gotham City, NY under the supervision of Mr./Ms. J. Q. Engineer who will serve as external supervisor for the internship. The work will involve monitoring the overall performance of the power plant (including sub-systems), calibration of sensors, field inspection and data collection, project progress documentation, and other engineering tasks as determined by the employer.]

**Schedule:**

The internship will begin on [date] and will last for no fewer than [40/60] business days of at least eight-hour duration. Work hours will be [X:XX AM – Z:ZZ PM], Monday through Friday. A final report will be completed by the student and delivered in accordance with “Industrial Internships Engr Policy 19-01”. The final report is to be delivered to the faculty supervisor at the end of the third full week of September, on Sept. XX, 20XX.

**Learning Objectives:**

[Example:

1. To learn and understand power plant operation.
2. Test system performance and troubleshoot problems.
3. Properly size replacement equipment for old or damaged components.
4. Design or redesign systems to increase efficiency or to suit operational needs.
5. Perform sensor calibrations
6. Perform preventative maintenance checks and services]

**Deliverables:**

The deliverable for this project will be a final report documenting the learning experience. The report is to be arranged in such a way that the engineering content of the work done by the student is demonstrated. The physical format of the report must include the following sections:

* Title page including student name, course name and number, due date.
* Executive Summary (on its own page)
* Table of Contents (on its own page)
* Introduction including a description of the company, its function, spectrum of work, etc. and a general description of the capacity in which the student operated during the internship.
* Discussion including documentation and description of the engineering work participated in by the student. Work samples may include drawings, calculations, field notes, photographs, condition assessments, engineering reports, engineering correspondence, etc. Creation of an appropriate organizational structure and logical sequence to the report is up to the student. For example, content may be organized by date, by project, by work type, etc. Other documentation pertinent to the internship may be included at the discretion of the student or by request of the faculty evaluator.
* Appendix: separate appendices should be used for the following:
  + A daily work log, including hours worked and brief summary of activity.
  + An employee evaluation completed by the internship mentor or other supervisory personnel. The evaluator may assign a letter grade to the internship if desired.
  + A signed copy of the internship proposal.
  + Other appendices may be included as necessary.

All figures (e.g. photos, diagrams, spreadsheets, etc.) in the report must have a figure number and a descriptive caption. Figures referenced in the text are to be included in the body of the report, additional figures may go sin a separate appendix, also with figure numbers and captions.

**Submitted by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[Your Name, Your Major]

**Reviewed by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

*External Supervisor:* [Your Supervisor’s Name and Employer]

**Approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

*Faculty Supervisor:* [Advisor], [Department]