

INTERNSHIP PROPOSAL FORM (IPF)
INDUSTRIAL & MANUFACTURING ENGINEERING DEPARTMENT
WAYNE STATE UNIVERSITY

Name: _____ Student ID#: _____
Address: _____ City, State Zip: _____
E-Mail: _____ Phone: _____
Major: _____ Specialization: _____
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

Student intends to use these credits toward graduation: Yes No

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: _____ Date: _____
Name Signature

Departmental Graduate Officer: _____ Date: _____

General Instructions

Curricular Practical Training (CPT):

The Industrial & Manufacturing Engineering Department strongly believes in the valuable, complementary experience that Curricular Practical Training can provide to international students. Students are encouraged to gain CPT by taking up industrial internships through "IE 6991: Industrial Internship" credits.

All CPT experiences must be directly aligned with your degree program. They need prior approval from the department Graduate Program Officer, or, in his 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 and Process:

- Student should have completed 16 credits of plan of work related coursework to be eligible for Curricular Practical Training.
- With only 16 credits completed, student is allowed to take CPT either in the Fall term or the Winter term, but not both. Student is however allowed to extend the CPT to include the Spring/Summer term as well.
- With 24 or more credits completed, students are eligible for one full year CPT.
- No more than 2 credits of the CPT related credits (IE 6991 with Pass/Fail) can be used toward the 32 credit plan-of-work. If credits are to be used toward graduation, there are stringent requirements for report writing. See "Departmental Procedures and Requirements" section below for more details.
- In case of conflict, Wayne State University policy will always override this departmental policy.

Words of Caution:

- Students should always consult with the OISS before taking any CPT credits.
- In gaining CPT, 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. CPT forms will not be signed by the GPO 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 Graduate 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 GPO OR DEPARTMENT CHAIR. The offer letter should have not only a starting date but also an approximate semester long duration.

CPT 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, 3-credit internship reports are relatively substantial at 25 to 30 typed pages (with 1 to 1.5 line spacing). A 1-credit internship report will be approximately 8 to 10 pages. You are expected to provide detailed learning experiences. Typically, the report is due with the advisor at least three weeks before the semester ends. While the grades will be assigned by the chosen advisor 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 Graduate Student Advisor (i.e., Ms. Gail Evans). These reports will once again be checked while certifying graduation requirements. STUDENTS NOT PLANNING TO USE THE CREDITS FOR GRADUATION ARE ONLY REQUIRED TO PREPARE A SHORT SUMMARY REPORT NOT EXCEEDING TWO PAGES. In both cases, the grade is always Pass or Fail.