

Internship Information Session

School of Engineering

March 7, 2024

Why do an internship?

School of Engineering Resources

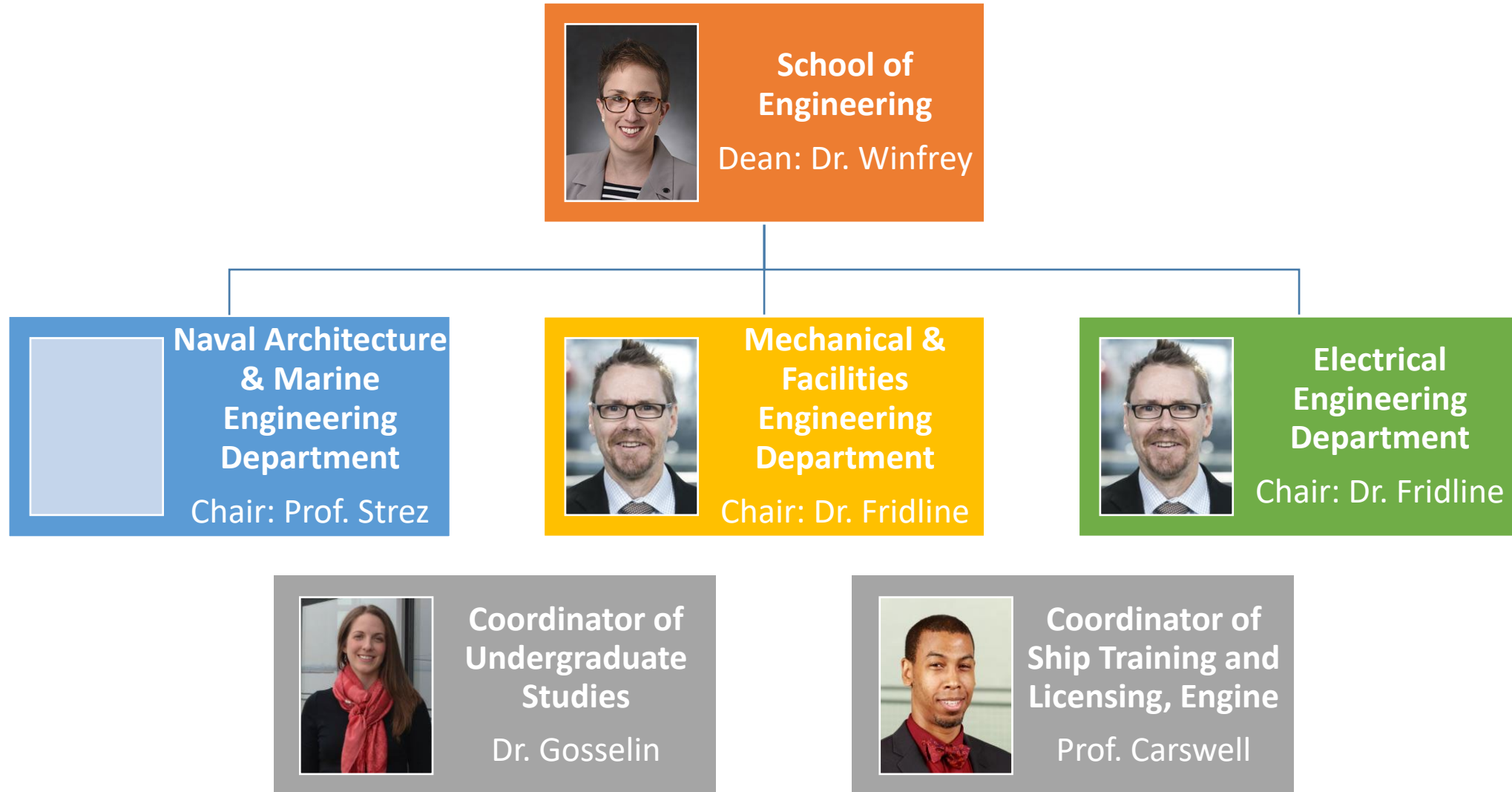
Advising Website

- Internship Policy
- “Finding an Internship”
- Internship Proposal Template
- Internship Registration Form
- Later today: these slides + recording of this presentation!

BAND Page

- Announcements of upcoming events
- Links to relevant internship postings
- Reminders about advising, deadlines, etc.

School of Engineering People



Career Services Resources

Website

- Contact information
- Hours of operation
- Link to Handshake (job postings)

BAND Page

- Job and internship postings
- Events: career fairs, employer presentations, etc.

Career Services People

Director:

Michelle Reina

mreina@sunymaritime.edu

Internship Coordinator:

Kim Mohammed

kmohammed@sunymaritime.edu

Internship Requirement

Option 1:

Two 3-credit internships

ENGR 524: Industrial Internship I

- 40 8-hour work days (not 8 weeks)
- Must include application of engineering analysis

ENGR 534: Industrial Internship II

- 40 8-hour work days (not 8 weeks)
- Must include application of engineering analysis and design techniques

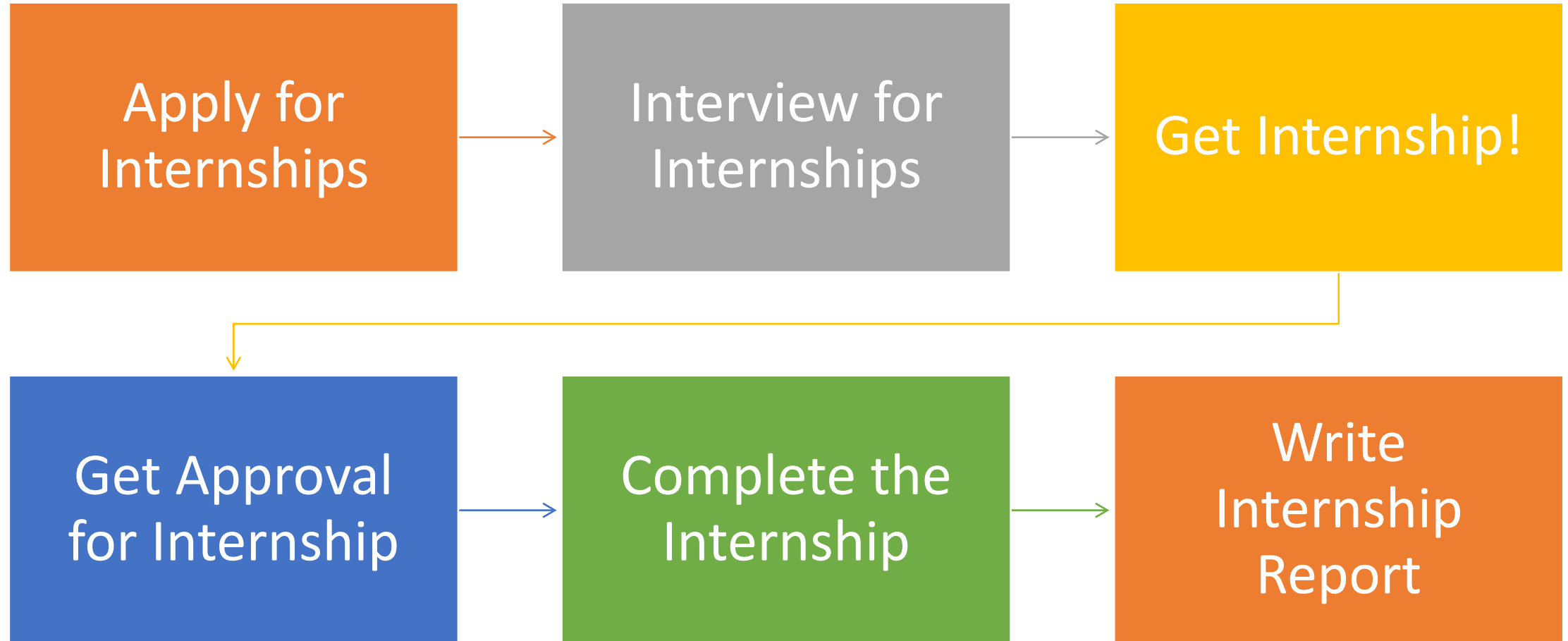
Option 2:

One 6-credit internship

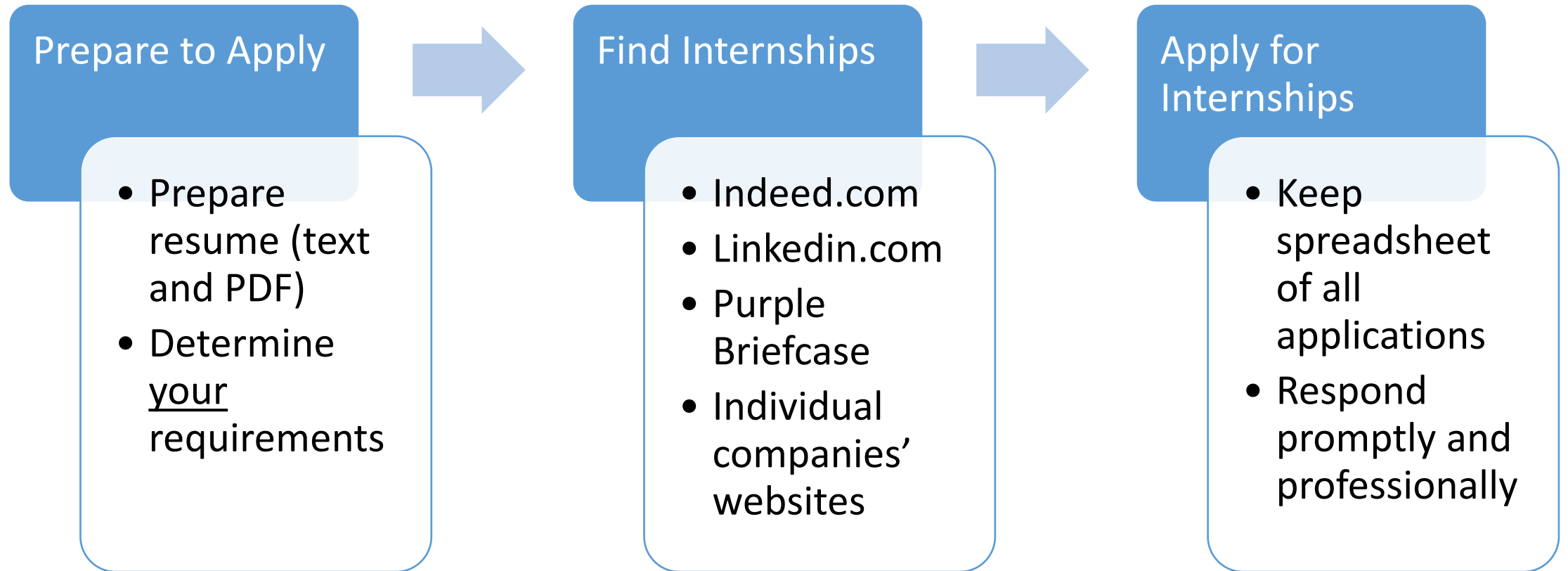
ENGR 524: Extended Internship in Engineering

- 60 8-hour work days (not 12 weeks)
- Must include application of engineering analysis and design techniques
- You must have finished your junior year

Internship Process



Apply for Internships



Interview for Internships

Where to go for help

- Career Services
- Links in “Finding an Internship” document
- Internship Coordinator (Kimberly Baclig)

How to Prepare

- Review your own resume!
- List examples of projects and work you’ve done

The Interview

- Dress professionally
- Be on time
- Bring a small notebook + pen

Get Internship!

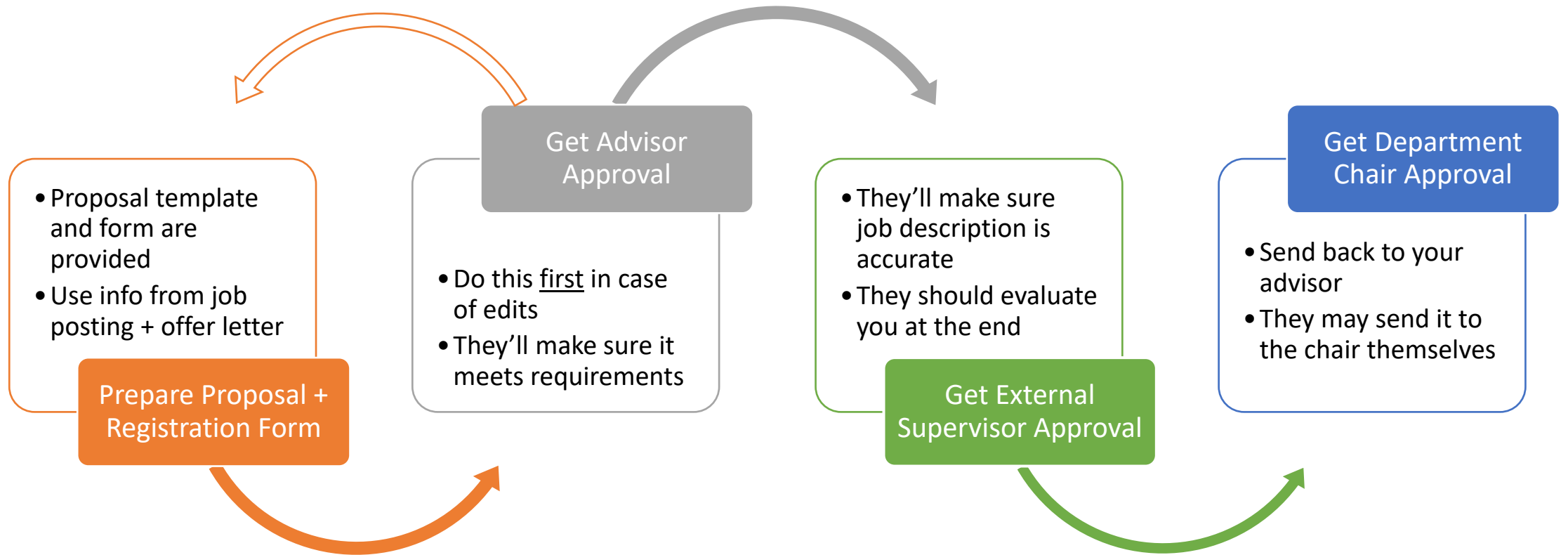
Offer Letter

- Pay (there should be pay!)
- Role
- Supervisor
- Dates and hours

Required Forms

- I-9 (ID + approval to work)
- W-4 (taxes)

Get Approval for Internship



Complete the Internship

Do Your Job

- Show up on time and prepared.
- Look for opportunities to help.
- Pay attention, ask questions.

Keep a Daily Log

- This is a required section of your internship report, and it helps you write the report!
- Can be typed or handwritten – brain dump at the end of each day.

Collect Work Product

- Collect examples of your work (if possible)
 - Blueprints, drawings, pictures
 - Calculations, spreadsheets
 - Reports, correspondence

Get Evaluated

- Your external supervisor should evaluate you
- Can use whatever template they prefer
- Should include details about what tasks you did and how well you performed them
- Can send directly to your advisor if they prefer

Write the Report

Front Matter

- Title Page
- Executive Summary (standalone overview of report)
- Table of Contents

Body

- Introduction (description of company and brief overview of your job)
- Discussion (detailed explanation of the work you did)

Appendices

- Daily work log
- Evaluation
- Signed copy of internship proposal
- Others as necessary

How to Write a Good Report

Show

Drawings, calculations, notes, photographs, engineering reports, engineering correspondence.

Tell

Describe the work you did. What the goal was, what your responsibilities were, what you did (specifically, and in technical detail), what the outcome was.

Demonstrate that you did 3 or 6 credits of engineering work.

Organize

Choose an order/arrangement that makes sense: chronological, by project, by location, something else?

Make it Look Professional

Let Word or Google Docs do the hard work of sections, headings, captions, etc. Don't make your table of contents by hand.

Questions about this process?

