

# Requirements and Objectives for “MCHE Internship for Credit”

## Internship Requirements and Criteria

<b>Minimum GPA</b>	2.7
<b>Classification</b>	Junior or Senior
<b>Course Requirements</b>	Must have completed all ENGR and MCHE classes through the second year with a “C” or better grade (2018-19 or later catalog)
<b>Work-Credit Equivalence</b>	40/30/20 Work Hrs/wk => 3/2/1 Credit Hours Maximum Based on 10-week Summer Work Period or Full Fa or Sp Semester
<b>Maximum Credit-Hours</b>	3
<b>Design Credit-Hours</b>	1-3
<b>Other Requirements</b>	Prior approval of MCHE department, with a Declaration Statement of Objectives

### Performance Evaluation

Performance evaluations are to be completed by the field Supervisor (employer) and academic supervisor (faculty), based on the following factors (sub-divided into communication, analytical/technical skills, organizational skills and work ethic, and degree of difficulty).

<b>Performance Evaluation Factors</b>	<b>Score (0-10)</b>
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- **Communication**

- Interpersonal communication \_\_\_\_\_
- Written communication \_\_\_\_\_
- Oral communication \_\_\_\_\_

- **Analytical/Technical**

- Problem solving \_\_\_\_\_
- Critical thinking \_\_\_\_\_
- Resourcefulness \_\_\_\_\_
- Ability to learn \_\_\_\_\_
- Technology use/ familiarity \_\_\_\_\_

- **Organizational Skills**

- Proper use of time and resources \_\_\_\_\_
- Judgment \_\_\_\_\_
- Leadership \_\_\_\_\_

- **Work Ethic/Professionalism**

- Quality of Work \_\_\_\_\_
- Timeliness \_\_\_\_\_
- Initiative \_\_\_\_\_
- Responsibility \_\_\_\_\_
- Professional Ethics \_\_\_\_\_
- Attitude \_\_\_\_\_

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- **Indication of Increasing Level of Responsibility in:**

- Communication \_\_\_\_\_
- Analytical/Technical \_\_\_\_\_
- Organizational Skills \_\_\_\_\_

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Total Score (%) \_\_\_\_\_

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# Requirements and Objectives for “MCHE Internship for Credit”

## *Statement of Objectives*

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*The declarations page is to be completed and signed at the beginning of the internship term by the student. The student should discuss with a faculty supervisor to formulate specific learning expectations and outcomes that align with their study major. This document must be reviewed and signed by the faculty supervisor and department head.*

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**Learning Objectives:** *What specific job-related new skills or knowledge do you expect to learn from the internship? Specify at least three objectives. (Add a separate sheet, IF NEEDED).*

**Learning Outcomes:** *How will you prove that you have met your learning objectives?*

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**TO THE FACULTY SUPERVISOR:** *The main objective of this declarations page is to ensure that the students start their internship with clear objectives that meet the standards equivalent to a junior/ senior level course work. To maintain the academic quality in our program, the role of the faculty supervisor is ensuring that the learning objectives clearly state the knowledge or skills you want them to achieve. Your signature indicates acceptance of the above stated job-related objectives, if accomplished, will meet have the merit as an elective course credit in your department.*

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**Student's Signature:** \_\_\_\_\_

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

**Faculty Supervisor's Signature:** \_\_\_\_\_

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

**Department Head's Signature:** \_\_\_\_\_

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

## **Requirements and Objectives for “MCHE Internship for Credit”**

### **Additional Requirements**

1. The Learning Objectives (above) must be provided by the sponsoring organization (industry, government or university) designating the internship supervisor, and it must specify the number of design credit hours that the work will include for the 1, 2 or 3 credit hours for the specified period of performance.
2. A deliverables and reporting schedule for the work period is to be included.
3. A letter from the company/government/university supervisor must be provided indicating acceptance of the student applying for the internship.
4. The student must designate a faculty supervisor for this activity, who must contact the sponsoring organization, communicating regularly throughout the period of performance.