

UNIVERSITY OF UTAH
MATERIALS SCIENCE AND ENGINEERING INTERNSHIP – MSE 5800/5801

How to Get Started (please follow steps 1 through 3 in order):

1. Students are responsible for find his/her internship. All University of Utah students have a U Career Path account set up for them in Campus Information System. Students may post their resumes and receive information on available jobs and internships through U Career Path. For deadlines, procedures, and help with your resume, please see <http://careers.utah.edu/>.

Discuss with your employer possible learning objectives and come to a mutual agreement on four (4) learning objectives for your period of work. Finally, students will ask the supervisor to complete the enclosed final evaluation of your work.

2. Students must meet with the Internship Program Advisor before an internship is approved for credit. **This meeting should take place at least 1 month before students start an internship.** For the meeting, students should prepare a detailed job description reflecting the type of work he/she will be doing for the semester. Discuss any questions you may have about the Technical Report Requirements.
3. Upon approval, register for MSE 5800/5801 by requesting a permission code online (<https://mse.utah.edu/form-permission-code/>).
4. The Technical Report must be submitted to the Internship Program Advisor the week prior to finals, or if your work experience began mid-semester, 14 weeks after beginning the work.
5. The Technical Report comprises 7 sections: (See below for a more detailed description of the Technical Report)
 - Title Page
 - Job Description (the original job description copy you retained for this report)
 - List of Learning Objectives (item 3 on this sheet)
 - Abstract or Summary
 - Technical Report (10-15 pages exclusive of tables, figures, graphs, etc.)
 - Conclusions
 - Resume
 - Employer Evaluation (provided in this packet)

Keep in mind you are receiving technical elective credit for learning, not credit for working.