Guidelines for Internships
Industrial and Systems Engineering Department

Credit: An industrial internship for academic credit will be one hour of ISEN 485. Three semesters of combined internships and co-op credit can be used as an ISEN technical elective. Permission from the ISEN Associate Department Head for Undergraduate Programs for the internship must be obtained before the semester starts and cannot be retroactively given.

Prerequisites: Minimally the freshman engineering, math, and science courses and at least nine hours of ISEN courses must be completed. In addition, you must have a cumulative GPA of at least 2.5 at Texas A&M and a 3.0 over the ISEN courses.

The Report
1. The Report is a work experience paper. Primarily, your report needs to indicate how you used material from your industrial engineering courses or other Texas A&M courses for the benefit of your employer.

2. The Report should contain a Title Page, Table of Contents (separate page), Table of Figures (separate page), Body of the Report, and Bibliography. The length of the body of the report should be between five and ten pages with supplemental information in an appendix.

3. An emailed version of the report in pdf format and a scanned copy the supervisor’s evaluation are due on Monday of the week that final exams start. The report and evaluation should be sent to the faculty contact listed below. (If email is not available, a hard copy must be received in the ISEN office by the same deadline.) The supervisor’s evaluation is to be made using the form provided by the co-op office. Any material received late but before the first day of finals for the university will cause a letter grade deduction, and material received during finals will cause a two-letter grade deduction. If the complete report and the supervisor’s evaluation are not received by the last day of finals, the grade received will be an F. Note: if an internship spans more than one semester, a report and evaluation are needed for each semester.

4. The course grade is based primarily on the quality of the report, clear use of industrial engineering tools or concepts, and the supervisor’s evaluation. A grade of A indicates a well-written report, clear utilization of industrial engineering material, and above average reviews from your supervisor.

Helpful Guidelines and Suggestions
1. Keep a daily journal. Record what you think you are supposed to do, what you did, what problems you encountered, what successes you had, etc. Write a bit on your report each week. At the end of the term you will need only to edit your document to complete the task.

2. Shortly after beginning your job, meet with your supervisor and tell him or her when you must mail your report. Find out how much time he or she will need to do the evaluation and sign-off on the report. Do not wait until the last minute. This scheduling issue is not a valid excuse for an extension to your due-date.

3. For emailing your report and evaluation, always use your official Texas A&M email account. If you do not receive an acknowledgement that the report was received within a couple of days, please call.

Contact
Dr. Natarajan Gautam
Industrial and Systems Engineering
Texas A&M University
College Station, TX 77843-3131
(979) 458-2345, gautam@tamu.edu

August 4, 2014