

## Guidelines for Undergraduate Class Credit for Internship/Co-Op Experiences Valid for Calendar Year 2024

AME undergraduate students may obtain course credit under AME 4980: Guided Individual Studies, (graded S/U) for internships/co-ops conducted at organizations outside the University. To obtain course credit, the internship/co-op project must be bona fide engineering work such that the total experience is equivalent to a 3000-level or higher course. Students must complete at least 400 hours (e.g., 40 hours per week for 10 weeks) of engineering work in the internship/co-op to obtain three (3) hours of course credit. For fewer internship/co-op hours, the earned number of credit hours will be pro-rated. The student also must get the approval of an AME faculty member who will oversee the internship/co-op experience and serve as the Instructor of Record.

The specific requirements to received course credit include:

- (a) The student must submit an application, by e-mail in PDF, to the AME Office ([amestudentservices@ou.edu](mailto:amestudentservices@ou.edu)) at least four (4) weeks prior to the start of the internship/co-op. The application package consists of:
  - On company letterhead or a company email message, a description of the project objectives, the location of the project, a project plan, and the anticipated start and end dates of the student's internship/co-op;
  - a profile of the company/organization hosting the internship/co-op;
  - a memo from an AME faculty member agreeing to be the Instructor of Record for the internship/co-op experience;
  - a letter from the supervisor (at the site of internship/co-op) overseeing the student's work along with the supervisor's contact information (email address and phone number) agreeing to
    - submit two (2) evaluation reports during the course of the internship/co-op (one midway and one at the end of the period);
    - provide approval for the student to submit a written report to the AME Instructor of Record; and
    - provide approval for the student to give an oral presentation in AME at the end of the internship/co-op;
  - a completed *AME Internship/Co-Op Project Approval Record* form filled out through Table 1 and Table 2 and;
  - a completed *Authorization To Enroll in AME 4980 For Internship/Co-Op Credit* form filled out and signed by both the student and the associated AME Instructor of Record.
- (b) The student must obtain approval before the start of the internship/co-op from the corresponding Undergraduate committee chair (AE or ME) confirming that the experience would count for course credit, given by that person's signature on the *Authorization* form.
- (c) The internship supervisor (at the site of internship), must submit two (2) evaluation/assessment reports to the AME Instructor of Record, one midway through the internship/co-op, and one at the end of the internship/co-op. The final evaluation report

- must contain the actual start and end dates and the number of hours spent by the student in the internship/co-op.
- (d) The student must write and submit a comprehensive report about the project to the Instructor of Record. The report should be clearly written and contain an abstract, introduction, objectives, plan and schedule, results and discussion, conclusions, and self-assessment. The self-assessment section should include the student's assessment of the accomplishments in the internship/co-op experience.
  - (e) The student must deliver an oral presentation in AME about the internship/co-op experience to the Instructor or Record.
  - (f) The Instructor of Record must submit a note with the completed Table 2 "Actual Date Submitted" column to the Undergraduate Committee chair and [amestudentservices@ou.edu](mailto:amestudentservices@ou.edu) certifying that all deliverables are in hand or identifying any deliverables that are missing. In the case of missing deliverables, the Instructor of Record must withhold a final grade until they are received.

Once all of these conditions are met, the Instructor of Record can issue a final grade of S.

## AME Internship/Co-Op Course Approval Record (CY 2024)

Student Name: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Student Major: \_\_\_\_\_

Student ID: \_\_\_\_\_

### Table 1. Application Check List and Approvals

When this list is complete, submit the application packet along with this sheet (with the dates in Table 1 for 1-5 and estimated due dates in Tables 2 filled) to [amestudentservices@ou.edu](mailto:amestudentservices@ou.edu) **at least four weeks prior to the start of the internship/co-op.**

Description	Date
1. Student submits a description of the project objectives, project plan and a schedule	
2. Student obtains a profile of the company/organization	
3. Student obtains a letter from the supervisor (at the site of internship/co-op) overseeing the student's work stating the anticipated start/end dates and the number of work hours to be completed and agreeing to: (a) Submit two evaluation reports during the course of the internship/co-op (one midway and one at the end of the period; (b) Permit the student to submit a written report to the AME Instructor of Record; and (c) Permit the student to give an oral presentation in AME at the end of the internship/co-op	
4. AME Instructor of Record creates a memo approving the internship/co-op for course credit and agreeing to oversee the internship/co-op	
5. Both the student and the AME Instructor of Record submit a completed Authorization to Enroll in AME 4980 for Internship/Co-op Credit form filled out and signed by both	
6. Student receives approval before the start of the internship/co-op receive approval from the corresponding UG committee chair (AE or ME) that the experience satisfies the conditions for course credit.	

### Table 2. Deliverable Documents Check List

To be completed by AME Instructor of Record and submitted to [amestudentservices@ou.edu](mailto:amestudentservices@ou.edu) when items 1-5 are complete

Description	Estimated Due Date
1. Receive the first evaluation/assessment report from the internship supervisor (at the site of internship) midway through the internship/co-op. The evaluation report must contain the dates and the number of hours spent by the student in the internship/co-op to date.	
2. Receive the second evaluation/assessment report from the internship supervisor (at the site of internship) at the end of the internship/co-op. The evaluation report must contain the overall dates of employment and the total number of hours worked by the student in the internship/co-op.	
3. Receive a comprehensive written report about the project. The report should be clearly written and contain an abstract, introduction, objectives, plan and schedule, results and discussion, conclusions, and self-assessment. The self-assessment section should include the student's assessment of his/her accomplishments in the internship/co-op experience.	
4. Provide the student a forum to give an oral presentation to the Instructor of Record or to AME as a seminar about the internship/co-op experience.	
5. Submit a note to the UG committee chair and <a href="mailto:amestudentservices@ou.edu">amestudentservices@ou.edu</a> stating that all conditions of internship/co-op have/have not been met, and, as appropriate, providing details on any conditions that have not been met.	

## Authorization To Enroll in AME 4980 For Internship/Co-Op Credit (CY 2024)

A maximum of six hours of 3440, 3960, 3980, 3990, 4980, 4990 courses may apply towards your AE/ME degree.

### To be Completed by Student (Please enroll within one week of receiving your override.)

Elective Type:    Engineering Science                       Technical                       Semester: \_\_\_\_\_

Student Name: \_\_\_\_\_                      Number of Hours requested: \_\_\_\_\_

Faculty Name: \_\_\_\_\_                      Student ID: \_\_\_\_\_

Number of hours of 3440, 3960, 3980, 4980, 4990 that have been completed \_\_\_\_\_

### To be Completed by Faculty Instructor of Record

#### ABET Criteria

<input type="checkbox"/>	1. An ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
<input type="checkbox"/>	2. An ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
<input type="checkbox"/>	3. An ability to communicate effectively with a range of audience
<input type="checkbox"/>	4. An ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
<input type="checkbox"/>	5. An ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
<input type="checkbox"/>	6. An ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
<input type="checkbox"/>	7. An ability to acquire and apply new knowledge as needed, using appropriate learning strategies
<input type="checkbox"/>	8. Knowledge of the major aeronautical topics and some astronautical topics (Aerospace Engineering only)
<input type="checkbox"/>	8. Knowledge of thermal or mechanical systems (Mechanical Engineering only)

Section number: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

UG Committee Chair Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

**Comments:**

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

## AME Internship/Co-Op Course Completion Record (CY 2024)

Student Name: \_\_\_\_\_ Student Email Address: \_\_\_\_\_  
 Student Major: \_\_\_\_\_ Student ID: \_\_\_\_\_

**Table 3. Approval of Deliverable Documents**

To be completed by AME Instructor of Record and submitted to amestudentservices@ou.edu when items 1-5 are complete

Description	Date
1. Received the first evaluation/assessment report (with the dates and the number of hours spent by the student in the internship/co-op) from the internship supervisor midway through the internship/co-op.	
2. Received the second evaluation/assessment report (with the overall dates of employment and the total number of hours worked by the student in the internship/co-op) from the internship supervisor at the end of the internship.	
3. Received a comprehensive project report with abstract, introduction, objectives, plan and schedule, results and discussion, conclusions, and self-assessment	
4. Student made an oral presentation.	
5. Submitted a note to the UG committee chair and amestudentservices@ou.edu stating that all conditions of internship/co-op have/have not been met, and, as appropriate, providing details on any conditions that have not been met.	