

**Department of Aerospace and Mechanical Engineering**  
**AME 493 Internship Guidelines**

Juniors and seniors who intern with private or public employers outside the University to work on substantially technical projects related to their academic work are eligible for internship credits through AME 493 (Internship). A maximum of 3 units of AME 493 may be applied toward technical elective requirements in curricula leading to a Bachelor of Science in Mechanical Engineering or Aerospace Engineering.

**Requirements:**

1) The period of internship must coincide with the semester in which AME 493 is taken for credit. UA policy prohibits the award of internship credit retroactively (i.e. for work performed in the past). If the internship is performed in the summer, students must enroll in the course in the summer and pay all registration costs and associated fees.

2) Each unit of internship credit requires a **minimum of 45 hours of work** during the semester in which the student receives credit.

3) An official letter (on company letterhead) is required from a company representative (preferably the supervisor of the intern) confirming the hiring of the student as an intern. If the letter is not from the supervisor of the intern, it must name the supervisor. Specifically, the letter must state:

a) The period of internship (begin and end dates, the interval of which must coincide or overlap with the semester in which the intern will enroll in the course);

b) The number of hours the intern will work (total or per week; 45 hrs of work required per semester for each unit);

c) A brief summary of the projects on which the intern will work (a few sentences will suffice). The projects must be technical in nature and must produce work that can be documented in a technical report.

The request for enrollment should be made by the student (not the employer) and must include the official letter. Communication should be done over email with the AME advising team (AE: [ramana@email.arizona.edu](mailto:ramana@email.arizona.edu); ME last names A-K: [drix@email.arizona.edu](mailto:drix@email.arizona.edu); ME last names L-Z: [jmreed@email.arizona.edu](mailto:jmreed@email.arizona.edu)). The student will be enrolled in AME 493 by the AME advising team upon approval of the proposed internship by the faculty coordinator.

4) A professional technical report (approximately 10 pages but can be longer depending on the materials submitted) is required at the end of each internship. The report must include evidence of the student's work during his/her internship. Consequently, the student must keep materials that provide this evidence (e.g. drawings, charts, sketches, spreadsheets, code, photographs, calculations, screenshots, etc.) Students may want their employers or supervisors to screen these materials before they put them in their report to avoid the disclosure of any proprietary or ITAR information. Sample reports will be posted on d2l. The report must also address how the academic training of the student helped him/her in his/her internship (including mention of specific courses that were particularly useful) and how the student perceives the internship enhancing his/her academic training. The report should be submitted via d2l by the Thursday of finals week during term of enrollment.

5) The grades assigned for this course are P (pass) and S (superior), which do not count toward the student's GPA; or D and E, which do count toward the student's GPA. The grade will be assigned by the course coordinator upon receiving a satisfactory report. The report may be returned for improvements and revisions. An incomplete grade will be assigned until a satisfactory report is submitted.

6) The internship cannot be performed at a company that is owned by a relative of the student. In addition, a relative cannot be the supervisor of the student. The term "relative" means an individual who is related to the student as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.