

GRADUATE INTERNSHIP (IEE 584) REQUIREMENTS

Graduate Internship (IEE 584) is a three credit hour course available for inclusion on the Master's and Ph.D. degree program of study in the Department of Industrial Engineering. Credit is allowed for Internship (IEE 584) or Independent Study (IEE 590 or IEE 790), but not both, on the Program of Study. Internship is only available to full-time, on-campus MS, MSE, and Ph.D. degree students. Full-time is defined as having completed nine credit hours or more for two or more consecutive semesters immediately preceding the Internship.

Graduate Internship is intended as a unique new learning experience, apart from a regular engineering position. Therefore, it is not available to full or part-time workers regularly employed by the company where the Internship is proposed. Internship cannot be done if all other class work has been completed, as the Internship Program is designed so that the practical experience gained will enhance the classroom learning experience. Internship is full time, and no other classes can be taken while enrolled in it.

An approved proposal is required before commencing the Internship. The request will include a statement from the employer that indicates they understand that the work is to satisfy a degree requirement. A sample letter and other required forms are available from the Graduate Advisor.

Students must receive all approvals from their faculty advisor and from the Associate Chair of Graduate Studies before registering for IEE 584. In order to register for IEE 584, a student must have a minimum GPA of 3.25. A final program of study must be filed showing the Internship course before registering for it. All application materials for Internship must be completed by the last day of regular registration for any semester. The student must take classes appearing on the program of study the semester following the internship.

There is a one-semester time limit on Internship, which may be taken in the Fall, Spring, or Summer session. A minimum five page final report is required before a grade and credit is given. The final report must be submitted to the industrial supervisor for comments and then to the faculty advisor for grade assignment.

General

- Training that is required for an individual student's academic program to satisfy the academic requirements for a particular program of study.
- Designed so that the practical experience gained will enhance the classroom learning experience.
- Internship cannot be done if all other class work has been completed.
- Internships that are added to a Program of Study after degree requirements have been met, do not qualify.
- Suppressed Line Number Internship (IEE 584)
- Three credit hour course

- Master's and Ph.D. degree program of study
- Master's use as electives
- Only three hours of Internship (IEE 584) or Independent Study (IEE 590 or IEE 790), but not both, on POS
- Internship is only available to full-time, on-campus MS, MSE, and Ph.D. degree students. Full-time is defined as having completed nine credit hours or more for two or more consecutive semesters immediately preceding the Internship.
- Internship is full time, and no other classes can be taken while enrolled in it.
- An approved proposal is required before commencing the Internship.
- The request will include a statement from the employer that indicates they understand that the work is to satisfy a degree requirement.
- Students must receive all approvals from their faculty advisor and from the Associate Chair of Graduate Studies before registering for IEE 584.
- In order to register for IEE 584, a student must have a minimum GPA of 3.25.
- A final program of study must be filed showing the Internship course before registering for it.
- All application materials for Internship must be completed by the last day of regular registration for any semester. The student must take classes appearing on the program of study the semester following the internship.
- There is a one-semester time limit on Internship
- May be taken in the Fall, Spring, or Summer session.
- You must be in good standing
- A minimum five page final report is required before a grade and credit is given.
- The final report must be submitted to the industrial supervisor for comments and then to the faculty advisor for grade assignment.

Process

- Obtain approval from your committee / adviser and include IEE584 on you POS
- Submit Proposal to Associate Chair:
 - Internship Company
 - Internship Dates
 - Anticipated Internship Objectives
 - Description of how internship enhances your concentration in Industrial Engineering.
- Submit letter from employer to Associate Chair
- Obtain line number for IEE584 and register
- Complete internship and submit final report.

International Students

- Obtain a letter from academic adviser, co-signed by the associate department chair.
- Obtain letter from employer.
- Complete Form I-538 (available at ISO).
- Make appointment with the practical training adviser at ISO and bring the documents listed below.
 - advisor's letter

- employer's letter completed and signed Form I-538
- I-20 ID (all copies issued by ASU, including initial copy)
- student copy of ASU transcript, including proof of registration in class for which student gains credit for work experience
- passport showing validity of six months into future
- copy of program of study/Degree Audit Reporting System (DARS) indicating the internship requirement
- print-out of **updated immigration and address information** pages from ASU interactive website
- If all documents are in order, you may pick up your I-20 ID endorsed with an authorization for curricular practical training after three to four working days.
- You may only work with the employer specified and for the period indicated on the I-20 ID.

Employer's Letter

- The following items must be included:
 - Student's name
 - The employer's address at which the student will be training, and specific details of the planned training, including job title, specific job duties, exact dates (beginning and ending) of the training period, and the number of hours per week to be worked.
 - A statement that the employer is aware that the work will be training performed in satisfaction of degree requirements for the student's academic program at Arizona State University.
 - A statement that the employer is aware that the proposed period of training fulfills the student's academic training requirement and that the training period will not be extended.