

# Co-op/Internship as a Technical Elective

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## **Requirements:**

- Internship must be 160 hours per credit hour enrolled.
- Three (3) credits, in total, of ME 397 are required but can be split among semesters, if necessary.
- Only 3 credits of ME 397 can be applied towards **one out-of-dept technical elective**. Any additional credits beyond 3 will not be applied to your degree.
- Must have completed the first two years of the ME curriculum. (i.e. eligible for full or conditional enrollment in the ME Professional program.)
- Pre-Approval of the co-op/internship is required.
- Approval will **NOT** be given retroactively.

## **Process:**

1. Students who wish to apply for Technical Elective internship credits must complete the [Co-op/Internship Application form](#) and submit to [ndsu.me.intern@ndsu.edu](mailto:ndsu.me.intern@ndsu.edu):
  - Company name
  - Supervisor name, email AND phone number
  - Position description
  - Responsibilities
  - Semester(s) taking co-op/internship
2. The co-op/internship is reviewed for eligibility as an **out-of-dept** technical elective credit.
3. Students will receive a notification of the final decision from the department.
4. If approved, the Career Center will be notified by the department and the student will work with them to get enrolled in ME 397.
5. In addition, there will be some communication between the Career Center, company supervisor, and the internship coordinator as needed for final sign-off, interim and final surveys, confirmation of number of hours worked, etc.
6. Students must complete the course requirements presented by the Career Center to receive a passing grade [Pass/Fail] for the course.
7. The ME department requires a final report and presentation before the ME 397 credits can be applied to the student's program. **These requirements must be finished in the semester immediately following the completion of the three credits of ME 397.**

## **Submission Deadlines:**

*Applications received after the deadlines listed below will not be eligible for consideration, no exceptions.*

<b>For Fall Term</b>	<b>For Spring Term</b>	<b>For Summer Term</b>
<i>August 15</i>	<i>December 31</i>	<i>May 15</i>