

## ME 3398.01 and .03 – SUMMER 2019

### Instructor

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*(If you need to text or call me, I prefer you use my cell phone)*

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**Office Hours:** 3:00-5:00pm Tu Th



**KENNESAW STATE  
UNIVERSITY**

SOUTHERN POLYTECHNIC  
COLLEGE OF ENGINEERING AND  
ENGINEERING TECHNOLOGY  
*Department of Mechanical Engineering*

### Course Description

#### **Catalog Description (Credit Hours: 1-4 – 0 – 1-4)**

*0 lectures (3 credits).* A structured out of the classroom experience in a supervised setting that is related to the student's major and career interests. Practical experience is combined with scholarly research under the guidance of faculty and the internship supervisor. Internship sites must be secured in advance of the semester of the placement and must be approved by the student's advisor and internship coordinator. Note: Students may enroll multiple times in this course for a total of four credit hours.

#### **Prerequisites**

90 credit hours and permission of the instructor or Mechanical Engineering department chair.

#### **Course Details**

Term: Summer 2019

Course name: Internship

Course number: ME 3398

Section number: 01 or 03

Meeting times: n/a This is an independent study course

Room number: n/a

#### **Learning Outcomes**

Engineering internships are intended to provide students with an opportunity to apply theoretical concepts from the classroom to the realities of the field. Through this course, a student will be able to:

- Set measurable goals and develop a plan to achieve them
- Analyze a professional setting's strengths and challenges
- Identify how the internship relates to their academic courses and preferred career path
- Communicate in a workplace environment in a clear and confident manner
- Evaluate performance and accept feedback, in order to make changes as necessary

#### **Performance Indicators for ME Program**

Not applicable.

#### **Textbook and Supplies**

None

## **Technical Requirement**

Access to D2L is essential for the course material and instructions.

## **Grading Policy**

Learning Objectives*	10%	<i>Due May 30, 2019</i>
Progress Report	40%	<i>Due June 21, 2019</i>
Final Report	50%	<i>Due July 18, 2019</i>
<b>Total</b>	<b>100%</b>	

\* Note that this is what you submitted to Career Services in May to get approval to be in ME 3398.

**Grade Conversion:** A: (89.5-100), B: (79.5-89.4), C: (69.5-79.4), D: (59.5-69.4), F: (0-59.4)

## **Course Expectations**

### **Course Admission**

To gain admission into the course, the student must have already obtained an internship and must be registered for this course during the semester in which the internship takes place. If, at any point in the enrolled semester, a student's employment status changes, s/he must notify the professor as soon as possible.

### **Course Communication**

- You are expected to check your email *daily*. I will communicate with you via the student email account that is assigned to you by Kennesaw State. You are responsible for knowing where each system sends your email. You can direct it to another account if you choose (gmail, etc.)
- Visit the D2L Brightspace website for this course for grades, important announcements, documents, assignments, and other helpful information.
- Do **NOT SEND ME EMAIL VIA D2L!** The D2L email server is convenient, but flawed in that I cannot reply to your emails.

### **Additional Expectations**

- You must contact the professor if your employment status changes, or if there are changes in the learning objectives of your internship.
- Questions regarding the grading of an assignment must be submitted in writing to the professor within one week from the date that the work was returned. Be aware that once a problem is reopened for grading, the grade on the disputed problems could theoretically go down if additional errors are discovered during the grade-review.

## Help Resources

### Contacts to get Help

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Student Help Desk [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu) or call  
470.578.3555 [KSU Service Desk](#)

### All Federal, BOR and KSU Student Policies

[https://curriculum.kennesaw.edu/resources/federal\\_bor\\_ksu\\_student\\_policies.php](https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php)

### KSU Student Resources

[https://curriculum.kennesaw.edu/resources/ksu\\_student\\_resources\\_for\\_course\\_syllabus.php](https://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php)