

# Master of Science and Technology Internship Fact Sheet for Students

## **Objective:**

The objective of the internship requirement in the MST program is to provide you with practical, hands-on training and experience in a meaningful work experience, preferably with both technical and business content. You should gain experience that will enhance your resume, provide an understanding of climate and culture of a technical business or institution, and engage you in issues, techniques and current practice of particular business sectors. The goal is for you to make a **meaningful contribution**. You should view this internship as a possible stepping stone to future permanent employment.

## **Timeframe:**

The internship will normally be completed in 12-16 weeks. However, in some cases, companies may want interns for a longer period (i.e., 6 months to a year), which is also feasible. The number of hours per week may range from 10 to 40. Details of the internship, including timeframe and hours per week should be outlined in your proposal.

## **Qualifications**

To complete an internship for MST credit, students must meet the following criteria:

- Completion of at least 16 credits of required coursework, including the Business Fundamentals series (MST 6010 and 6020) and Scientific Reasoning course (MST 6500) (This coursework does not have to be completed by the time you submit the internship proposal)
- Submittal of 3 copies of the internship proposal (one for MST office, one for employer, and one for Track Director)
- Submittal of the internship approval form with signatures from the internship supervisor, Track Director, and MST Program Director

## **What you need to do to begin**

Do not expect the MST program to hand you an internship and outline exactly who to contact or where to go. We have some ideas and sources for internships and you should consult with the MST Director about these sources. However, please plan on doing the research and laying the foundation for the internship yourself. If you have interest in a company or if you have a contact for a possible internship, it is your responsibility to follow up. In most cases, you will need to submit an application or cover letter and resume and interview for the internship.

You should view the MST program as the third party in this process; the first and second parties being the employer and you. The MST program is very flexible in the types of internships that are accepted, as long as the above objectives are met. A rough outline for obtaining an internship is:

- 1) **Contact potential employer.** Email, call, or (better yet) visit a possible employer. If you are interested in a company and do not have any contact names, contact the HR person for the company. If you are interested in completing an internship at your present place of employment, begin talking with the supervisor of the department you are interested in working in or with your present supervisor to suggest a shift in job duties to work on a new project. Be proactive. Don't expect employers to contact you, even if they have casually mentioned a possible position.
- 2) **Submit application/resume and interview.** Expect to apply competitively with other candidates both within and outside of the MST program. Do not assume that a casual conversation with an employer has "sealed the deal." Follow-up, follow-up, follow-up!

- 3) **Outline project and responsibilities.** Through discussions with a possible employer, you should get a general idea of what the possible project entails. If you have any questions about the suitability of the internship for the MST requirement, submit an informal summary in email to the Program Director and your Track Director. Remember that the MST program is flexible (as long as general objectives and time requirements are met). The most important thing is that you make a **meaningful contribution** for the employer.
- 4) **Submit proposal.** Submit a brief (3-5 page) proposal for your internship at least 6 weeks before the expected beginning date of the assignment. The proposal should clearly describe your responsibilities, time commitment, brief background of the company, and format of your contribution (i.e., product, web page, market research summary, etc.) The goal of this proposal is to put everybody (employer, you, and MST program) on the same page. Please submit a copy to the MST office, Track Director, and your employer for review. Upon submittal of the proposal, you will need to obtain and circulate an approval form from the MST office and get the signatures from your internship supervisor, Track Director, and the MST Director. As part of this approval form, you will be required to include a short (approximately 150 words) abstract of your proposed assignment.
- 5) **Follow-up.** In addition to any requirements from your employer, you will be required to present a written report and oral presentation upon completion of your internship. Credit for the internship will be given the semester that you submit your report and give the oral presentation. Please schedule your oral presentation with the MST Program Director.

### **Confidentiality**

You are expected to comply with corporate policies for employees and respect non-disclosure agreements. If these policies interfere with the final written report and oral presentation, please contact the MST program and alternative arrangements may be made.