

# IEM 5020 Engineering Practice

## Fall/Spring/Summer Syllabus

**Prerequisites:** Consent of School Head, approval of IEM adviser and satisfactory completion of two consecutive regular (Fall/Spring) semesters and 12 hours of [IEM 5000](#)- or [IEM 6000](#)-level courses. Doctoral students need to obtain candidacy before doing internship in Fall/Spring semesters.

**Description:** Professionally supervised experience in a real-life problem involving authentic projects for which the student assumes a degree of professional responsibility. Activities must be approved in advance by the student's adviser. May consist of full or part-time engineering experience, on-campus or in industry, or both, either individually or as a responsible group member. Periodic reports, both oral and written, required as specified by the adviser. Practical training is **not** a required part of the IEM graduate programs, but academic credits will be given for the training, and all eligible credits will count toward minimum degree requirements so that student will not exceed number of hours required to complete degree. IEM 5020 is offered for variable credit, 1- 6 credit hours each semester, maximum of three semesters and 6 credit hours together of all semesters. All eligible IEM 5020 credit hours should be included in the Plan of Study.

**Schedule Type:** Independent Study

**Instructor of Record:** IEM academic adviser

**Phone:** (405) 744-6055

### **Process for Enrollment Approval:**

1. Share the course description above with the company ahead of time and let them know you will be needing an offer letter that includes a description of the work you would be doing and the dates of the internship. As you are sharing this with the company, keep in mind and make sure that: (1) the company is aware that the internship work must be related to the **area** and **level** of your study, and (2) that your internship must **start and finish** during the applicable term (Fall/Spring/Summer).
2. After getting the offer letter from the company, you will need to email the following to [iem-grad@okstate.edu](mailto:iem-grad@okstate.edu) :
  - The offer letter from the company that includes the **dates of the internship**
  - A copy of (or website link to) the job description that **includes the minimum qualifications** and some form of verification that shows that the job description is from the company (a pdf document that has company letterhead, job description listed on the company website, etc...)
  - The position announcement / job opening announcement (a website link to job opening, a pdf document that shows job opening, etc...)

Please cc your advisor when you send these to the iem-grad email. **If you don't have these items listed above, please contact the company and ask for them.**

3. The IEM Graduate Program Director and the Department Head will then assess the nature of your anticipated work and approve your enrollment in the IEM 5020 course.

Once approved, an email will be sent to you via [iem-grad@okstate.edu](mailto:iem-grad@okstate.edu) informing you that an IEM 5020 course section has been opened under your advisor's name in which you may enroll.

**Course Deliverables:**

- 1. Proposal due in the first 2-3 weeks [20 points]:** Email your adviser, a 2-3 page proposal documenting anticipated project activities.
- 2. Mid-semester update due after 5-weeks [20 points]:** Communicate with your adviser on your progress. Notify your adviser of any major changes in your project, or other major deviations from your proposal. Communication may take the form of a meeting (in person, video, or phone call), or a written report, as specified by your adviser. Your adviser may ask for a draft final report in addition, or in lieu of a mid-semester update, to provide feedback on the final report.
- 3. Final report due at least one week before grades due for the semester [60 points]:** Consult your adviser ahead of time for guidance on the format, content, length, submission procedure, and exact due date for your final report.

**CAUTION:** Students are responsible for ensuring that none of the aforementioned deliverables or any other communication with the adviser, disclose proprietary or confidential information, or share intellectual property. Students are also responsible for obtaining the necessary approvals from the company for the sharing the content of the deliverables with your adviser. Students must allow for sufficient time for the approvals to be obtained to ensure timely submission of the deliverables.

**International students** may enroll into maximum one online course in each semester and need to maintain full-time student status in Fall/Spring semesters, which requires 9 credit hours except for the graduating semester. International students need to apply for Curricular Practical Training (CPT) for each semester of practical training. Enrollment in IEM 5020 and a written support from the academic advisor is needed for full-time CPT during Fall/Spring semesters. 12 months of full-time CPT will result in ineligibility for Optional Practical Training (OPT).

**Grading Scale:**

80 or above: A grade

60 or above and below 80: B grade

40 or above and below 60: C grade

Below 40: D/F grade

**Resources:** You will find additional resources at this link:

<https://academicaffairs.okstate.edu/student-support/index.html>

<https://lcl.okstate.edu/iss/curricular-practical-training-cpt.html>