

Required Documentation:

1. Proposal of work to be accomplished during the internship and why this work is relevant to your program of study.
2. Offer letter from organization where internship will take place. Must include:
 - a. Written on organization letterhead
 - b. Internship position, compensation, and outline of responsibilities
 - c. Name and contact information of internship manager
 - d. Start and end dates of the internship
 - e. Location of internship
3. Completed Engineering Practice Approval Form, signed by student and Academic Advisor

Please return documents (#1 - #3) to Graduate Programs Office where we will:

- a. Approve form
- b. Register in Engineering Practice Course: EK697E (part-time) or EK698E (full-time)
- c. Update degree to 'with Engineering Practice' option

For International Students (Required):

- a. You must apply for CPT through ISSO
Under *Curricular Requirement*:
Choose **A** if you are a **Masters student**
Choose **C** if you are a **PHD Student**
- b. Make an appointment with ISSO Advisor to review all documents listed above

****Note:** Note: You should apply for pre-completion OPT at the start of your internship if you plan to continue working after the semester that your CPT ends. Please speak with ISSO for further information.

At the completion of your internship, you must submit a brief report/summary outlining your work experience to your Academic Advisor and a brief summary/review from your internship supervisor, if possible. This summary, and all the previously submitted supporting documents, must be forwarded to GPO for the grade to be posted.

****Note:** (a grade of 'P' must be achieved to receive the diploma and transcript notation for this degree option (e.g., Master of Science in Mechanical Engineering with Engineering Practice). A non-passing grade will result in your returning to your original degree (e.g., Master of Science in Mechanical Engineering).

Engineering Practice Approval Form

Students: Please email your advisor the form once completed for their approval.

Advisors: Please email signed form to enggrad@bu.edu for processing by GPO.

Student Name: _____ BU I D# _____

Dept/Major: _____ Email Address: _____

Advisor: _____ Expected Date of Graduation: _____

Part 1: Completion of this form indicates the student's decision to enter the *Engineering Practice* for the Master of Science or Master of Engineering Degree. If you are in good academic standing, you may complete any of the below experience-based learning options contingent upon: (1) securing an advisor approved work experience, or other approved learning based experience; (2) attaching the required documentation for the selected option (see other side of form); (3) obtaining signed approval from the graduate chair of your degree program/department.

Part 2: Upon completion of the proposed experience, you are required to submit a written summary of your work, signed (approved) by your academic advisor and submitted, along with this form, to the Graduate Programs Office, Room 114, 44 Cummington Mall no later than the last day of the semester of study.

I plan to complete the Engineering Practice requirement for my degree program by:

- Company Internship (Attach proposal)
- Start up Experience (Attach proposal)
- Other (Attach proposal)

Student Signature: _____ Date: _____

1. PROPOSAL APPROVAL

Proposal Reviewed by: _____

<input type="checkbox"/> Approve <input type="checkbox"/> Deny
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(Signature of Academic Advisor)

DATE

Reviewed/Enrolled by: _____

(Graduate Programs Office)

DATE

2. SUMMARY APPROVAL (after completion of work experience)

Completion Reviewed by: _____

<input type="checkbox"/> Approve <input type="checkbox"/> Deny
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(Signature of Academic Advisor)

DATE

Comment(s): _____

Summary/Evaluation received in Graduate Programs Office on _____

DATE