ME 3990 CPT: Curricular Practical Training Course

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Course Objective:

Provide a 1-credit academic experience to supplement an engineering internship in industry. (Student must arrange the internship.)

Expectations and Deliverables:

Required paperwork: CPT form signoff by the instructor; copy of the offer of employment letter (or equivalent) from the company providing the work experience;
“job description” memo: a brief (1-2 page) memo describing the work you will be engaged in at the company; due 2nd week of the work experience.
“final report” memo: The final product for this class will be a term paper 2-5 pages in length, describing your engineering internship and the mechanical engineering relevance of the summer work experience1. It is expected the student will invest a total of 5-10 hours in this project. Writing guidelines are provided in a separate document on the course website.

Disclaimer: This 1-credit class does not meet the requirements for a technical elective in the mechanical engineering department.

References (recommended but not required):

Any of the writing manuals by Diana Hacker. There are numerous manuals and a companion website, and they are updated yearly. Use a recent version that you find the most helpful. Some examples are:

- A Pocket Style Manual
- Rules for Writers
- A Writer's Reference with Resources for Multilingual Writers and ESL

Prerequisites: Upper division student in mechanical engineering; summer placement with an approved company providing an engineering experience.

Time and Place: web-based delivery (via email)

Grading:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Percentage</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Paperwork</td>
<td>10%</td>
<td>Upon registration</td>
</tr>
<tr>
<td>“job description” memo</td>
<td>10%</td>
<td>Week 2 of the work semester</td>
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<tr>
<td>final report</td>
<td>80%</td>
<td>Conclusion of the semester</td>
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</tbody>
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Course Policies: See “Course Policies” writeup.

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1 CPT regulations require the work experience have relevance to the degree program in which the student is enrolled.