

To: The Engineering Faculty  
From: The Faculty of the School of Civil Engineering  
Subject: Proposed New Course CE 598

The Faculty of the School of Civil Engineering has approved the following new graduate course. This action is now submitted to the Engineering Faculty with a recommendation for approval.

**CE 598 Graduate Professional Internship**

Sem. 1, 2, and SS., cr. 0

Prerequisite: Graduate standing for one academic year in Civil Engineering and consent of instructor

Professional experience in Civil Engineering. This internship experience is intended to complement the student's academic coursework and help prepare the student for a career as a practicing engineer. Program coordinated by school with cooperating employers. A written report is required. This course may be repeated but may not be taken in successive semesters.

**REASON:** This is to encourage students to obtain meaningful work experience to complement their academic work.

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M. Katherine Banks  
Professor and Head  
School of Civil Engineering

## Supporting Documentation for CE 598

### Requirements

- Employment must be civil engineering related.
- Student must arrange this internship through the CE Graduate Office.
- Students on academic probation are not eligible.
- This course will be graded Satisfactory/Unsatisfactory.
- Students must have been enrolled in classes at the West Lafayette campus the semester immediately preceding the internship.
- This course may not be taken in successive semesters.
- Students who have completed the course requirements for their degrees are not eligible.
- This course may not be taken for more than three terms.
- A written report is required.

### Report

The main objective of this report is to describe the work assignment. The primary audience is a fellow civil engineer; therefore, the discussion should be technical in nature. Do not assume the reader has detailed knowledge of the project. Please define any technical term or abbreviation. It is not necessary to discuss every detail of the internship. Instead, discuss a particular project or a problem that required extra effort and thought.

The report will consist of the following:

1. Cover page (one page), to include
  - Title
  - Intern's name
  - Company name and address
  - Intern's signature
  - Supervisor's signature
  - An abstract of approximately 50 words.
2. Body (4-5 pages)
  - Double spaced, 12 point Times New Roman font
  - 1 inch margins all around
3. Appendix
  - Includes history of the company, products and services that the company provides, and intern's position within the company.

### Grading

The report will be evaluated for technical content, organization, and the proper use of the English language

### Submission

The report should be submitted for evaluation at the beginning of the final exam period for the term of the internship.