ME 198
Cooperative Training Report
Fall 2010

Instructor: Dr. Thomas Herring
Phone: 445-4277
Office: CED 310
Email: herrin3@wnc.edu

Office Hours: T 11:00 am – 12:30 pm and 4:00 pm – 5:00 pm
W 2:30 pm -3:30 pm
Th 11:00 am – 12:30 pm and 4:00 pm – 5:00 pm

Text: No required text. All labs will be provided by the instructor.

Prerequisites: enrollment in engineering program

Meeting Times: To be arranged between student, instructor, and mentor.

Grading:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Plan</td>
<td>25%</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>20%</td>
</tr>
<tr>
<td>Final Report</td>
<td>35%</td>
</tr>
<tr>
<td>Mentor Evaluation</td>
<td>10%</td>
</tr>
</tbody>
</table>

95% – 100% A
90% - 94% A-
86% - 89% B+
83% - 85% B
80% - 82% B-
76% - 79% C+
73% - 75% C
70% - 72% C-
66% - 69% D+
63% - 65% D
60% - 62% D-
Below 60%

Note that there is no “W” grade on the scale. A “W” will only be given when requested by a student due to extreme circumstances and at the discretion of the instructor.

Semester Plan: The semester plan is a report submitted to the instructor by the end of the 3rd week of classes. The report outlines the project(s) or teams that the student will be working on or with during the course of the training / internship. The plan should be approved by the student’s mentor before submission. It should include a list of goals agreed upon by the mentor and a list of learning objectives detailing subjects in which the student anticipates accumulating knowledge during the course of the internship. The plan should also include a list of report deadlines (due dates) that have been agreed upon by the student, mentor and instructor.
Progress Reports: These are short (a paragraph to a page in length) reports written by the student and approved by the mentor. They are due twice per month. They should be a short narrative on progress towards goals stated in the semester plan. They can be handed in via email or during arranged meetings with the instructor.

Final Report: The final report is written by the student and submitted during finals week. It should be approved by the mentor before submission. It should include detail about goals stated in the semester plan that were met and those that were not. Also, the students should include a section addressing the learning objectives stated in the semester plan.

Mentor Evaluation: This is a report that should be written by the mentor and submitted to the instructor. It should be address the quality of the student’s work as an intern as well as their potential value as an employee and/or their career prospects in industry.

Late Reports: The exact deadlines for the semester plan and the final report will be agreed upon by the student, mentor and instructor and listed in the semester plan. Any progress reports that are submitted late will have a flat 10% deduction in score. The semester plan and final report may not be late and may not be made up.

Extra Credit: There is no extra credit available.

Dishonesty: I don’t anticipate any problems but here’s the policy anyway. Any dishonesty/cheating will result in an F in the course.

Disability Statement: WNC supports providing equal access for students with disabilities. Susan Trist (DSS Coordinator) is available to discuss appropriate academic accommodations that students may require. Please meet with me and contact Susan (445-3278) if you might require any accommodation.

I: Catalog Course Description
Guides students in preparation of written reports based on cooperative program assignments.

II: Course Objectives
Preparation and submission of written reports based on cooperative program assignments. Required of all students on cooperative programs during the summer or other semester when on work assignments with cooperative program employers.

- Engineering studies in classrooms are integrated with learning through hands-on work experiences in a related engineering field.
- Successful internships promote an experiential learning process for students to become more prepared in a real engineering world.

III: Course Linkage
Linkage of course to educational program mission and at least one educational program outcome.

ME 198 fills a degree requirement for the Associate of Science with Engineering emphasis, for which the mission is to prepare students for successful transfer into civil, chemical, computer, electrical, geological, mechanical, metallurgical, or mining engineering, or computer science, or engineering physics. ME 198 addresses the specific program student learning outcome:
- [Students] are able to identify, formulate and solve engineering problems
- [Students] are able to design and conduct experiments as well as to analyze and interpret data