

Department of Mechanical Engineering, IUPUI **Guidelines and Format for Presentations of Interns/Coops**

The objective of the co-op/internship presentation to faculty and fellow students is to talk about the technical work you had done and the experience you have gained during your internship or co-op session so that you can earn credit towards an ME elective course. It is also hoped that this will motivate more students to seek internship and co-op positions. Thus you have the added responsibility of being a mentor and role model to your fellow students.

The presentation should be limited to 15 minutes plus 5 minutes for questions and answers. Questions will be entertained after the 15-minute presentation.

The guidelines for the presentations are as follows:

1. Title Page
2. Background (*about the company and yourself*) – 3 min.
3. Project(s) Description (*what key project/work you performed? – indicate if team-work is involved*) – 3 min.
4. Methodology (*approach/tools you have used for at least one important project*) – 3 min.
5. Results/Findings and Contributions (*for at least one important project*) – 3 min.
6. Summary, Reflections and Recommendations (*what have you learned, including work ethics, team work, leadership, professionalism, etc.*) – 3 min.
7. Questions and Answers – 5 min.

The title page of the presentations should contain the following information:

1. Department Name (Department of Mechanical Engineering, IUPUI)
2. Student Name
3. IUPUI Advisor Name
4. Company Name
5. Internship/Coop Semester
6. Presentation Date