UO MASTER’S INDUSTRIAL INTERNSHIP PROGRAM Student Handbook

The Master’s Industrial Internship Program is part of the Phil and Penny Knight Campus for Accelerating Scientific Impact, an initiative designed to fast-track scientific discoveries into innovations, products, or cures to improve the quality of life for people in Oregon and throughout the world: https://accelerate.uoregon.edu/

Founded in 1998, the Master’s Industrial Internship Program trains students in the real-world knowledge and skills necessary to be successful in the industrial environment. We believe an advanced degree should not only provide rigorous academic training but also help students land a job and prepare for a successful career. The intent of this handbook is to ensure students have a clear understanding of program policies and expectations.

Note: The Master’s Industrial Internship Program is referred to as Internship Program below for brevity.

Program Overview
The Internship Program begins summer term with accelerated coursework in one of four areas:

- Polymer Science
- Photovoltaic & Semiconductor Device Processing
- Optical Materials & Devices
- Molecular Sensors

In these core summer courses, students learn the technical and professional skills necessary to solve problems in the industrial environment, with an emphasis on a particular industrial sector. In addition to summer term courses, students are required to take elective credits in their major.

Students also have access to optional coursework in professional development summer term. Professional development topics include interviewing, networking and job hunting – skills that enable students to successfully land the jobs they want and chart a path to a rewarding career in science.

Internships in industry allow students to apply these new skills in real time and take them to the next level. Internships are paid and last 9 months. Though internships are not guaranteed, historically close to 98% of students complete internships.

Coursework Credits
There are 54 total credits required to complete the degree – 24 coursework credits (the equivalent of 6, 4-credit classes) and 30 internship credits (10 per quarter, for 3 quarters). See Table 1.
During summer term, students complete 16 credits (4 classes) of core coursework. Students are required to demonstrate satisfactory academic progress in all core courses (see GPA requirements).

**Note:** UO graduate courses are typically 4 credits.

### Table 1. Coursework requirements.

<table>
<thead>
<tr>
<th>Credit Breakdown</th>
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<tbody>
<tr>
<td>Core Course Credits (Graded)</td>
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<tr>
<td>Elective Credits (Graded)</td>
</tr>
<tr>
<td>Internship Credits (Pass/No Pass)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Elective Courses**

In addition to core courses completed summer term, students have 8 elective course credits within the major to be completed outside summer term. Students may choose to take these credits at the UO - or at another institution with a graduate program in the student’s major.

When taking electives at another university, courses must be approved through the **Course Approval Request form** prior to the start of class. Courses taken at semester schools transfer in at 1.5x (e.g.: 3 semester credits transfer in to the UO as 4.5 credits).

**Course Approval Process**

The **Course Approval Request form** (available on the program website) should be completed and emailed to the track lead. It is advisable to submit course approval requests 4 weeks in advance of the course start date (though some leniency will be provided fall term following the first summer of enrollment). In the event a course is not approved, a student may incur a financial penalty if the course is dropped beyond the school’s refund period. Please be mindful that the requested 4-week lead time is to prevent this situation.

Approved courses meet the following criteria:

- Course is a graded, graduate-level course in major (or closely related) field of study.
- Course meets in person (not online).
- Course material has not been covered in previous coursework.
- Course counts toward a graduate degree in the major at the institution where the course is offered.

**TIP:** To take courses at another institution, students typically register as a *non-degree-seeking student*. Courses will be charged at the regular graduate rate for that institution.
Transferring Credits
See “Graduation Requirements” below for instructions on transferring in credits from other institutions.

Professional Development
The program offers several opt-in activities to promote the professional development and corporate visibility of its students. These activities are available to students enrolled in Professional Communication in Science (CH610). This elective is P/NP and does not fulfill degree requirements. The opt-in activities may have additional requirements defined in the syllabus of the professional development course such as satisfactory course attendance, active participation and good standing with the Internship Program. Examples of opt-in activities include guest seminars, one-on-one professional development mentoring, inclusion meetings, mock interviews, networking events and virtual and in-person introductions to corporate partners.

Partner-facing events (i.e. in-person and virtual introductions) have 3 additional requirements:

- Good academic standing (≥ 3.00 GPA)
- No infractions of the UO Student Conduct Code
  [https://studentlife.uoregon.edu/conduct](https://studentlife.uoregon.edu/conduct)
- Permission for program staff to serve as references via UO’s Student Reference Request Form: [https://registrar.uoregon.edu/files/pdf/StudentReferenceRequestForm.pdf](https://registrar.uoregon.edu/files/pdf/StudentReferenceRequestForm.pdf)

If a student fails to meet any of these requirements but would like to be considered for future professional development activities, a plan detailing necessary remediation actions and timeline to meet professional conduct standards may be created with the program director, Stacey York, and when necessary, additional staff or faculty. Upon successful completion of the remediation plan, a student may be eligible to participate in extracurricular professional development activities.

Internships
In late summer, students participating in the Professional Communication in Science elective submit resumes for consideration by partner companies. The program hosts an annual Networking Event and company partners are invited to attend and interview students. This event launches the interview season, which continues into the fall term as students seek opportunities. Students in good standing will have an opportunity to interview with partner companies. Students are also encouraged to seek internships outside of the program’s partner network. Track leads can provide guidance as to whether an outside opportunity will qualify for internship credit.

Internship start dates vary, as these are determined by the company. The two most common (but not exclusive) scenarios for internship start dates are early fall and winter term. Table 2 provides common enrollment scenarios.
While interning, students typically enroll for **10 internship credits per term**. If an internship starts midway through a term or the student is employed less than 35 hours per week, the student should consult with an Internship Program staff member on the proper number of internship credits to register for. Internship credits cannot be taken in advance of core coursework in the Internship Program.

**Table 2. Common elective coursework and internship scenarios.**

<table>
<thead>
<tr>
<th>Term</th>
<th>Scenario 1</th>
<th>Scenario 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>8 credits graded</td>
<td>10 credits Internship 0 credits graded</td>
</tr>
<tr>
<td>Winter</td>
<td>10 credits Internship</td>
<td>10 credits Internship 4 credits graded</td>
</tr>
<tr>
<td>Spring</td>
<td>10 credits Internship</td>
<td>10 credits Internship 4 credits graded</td>
</tr>
<tr>
<td>Summer</td>
<td>10 credits Internship</td>
<td></td>
</tr>
</tbody>
</table>

**Internship Papers**

In order to document successful progression of technical knowledge, either a research paper summarizing internship projects or a technical literature review relevant to the internship is submitted each term a student is registered for internship credit. Term paper requirements are provided by the instructor of record (typically the track lead) for internship credits. Internship credits are taken Pass/No Pass. Failure to meet term paper requirements may lead to a “No Pass” for the term. Papers that describe work conducted during an internship may have to be approved by the company’s legal department prior to submission. Students should be proactive in understanding the timeline for managerial approval and proactively working with the instructor if an issue arises.

**Registration**

To register for core courses and internship credits via Duckweb, students will need course registration numbers (CRNs). CRNs for summer courses and internship credits will be provided by the program via email each term. Some courses may not be listed in the general course list for the university and cannot be found by searching the class list online. Instead, students should input the CRN provided and the information associated with the course will populate.

Students should be registered by the end of the first week of classes each term to remain in good standing.
**Tuition & Fees**

**Tuition for Core Courses, Internship Credits & Professional Development**
For students enrolling in the summer of 2019, tuition for core courses and internship credits will be offered at a rate of $555/credit through summer term 2020. Credits offered through the Internship Program are the same rate for resident and non-resident students.

**Tuition for Elective Coursework**
Students may choose to take their 8 elective credits at the UO or at another institution with a graduate program in their major. Elective courses taken at the UO which fulfill degree requirements are offered at the rate of $555/credit (through the summer of 2020).

Tuition for elective coursework taken at another institution will be charged at the regular graduate tuition rate of that institution.

Tuition must be paid in full before a student can register for the following term. *Students must be registered before the term deadline set by the university to be in good standing with the program.* For a full list of registration and drop/add dates, refer to the academic calendars: [https://registrar.uoregon.edu/calendars/academic/five-year](https://registrar.uoregon.edu/calendars/academic/five-year).

Note: Students who have financial aid awards will not receive their awards until their registration forms are processed.

**Fees**
Students pay standard student fees when enrolled for on-campus courses. Students pay reduced fees for terms in which they are exclusively enrolled in off-campus courses (e.g. internship credits, courses at other schools). Internship credits for internships hosted at the University of Oregon are required to pay on-campus fee rates.

**Matriculation Fee:** *All* new students are charged a one-time matriculation fee the term they enter the UO (currently $430 - this is subject to change).

A description of the fees and the standard cost for each term can be found at: [https://registrar.uoregon.edu/costs/tuition-fees](https://registrar.uoregon.edu/costs/tuition-fees). Be sure to select *Knight Campus Internship Program* from the dropdown menu to see the correct tuition/fees.
Financial Aid
For information about financial aid, please contact the aid office at http://financialaid.uoregon.edu or 1-800-760-6953 / 541-346-3221.

Safety
The program includes extensive laboratory components. Each track has industry-specific tools and occupational hazards students should be aware of, in addition to safety practices. If a student feels uncomfortable or inadequately trained to handle an occupational hazard or lab task, the student should immediately consult with an instructor and/or teaching assistant so that proper training can be administered.

Safety should be thought of in relation to the self, colleagues, lab mates and equipment. A large part of the training in this program is how to be an effective scientist while preventing avoidable problems. Making technical mistakes is part of the learning process; however, students will be taught basic and advanced best practices over the course of the program to minimize mistakes.

Books
Books are loaned to students during summer term. Track leads will coordinate the expected return date. Please report loss or damage to the track lead.

ID Cards
Students can request an ID card from UO Card Office in the student union. A selfie may be submitted ahead of time if preferred.
http://uocard.uoregon.edu/

GPA Requirements
Students must have a cumulative GPA of 3.00 or above and complete no fewer than 54 credits (See Table 1), including 24 graded credits and 30 internship credits (pass/no pass) to complete the degree. Transfer credits do not affect overall GPA at the UO. (Please refer to the Elective Courses section for further details).

Grades of D+ or below do not count for graduate credit, but are used to calculate overall GPA. If a student’s GPA drops below a 3.0 at any time during graduate study or if a student accumulates more than 5 credits of N or F grades (regardless of GPA), it is considered unsatisfactory and the student may be disqualified from the program and the graduate school, terminating the student’s degree program.

Removal of Incompletes
Graduate School policy requires that graduate students must convert a graduate course grade of Incomplete ("I") into a passing grade within one calendar year of the term the course was taken. After one year, the student must petition the Graduate School for removal.
To be eligible for Graduate School approval on a [Petition to Remove an Incomplete](https://gradschool.uoregon.edu/policies-procedures/grades), all of the following criteria must be met:

1. The incomplete must be no more than seven (7) years old.
2. The student must have the approval of the instructor to complete the outstanding course requirements.
3. The student must not have completed a terminal advanced degree since the term of enrollment in the course. Incompletes that remain on the academic record after a degree has been awarded may not be removed. All coursework documented on the transcript at the time of the awarding of a degree stands as a permanent record and it is not permissible to revise the record.

Consult the grad school website for a full overview of graduate grade requirements:
https://gradschool.uoregon.edu/policies-procedures/grades

**Student Conduct**
The UO Student Conduct Code applies to all students in the program. Students will be asked to confirm they have read and understood the Student Conduct Code before the first week of classes. The full conduct code may be found at: [https://studentlife.uoregon.edu/conduct](https://studentlife.uoregon.edu/conduct)

**Statement of Inclusion**
The Internship Program is committed to creating an inclusive environment where all individuals can excel. Students are encouraged to explore the resources available on campus through the Division of Equity and Inclusion: [https://inclusion.uoregon.edu/our-commitment](https://inclusion.uoregon.edu/our-commitment). As stated in the UO Mission Statement, the Internship Program is committed to “the principles of equality of opportunity and freedom from unfair discrimination for all members of the university community and an acceptance of true diversity as an affirmation of individual identity within a welcoming community.”

**Accessibility**
The UO is working to create inclusive and accessible learning environments. Please notify a program staff member if there are aspects of the program design that result in barriers to participation. For more information, please contact the Accessible Education Center in 360 Oregon Hall, (541) 346-1155 or [uoaec@uoregon.edu](mailto:uoaec@uoregon.edu).

**Program Probationary Warnings and Dismissal**
Students who fail to meet department, program or university requirements or fail to make satisfactory progress toward the MS degree are subject to probationary warnings and/or dismissal.

Prior to dismissal, an Internship Program staff member (track lead or program director) and the Faculty Advisory Committee (FAC) will establish whether a probationary warning or immediate dismissal is warranted. Serious infractions may lead to immediate dismissal. The FAC is a group
of UO faculty who ensure program alignment with broader departmental and university goals and initiatives.

If a warning is issued, the student will be placed on probation and the FAC will establish actions required for the student to be re-instated to good standing. Failure to meet the necessary requirements outlined by the FAC within the established timeframe will result in dismissal from the program.

Advising
General course requirements and advising are provided by track leads:
(Other core staff may also serve as resources if necessary).

- Polymer Science, Casey Check
- Optical Materials & Devices, Nima Dinyari
- Molecular Sensors, Darren Johnson or Mike Pluth
- Semiconductor & Photovoltaic Device Processing, Fuding Lin

Given the interdisciplinary nature of the material science tracks, if a student has interest in broadening their skill set to other disciplines, they are encouraged to reach out to that track lead.

Graduation Requirements
To graduate, students must APPLY to the Graduate School in the first two weeks of the term in which all required credits are completed. The application and deadlines can be found on the graduate school website: http://gradschool.uoregon.edu/.

To ensure eligibility to graduate, please review the following graduate school requirements:

1. **Continuous Enrollment Requirement.**
Graduate students are required to be continuously enrolled for a minimum of 3 graduate credits until all requirements have been completed (excluding summer term).

In any term a student is not enrolled for UO credit, a leave of absence request is required by the grad school: https://gradschool.uoregon.edu/policies-procedures/leave. For example, if a student enrolls at another university while not enrolled for internship credit the student must fill out the leave of absence request form and submit it to the grad school.

2. **Waiver of Enrollment in Term of Completion.**
The UO requires registration in the term a degree is awarded. There is an exception for students in the Internship Program who are completing elective courses at another institution in the term they will graduate.

If a student is not enrolled at the UO in the term of completion for any other reason than that stated above, students should submit a General Petition with the grad school.
requesting a “waiver of enrollment in the term of completion,” and explain why they are not enrolled at the UO. There is a $15 fee for the general petition (subject to change).

http://gradschool.uoregon.edu/current-students/academic-forms

3. Transfer of Graduate Credit
If a student completes elective courses outside the UO, the student must request to have those credits transferred in before they can graduate.

To transfer credits, students must do the following once the grade from the final class is posted:

- Complete the Transfer of Graduate Credit form:
  http://gradschool.uoregon.edu/current-students/academic-forms

- Sign it and send it electronically to Lynde Ritzow: lynde@uoregon.edu

- Send an official transcript to Lynde once the final grade is posted (Please do not submit these directly to the graduate school as it may delay transfer).

Electronic transcripts are preferred, but students may send them by post if an electronic copy is not available:

Lynde Ritzow
Master’s Industrial Internship Program
Knight Campus
6231 University of Oregon
Eugene, OR 97403

Because students usually transfer courses in the term they wish to graduate, failure to do this immediately after the end of the term may delay graduation.

Students who were undergraduates at the UO must also transfer in courses they “reserved for graduate credit” while they were undergraduates. They do not need to submit a transcript for these credits.

Please Note:
- All courses transferred must be completed with a grade of B or higher (grades of B- or lower cannot be transferred).
- Transferred courses do not impact GPA at Oregon.
- Credits from a semester institution transfer in at 1.5x (exp: 3 semester credits transfer in as 4.5 UO credits).
4. Beware of the 7-year time-to-completion limit.
The graduate school requires graduate students to complete their degree within seven years, beginning with the term of admission. This date is adjusted back in time if a student transfers graduate credits that were earned before the date of admission.

5. Degree Requirements
Degree requirements are based on the program, departmental and university requirements for the year the student enrolled in the Internship Program.

Notify Lynde Ritzow that you have applied to graduate.

Graduation Ceremonies:
To participate in graduation ceremonies, notify:
Chemistry: Leah O’Brien, 541-346-4839, leaho@uoregon.edu
Physics: Jodi Myers, 541-346-4787, myers2@uoregon.edu

Students are advised to consult the graduate school website for a complete description of university requirements for the master’s degree: gradschool.uoregon.edu
### UO Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Crisis Line (eve./wknd.)</td>
<td>541-346-3227</td>
</tr>
<tr>
<td>University Health Center</td>
<td>541-346-2770</td>
</tr>
<tr>
<td>Emergency (Campus Only)</td>
<td>541-346-6666</td>
</tr>
<tr>
<td>University Police</td>
<td>911</td>
</tr>
<tr>
<td>SAFE Hotline</td>
<td>541-346-7233</td>
</tr>
</tbody>
</table>

### Community Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eugene Police Department</td>
<td>911</td>
</tr>
<tr>
<td>White Bird Clinic (24 Hour crisis)</td>
<td>541-687-4000</td>
</tr>
<tr>
<td>CAHOOTS</td>
<td>541-682-5111</td>
</tr>
<tr>
<td>Sexual Assault Support Crisis Line</td>
<td>541-484-9791</td>
</tr>
<tr>
<td>Womenspace Help Line</td>
<td>541-485-6513</td>
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### UO Student Safety Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Safe Ride</td>
<td>541-346-7433</td>
</tr>
<tr>
<td>UOPD Safety Escorts</td>
<td>541-346-2919</td>
</tr>
<tr>
<td>UO Police Non Emergency</td>
<td>541-346-2919</td>
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<tr>
<td>Designated Driver Shuttle</td>
<td>541-346-7433</td>
</tr>
<tr>
<td>UO Access Shuttle</td>
<td>541-346-1155</td>
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Sign Up for the UO Alert System: [https://it.uoregon.edu/uo-alert](https://it.uoregon.edu/uo-alert)

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If you have information that a student is at risk for suicide, has attempted suicide, or has been hospitalized for an attempt, please file a Suicide Report Immediately.

The UO Suicide Assessment Team reviews and acts upon all Suicide Report forms that are filed: