

MFG399R Class Syllabus

Welcome to the Manufacturing Leadership Forum. Our office is here to guide you through your Practicum Internship. Please refer to the MLF website at <http://mlf.byu.edu> for further updates and information about Practicum and the MLF. You may also submit your weekly reports and other forms and obtain additional information on our website.

Practicum Requirements

- Complete 200 hours of work for the company.
- Internship must be approved by the MLF office (270 CTB) before beginning.
- Complete *all* of the requirements listed below.

Getting Started: Before you begin your internship

- **Provide the MLF office with the following information.** You can email it to mlf@byu.edu or bring it in to 270 CTB (Crabtree).
 1. Full name
 2. Email Address
 3. Student Number
 4. The name and a brief description of the nature or the function of the company you will be working for

After the secretary adds you to the system, you will have access to the online features.

- **1st Thing to do in the MLF Office**
 1. Complete the Student Agreement form
 2. Fill out and sign an Add/Drop card to register for the class
 3. If your company has not had interns before they, you will need to give them a copy of the Master Agreement
- **1st Thing to do online.** You can email it to mlf@byu.edu or bring it in to 270 CTB (crabtree).
 1. Complete the Contact Information section of the Student Profile.
 2. Complete the Internship Info section.
 3. Complete the Goals section.

During your Practicum Internship

- Submit 5 Weekly Reports while gathering information for your final report

Last Couple of Weeks of the Semester

- Final Report (guidelines can be found from the final report link when you login)
- Complete the Student's Evaluation of Employer form online
- Have your direct Supervisor submit the Evaluation of Student form online.

Visit the MLF office, 270 CTB, and submit your final report before finals week if you are on campus. If you are outside Utah County, contact the MLF to make arrangements to email, fax, or mail your Final Report.

It is important that you remember to keep in contact with the MLF office during your internship. Let us know if we can be of any assistance.