

### *SATT Internship Requirement*

The School of Aviation and Transportation Technology (SATT) requires an internship or professional experience for all SATT majors. A minimum of 160 hours of work experience is required. This requirement may be satisfied through documented work experience at an approved employer or service agency. Examples of such organizations include, but are not limited to, Purdue Aviation LLC, aviation or aerospace companies, government agencies, or non-aviation companies that are of specific career interest to the student. Students who need academic credit should discuss AT 43300 with an advisor and must register before starting the internship.

To receive credit for the internship or professional work experience, the following documents are required within one month of internship completion:

- Student information form with company information and expectations
- Evaluation by the student supervisor
- A 3-page reflection paper detailing the student's experience and skills learned that are significant to his/her career goals.

*\*Only completed and professional internship packets will be submitted to the SATT Department Designee for review.*

## School of Aviation and Transportation Technology Internship/Professional Experience

*Note: A minimum of 160 hours of experience is required. If completing more than one experience to meet minimum required hours, a cover form and supervisor evaluation is required for each experience with only one reflection paper encompassing the one or more experiences.*

### Student Information

Name: \_\_\_\_\_ PUID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_

### Company Information

Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Experience Expectations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total work hours: \_\_\_\_\_

### For Office Use Only:

- ☐ Internship/Professional Experience Requirement Approved
- ☐ Internship/Professional Experience Requirement Denied

Department Designee Signature

Date

**Submit Internship/Professional Experience reflection paper, supervisor evaluation(s) and cover sheet(s) to [aviationadvisors@purdue.edu](mailto:aviationadvisors@purdue.edu) as a pdf to begin the approval process.**

**Note: Only complete and professional packets of information will be submitted to the SATT Department Designee for review.**

**School of Aviation and Transportation Technology**  
**Internship/Professional Experience**  
**Evaluation by Supervisor**

Student Name: \_\_\_\_\_ Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please comment and rate the student's work experience on a scale of 1 to 7 with 7 being the highest.

Professionalism	1	2	3	4	5	6	7
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Work Attitude	1	2	3	4	5	6	7
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Adaptability	1	2	3	4	5	6	7
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Co-Worker Cooperation	1	2	3	4	5	6	7
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What were the student's strengths? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What were the student's areas for improvement? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you recommend this student for a job?      Yes \_\_\_\_ After More Experience \_\_\_\_ No \_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**School of Aviation and Transportation Technology  
Internship/Professional Experience  
Reflection Paper**

Name:

Date:

PUID:

Major:

**Reflection Paper Format**

The narrative reflection paper should be 1,500-2,000 words about the experience(s) and the significance of the experience(s) to career goals should provide comprehensive responses to the following questions. The paper must include the name of the employer(s)/sponsor(s), begin and end date(s) and total hours accrued.

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Comprehension

- Create or paraphrase a purpose statement for this internship/professional experience
- What were the goals?
- Who were the stakeholders, customers you served?

Knowledge

- What did you learn (researching technical or other information, doing the work, interacting with people) from this internship/professional experience?
- What specific skills did you use (including basic keyboarding and web searches)?
- What new vocabulary did you come across?

Application

- How can you use (or would you foresee using) what you've learned out in the industry (specifically professional work in aviation or aerospace operations)?

Analysis

- What challenges did you face in accomplishing this internship/professional experience? Give specific examples and what you did to innovate or resolve them?

Synthesis

- How might you use what you learned if you have another experience like this? What would you do differently? How would you improve?

Evaluation

- Evaluate the time you spent and the effectiveness of the overall learning process for this internship/professional experience. How did this add value to your Purdue education?
  - What did you contribute to the team/customer?
  - Would you change the way someone is prepared for what you experienced?
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