March 11, 2025

Letter of Agreement Regarding AVS 3990 Internship for Academic Credit

Course Code: AVS 4630 (Internship Replacement)

This Agreement is made between:
- [Student's Name]: _____
  [Student's ID]: _____
  [Student's Signature]: _____
  [Date]: _____

and
- [Employer's Name]: _____

Purpose of Agreement:
The purpose of this agreement is to outline the expectations and learning outcomes for the student's internship with the Employer. The student will earn academic credit upon successful completion of the internship, meeting the specific outcomes aligned with AABI standards, as listed below.

Internship Outcomes:
The student agrees to work toward achieving the following outcomes during their internship with the Employer:

1. **Compare and interpret differences and similarities in global safety and quality standards for aviation maintenance**
   (*AABI 3.3.1-i, AABI 3.3.2-4*)
   - The student will analyze requirements documents from internationally recognized regulatory agencies (ICAO, FAA, Transport Canada, EASA) and explain the differences and similarities in safety and quality standards.
2. **Define and explain FAA's definition of airworthiness**
   (*AABI 3.3.1-i*)
   - The student will demonstrate a clear understanding of the FAA's definition of airworthiness, explaining its significance in aviation maintenance.
3. **Apply industry standards and practices for enabling airworthy medium to large transport category aircraft maintenance**
   (*AABI 3.3.1-h, AABI 3.3.2-2*)
   - The student will engage in the maintenance, inspection, and operation of large aircraft components and powered systems in compliance with industry standards and practices.
4. **Create, validate, and deploy a functional aircraft maintenance program**
   (*AABI 3.3.1-c, 3.3.1-h, AABI 3.3.2-2*)
   - The student will design and implement a maintenance program for an assigned section of WMU's corporate or transport aircraft, utilizing process problem-solving, risk assessment, and technical manual data.
5. **Determine the cost and economic impact of the developed maintenance program**
   (*AABI 3.3.1-k*)

- o The student will calculate the costs and assess the economic impact of the maintenance program developed for the course.
6. **Plan and develop checklists for safe operation of aircraft systems**
   (*AABI 3.3.1-h, AABI 3.3.2-3*)
   - o The student will create checklists for safe aircraft system operations, employing technical writing principles, job hazard assessments, and process mapping techniques, and demonstrate safe operation of the systems.
7. **Demonstrate baccalaureate-level writing and communication skills**
   (*AABI 3.3.1-e*)
   - o The student will demonstrate proficiency in technical writing and communication by submitting well-organized, clear, and concise reports and presentations relevant to aviation maintenance.

Responsibilities of the Employer:
The Employer agrees to:
- Provide the student with opportunities to work on tasks and projects that will allow them to work towards the above outcomes.
- Assign an Internship Supervisor to oversee the student's work and provide feedback on their progress.
- Complete an evaluation at the end of the internship, assessing the student's performance (internal company evaluation is sufficient).
- Ensure the student works in a professional environment and follows workplace safety and conduct standards.

Internship Supervisor's Evaluation:
The Internship Supervisor agrees to provide a final evaluation of the student's performance, specifically addressing the student's achievement of the internship outcomes outlined in this agreement.

Duration of the Agreement:
This agreement is valid for the duration of the internship, from [Start Date] to [End Date]. Either party may terminate the agreement with written notice if necessary.

For the Employer:
Name of Internship Supervisor: _____
Position: _____
Signature: _____
Date: _____

I appreciate your consideration. If you have any questions or concerns, please feel free to contact me at 269.964.5131. or jason.degeorge@wmich.edu.

Sincerely,

Jason DeGeorge
Chair, WMU College of Aviation