

Internship Handbook

Department of Engineering Technology



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

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Department of Engineering Technology
Sam Houston State University

Internship Program

PROGRAM OBJECTIVES

The internship program in the Department of Engineering Technology at Sam Houston State University is designed to provide experience-based learning opportunities deemed important by employers, students, and faculty. As a means of becoming involved in the educational process, many employers are establishing internship programs for students. The visible presence of an internship program at Sam Houston State University encourages, acknowledges and strengthens relationships with the community and industrial industries.

Students generally seek an internship experience at the end of junior years and/or senior years. Student achievements/benefits resulting from participation in the program include:

- Integration of classroom theory with actual experience in the workplace.
- An opportunity to examine the structure and functions of the firm, organization, agency, and industry.
- An opportunity to evaluate career options and choices.
- Development of professional contacts.
- An opportunity to develop and enhance communication skills.
- Partial coverage of educational expenses through the wages received from the assignment.
- Enhancement of permanent placement potential, starting salary, and position options.
- Development of interpersonal relations skills.
- Acquisition of practical skills desired by many employers.
- Development of personal independence, work expectations and required responsibilities.

The program meets several needs of the employers, including:

- Internships may provide a source of well-motivated and productive employees.
- The program facilitates recruitment into and retention of human resources.
- Interns often permit better utilization of higher salaried personnel.
- The program provides an opportunity to be involved in the academic programs.
- Students may bring new ideas, perspectives, and methods to the work site.

While faculty are not the primary beneficiaries of the internship program, the program is an excellent faculty development activity with the following benefits:

- Faculty observe and interact with companies within their specialty areas which provides a means of updating technology, management strategies, and technical information.
- Faculty observe first-hand the student's integration of classroom theory with application. As a result faculty may refine their curricula.
- Opportunities to evaluate student performance outside the classroom help faculty write stronger letters of recommendation for students.
- Faculty members may engage in research or other partnerships with industry.

PROGRAM PROCEDURES AND STUDENT RESPONSIBILITIES

- A. Student Eligibility
1. Minimum semester hours - 32 hrs. Including 15 within the academic major/minor. Some internships may specify courses / content to have been completed.
 2. Must be a student in good academic standing at SHSU.
 3. Minimum grade of “C” or higher in ENG 1301 and 1302 or equivalent.
 4. Transfer students become eligible upon the successful completion of one full-time semester if all other eligibility requirements are fulfilled and apply according to instructions on announcements.
 5. Special information regarding Industrial Technology Trades and Industry Certification Program internships (ETEC 4391) - Due to the unique structure of this program, the above listed eligibility requirements do not apply. See the Trades and Industry Certification Program coordinator regarding specific requirements for this program.
- B. Student Responsibilities
1. Access the Application Form and:
 - a. Complete application and submit to the supervising faculty (faculty advisor).
 - b. For on-campus employer interviews, coordinate with the Department of Engineering Technology or SHSU Career Services. Off-campus interviews should be coordinated through the faculty advisor.
 - c. Accept/decline the position and inform faculty advisor.
 - d. Provide other information or applications as specified by employer. All materials should be typed/word processed.
 2. Before leaving campus:
 - a. Visit faculty advisor to
 - 1) discuss possible activities and objectives, and completion requirements (e.g., weekly reports, special report, ...); and
 - 2) finalize plans for the internship.
 - b. Arrange for registration and payment of tuition and fees as approved by advisor. Remember you will register for 3 or 6 hours of ETEC 4391 which is offered online.
 3. Prior to beginning the internship or while on the job:
 - a. Finalize Learning Objectives with employer, sign and return to faculty advisor prior to beginning the internship.
 - b. Complete and send weekly progress reports, as specified by faculty advisor.
 - c. Inform employer of faculty advisor’s visit and arrange time for all three (student, employer, faculty advisor) to meet, if possible.
 - d. Provide employer with the “Employee Evaluation Form” (see pages 7-9 of this handbook).
 - e. Faculty advisor may assign additional assignments for satisfactory completion of the course.
 4. After the internship is completed and student returns to campus:
 - a. Complete final work site and work experience evaluation form (see pages 10-11 of this handbook) and return to faculty advisor by the date specified on the application.
 - b. Complete a special project report if required and submit to the faculty advisor by the date specified on the application.
 - c. Prepare a presentation, to be given at a selected time or delivered by video.

- C. Student requirements for completing the Internship Program
1. Internship students will receive one to six academic hours of credit as agreed by the student and faculty advisor prior to initiating the internship.
 2. A minimum of 100 hours of internship work/study per semester hour of credit is required.
 3. A maximum of 6 internship credit hours may be used towards graduation. This may represent a single 6 hour internship or two 3 hour internships.
 4. Registration for internship credit may be concurrent with the internship activities or the following semester as approved by the Faculty Advisor **PRIOR** to the initiation of the internship.
 5. ETEC 4391 content is delivered online and requires weekly work experience documents, resume/references, LinkedIn profile, one online video assignment and a final presentation to be delivered on campus or by video.
- D. Campus Interviews
1. Students are responsible for checking the bulletin boards in academic buildings, on-line postings, e-mails, the Jobs-for-Kats website, and/or Career Services for on-campus interview schedules.
 2. After the posting of an internship opening, students will be allowed to sign up for an interview appointment, when appropriate.
 3. Interviews may be scheduled by the Career Services or the Engineering Technology Departmental Office. Employers may choose not to do on-campus interviews. Other interview options include, but are not limited to, phone interviews, on-line interviews, interviewing at employer location, and/or screening and selection based upon written application documents.
 4. Students must be appropriately attired and groomed for the interview. The student should consider the dress style of the business/agency they are interviewing with.
 5. Credentials required for interviewing and placement:
 - a. SHSU student application
 - b. Current resume
 - c. References

EMPLOYER RESPONSIBILITIES

- A. The work assignment must provide experiences related to one of the major or minor fields of study in the Department of Engineering Technology.
- B. The responsibilities of the position should be such as to provide the student meaningful and challenging opportunity above that of general labor such as technical or managerial responsibility.
- C. The position should provide work/internship experiences for the duration of the internship.
- D. The employer will assist in the development, implementation and achievement of the student's learning objectives and special project, if appropriate.
- E. The employer will complete an evaluation of the student's work near the end of the internship assignment period and fax, mail or send electronically to the faculty advisor.
- F. The employer will notify the faculty coordinator of any dissatisfaction with a student's work, personality, or other problems that may arise on the job.
- G. If the employer feels termination is necessary, the faculty advisor must be notified in advance of such action.
- H. Compensation - It is anticipated that student interns will receive compensation based upon duties and assignments specified by the firm/agency. On occasion it may be advantageous for the student to accept an internship with no pay.
- I. The employer is expected to accept all legal responsibility for each intern as an employee.

FACULTY ADVISOR'S RESPONSIBILITIES

- A. Counsel prospective intern students.
- B. Develop internship positions in cooperation with industry and governmental organizations.
- C. Work with students to develop learning objectives and give final approval of learning objectives.
- D. Maintain communication with interns and employers during the internship. The instructor is encouraged to make an on-site visit with each student and employer during the internship experience if the travel distance is within reason.
- E. Evaluation of student, based upon:
 - 1. Employer's evaluation of student intern
 - 2. Instructor's evaluation of student's weekly and final reports and the presentation, if applicable.
- F. Conduct follow-up communications with the employer (thank you letter, issues regarding the intern, future opportunities for interns, etc.).

APPLICATION AND PLAN FOR INTERNSHIP PROGRAM

DEPARTMENT OF ENGINEERING TECHNOLOGY
P.O. BOX 2088
SAM HOUSTON STATE UNIVERSITY
HUNTSVILLE, TX 77341

PLAN FOR INTERNSHIP PROGRAM

Student's name _____ SAM I.D. # _____

Local Address _____ Home Address _____
Street Street

City State Zip Code City State Zip Code

Local Phone () _____ Cellular Phone () _____

Home Phone () _____ E mail _____

Academic Advisor _____ Major/Option _____

Credit Hours Completed _____ Cumulative Grade Point Average _____

Credit Hours Within Major _____ Major/Minor Grade Point Average _____

Supervising Agency/Company _____

Phone Number () _____

Agency's Address _____
Street

City State Zip Code

Type of enterprise or business _____

Date and duration of internship: Beginning date _____ Ending date _____

Internship Position Title (if appropriate) _____

Pertinent courses completed:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____

Continue on next page

Specific Learning Objectives of the Internship:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____

Semester Credit Hours Approved 3 or 6 Semester in which enrollment is planned _____

I agree to complete the internship and will prepare weekly reports and a detailed, word-processed final report explaining my internship activities, including any suggestions for improvement of the program. I will prepare a presentation and deliver the presentation as required by my faculty advisor. I will submit the report by

_____ Date

_____ Student Signature Date

I have reviewed this Plan for Internship and find it consistent with the student's educational objectives.

_____ Internship Advisor Date

The cooperating agency agrees to provide the student an opportunity to obtain actual experience in the areas outlined above. The student's immediate supervisor will be responsible for evaluating the student's performance and forward to the internship advisor at the end of the internship.

_____ Name of Company or Agency Representative _____ Title

_____ Signature of company representative _____ Date

Address (if different from agency): _____ Street

_____ City State Zip Code

Telephone _____ FAX Number _____ E-mail Address _____

**SUPERVISOR'S EVALUATION OF STUDENT
PERFORMANCE DURING INTERNSHIP PROGRAM**

DEPARTMENT OF ENGINEERING TECHNOLOGY
SAM HOUSTON STATE UNIVERSITY
HUNTSVILLE, TX 77341-2088

Please circle the letter grade that you believe the student should receive for his or her performance during this internship:

Student Name _____ **A B C D F**

We would appreciate your cooperation in rating this student in terms of his or her performance on internship placement in your agency, business, or operation. Your response will help the academic advisor in assigning a letter grade and identifying areas requiring attention in the student's continuing professional development. Thank you for your cooperation.

Criteria:	Rating (check one)				
	Excellent	Good	Fair	Unacceptable	Not observed or not applicable
A. Personal Characteristics					
1. Cooperates with management					
2. Cooperates with other workers					
3. Willingness to work					
4. Dependable					
5. Honest					
6. Ethical behavior					
7. Shows initiative					
8. Appearance					
9. Motivation					
10. Personality					
11. Accepts supervision					
12. Accepts constructive criticism					
13. Punctuality and attendance					
14. Professional attitude					
B. Skills					
1. Shows leadership ability					
2. Communication - oral					
3. Communication - writing					
4. Shows mechanical ability					
5. Learns new operations					
6. Adaptable to a variety of jobs					
C. Potential for a career in this industry					

Continue on next page

Student Name _____

1. Was the student adequately prepared to work in your program?
Yes _____ No _____ Somewhat _____
 - a. In terms of academic preparation, list any areas in which the student appeared to be well-prepared.

 - b. List any areas in which you believe additional preparation would have improved the student's capability to work in your agency, firm or company.

2. How did the student demonstrate his or her acceptance of responsibility for program planning and implementation?

3. In your opinion, what are: a) the student's greatest strengths, and b) what areas may need improvement?
 - a.

 - b.

4. Did you get your "money's worth" from this student? (i.e. was the student's contribution to your business, firm or agency worth at least as much as you paid?)
Yes _____ No _____ Maybe _____

5. While some interns may be fairly early in their college education and have limited academic training, based on what you've experienced with this intern, what recommendations do you have to include in this student's academic program that would more adequately prepare the student for future professional roles?

Continue on next page

6. Would you be willing to place another student with a similar background on internship at your agency?

Yes _____ No _____ Maybe _____

If yes, we will add your name and address to our list of approved internship sites. If no, would you please indicate the reason why your agency can no longer participate in our Internship Program? This information may assist us in future planning.

7. Additional comments.

Supervisor's Signature

Date

8. If you have questions regarding this evaluation form, please contact the student's internship advisor by calling (936) 294-1228. When completed, return this form to:

Dr. Min Jae Suh

mjs068@shsu.edu

or

Department of Engineering

Technology P.O Box 2088

Sam Houston State University

Huntsville, TX 77341-2088

Student's Evaluation of Internship

Student Name _____

Internship Company/Organization/Agency _____

Criteria:	Rating				
	Excellent	Good	Fair	Unacceptable	NA
1. Assistance in relocating/finding housing					
2. Orientation of internship					
3. Orientation of Business					
4. Prompt salary					
5. Availability of supervisor					
6. Supervisor answered questions satisfactorily					
7. Cooperation/assistance of other employees					
8. Policies and procedures adequately explained					
9. Assignments consistent with internship objectives					
10. Likely to recommend internship to others					
11. Internship was challenging					
12. Able to apply education to problem solving					

1. Please provide your general feelings about the firm or agency with which you interned.

2. Please provide comments regarding your immediate supervisor.

3. What were the most valuable aspects of the internship?

4. What, if anything, did you dislike about the internship?

Continue on next page

5. In what ways do you believe the company or agency could improve the internship experience for future students?

6. In what ways do you believe SHSU could improve the internship experience for future students?

7. Additional comments:

Email, Mail or deliver to:

mjs068@shsu.edu
or
Dr. Min Jae Suh
Department of Engineering
Technology P.O Box 2088
Sam Houston State University
Huntsville, TX 77341-2088

DETERMINATION OF COURSE GRADE

Sam Houston State University requires that a letter grade be given for internship courses in the Department of Engineering Technology. The internship advisor will assess all submitted evaluations and, combined with other observations and communication, make a subjective determination of the course grade. The intern supervisor evaluation should be mailed, faxed, or electronically transmitted to the internship advisor approximately one week prior to the beginning date for final examinations.

Final Presentation

An internship experience is much more than a job. It is intended to be a valuable portion of a student's educational program in preparation for a professional career. For us to evaluate the progress made and the outcome of the internship, a report is required from internship participants describing learning experiences. The preparation of this presentation will help evaluate the intern's professional development leading to their career goals. The presentation must be scheduled internship advisor **on the selected date as agreed upon by the advisor and intern**. The presentation is to be sent to or presented to the Faculty Internship Advisor in the Department of Engineering Technology at the date agreed upon by the advisor and the intern.

The final presentation should reflect an evaluation of the complete internship program. It should be developed using PowerPoint or similar business presentation method and will be presented in person or by video. The presentation should include the following:

1. A review of significant activities including pictures / examples.
2. Summary evaluation explaining:
 - a. how the internship program relates to your interests and career goals.
 - b. suggestions and recommendations to other students who might wish to pursue an internship with your cooperating agency.
 - c. changes you plan to make due to the internship experience (i.e. courses to take, change in major, career plan changes, etc.) the organizational structure and function of the cooperating firm or agency sponsoring the internship.
 - d. a description of your responsibilities and assignments within the overall organizational structure.
 - e. how your pre-planned objectives were implemented and the outcome of each.
 - f. the activities associated with your area of responsibility in relation to your interests and background.
 - g. photographs and/or illustrations of your activities while on the internship.
 - h. the presentation should last 10 - 15 minutes.
 - i. questions will be asked following the presentation.

The internship site supervisor should be given the opportunity to review your presentation before it is given to the internship advisor for review. This procedure will help to avoid releases of any confidential or restricted information regarding the firm or organization.