

TECH 4390

INTERNSHIP MATERIAL PACKET

2013/2014 Edition

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**TECH 4390 Internship
Checklist**

Important Notice: Tech 4390, Internships are offered to qualified Engineering Technology students during the Summer Sessions only after they have met the prerequisites listed in the appropriate Appendix A1-A5 Prerequisites.

Directions: Use the following checklist to help determine if you have fulfilled all the requirements that must be completed before serving an internship. Check the space provided to the left of each requirement which has been completed, or write NA (not applicable) if it does not apply to you.

- ___ 1. Attend the Fall Internship meeting (usually first Wednesday in October).
- ___ 2. Attend the Spring Internship meeting (usually first Wednesday in February).

April 1 Requirements

Directions: Complete the following forms and submit them to the departmental administrative assistant (Room 2240, R.F. Mitte Building) **on or before April 1st**.

- ___ 3a. An appeals letter (only if necessary) requesting the internship committee to waive a requirement that will not be completed before serving the internship. Appendix T, "Writing an Appeals Letter," explains this procedure.
Note: Math and science requirements, as well as a grade point average (GPA) below a 2.0 overall and 2.25 in your major are never waived.
- ___ 3b. Current transcript – can be unofficial.
- ___ 3c. Appendix A – TECH 4390 Internship Application.
- ___ 3d. Appropriate Appendices A1-A5 based on catalog year and degree.
- ___ 3e. Official Degree Audit – apply online at <http://www.science.txstate.edu/advising>
On the "Forms" drop-down menu, click on "Official Degree Audit"
Reason: TECH 4390 Internship
Degree Audit will be performed and an email sent to you and the Internship Coordinator. Print the reviewed DAR by going to Catsweb, select DAR, select History under the worksheets tab, select the advisor reviewed DAR in pull down menu. Save as a pdf, print in black and white, and submit with other forms.
- ___ 3f. Current resume, properly formatted.
- ___ 3g. Appendix P – completed Internship Quiz.

May 1 Requirements

Directions: Complete the appropriate form and submit them to the departmental administrative assistant (Room 2240, RF Mitte building) **on or before May 1st**.

- ___ 4. The TECH 4390 Internship Approval Form, Appendix B, must be completed on or before May 1 and placed in your file. If an internship is not found by this date, place a copy of the "TECH 4390 Internship Employers Record Sheet, Appendix C, in your file with a cover letter explaining progress made. Remember that the internship must conform to the standards explained in the internship syllabus as a professional experience. Appendix R explains the Corporate Expectations of the Employer.

Early May:

Final Internship Meeting (held during a “Reading Day” after classes end, but before Spring final exams begin)

- ___ 5. The purpose of this meeting is to be sure your internship file is complete and that you understand the requirements of the internship. This meeting is to be attended by interns, if they are planning to serve an internship over the summer even if they have not yet found an internship position.
- ___ 6. Read and sign Appendix K - "TECH 4390 Internship Approval Meeting Form", and read and sign Appendix L, "TECH 4390 Internship Release Form", **prior** to your internship final meeting in May.
- ___ 7. Register for TECH 4390, the ten week/400 hour course during registration.
- ___ 8. All students must meet the 400 hour requirement and successful completion the 50 day internship unless prior approval is given by a Faculty Supervisor.

**Technology 4390: Internship
Course Syllabus – Summer 2014**

Instructor Information

Name: To be provided first day of internship. Office: RFM Phone: 245- e-mail: ? @txstate.edu

Catalog Description

(0-40) Supervised on-the-job professional learning experience in construction, manufacturing, electronics and other technical areas. Required by all Industrial and Engineering Technology majors during the summer of their junior or senior year. Prerequisites: Consult internship coordinator.

Course Description

An internship is an academic experience conducted under the supervision of the Department of Engineering Technology internship coordinator. It includes technical and professional experiences in the student's major. It is not a job/career where a student is paid and is solely supervised by the company. The internship is an academic experience for academic credit.

The internship will be served at the location of the company or construction site where the student will be interning. It is ultimately the student's responsibility to find an internship. The Department/University provides assistance in the form of Job Fairs and help for Career Services. It is recommended that students establish relationships with potential internship companies during their freshman and sophomore years.

If a student is currently employed at a job (defined as regular employment), this job usually **will not** qualify as an internship since the student was hired without at least 75 hours completion towards a Technology degree. Often, employers have moved students into other positions in the company that will meet the internship requirements of providing a technical professional experience. (See internship coordinator for more details.)

Course Outcomes

The internship will provide the student with the following opportunities:

1. Provide the student with an opportunity to apply knowledge and skills obtained in the classroom to real life situations.
2. Permit the student to gain firsthand experiences associated with supervisory and/or management roles in an industrial/construction setting.
3. Provide an experience to assist in transition from student to professional status.
4. Participate in problem-solving activities in a real world setting.
5. Refine communication skills. (Outcome 1)

Required Materials

Internship Booklet – Weekly assignment forms can be found online at <http://www.txstate.edu/technology/student-resources/internship/internship-docs.html>

Attendance

All students must meet the 400 hour requirement. Successful completion of 50 days is required unless prior approval is given by a Faculty Supervisor.

Evaluation

1. Students must complete the full work term to receive a passing grade. However, completion of the full work term does not guarantee any particular grade.

2. Student evaluation will be based on the following:
 - a. Employer and/or company supervisor perception. This portion of the grade will be made on the basis of the attainment of objectives stated in the student training plan and observations made by the employer or supervisor. These observations shall be enumerated in the mid-term progress evaluation and final evaluation. (Appendix H and H2, TECH 4390 Internship Company Supervisor's Evaluation of Intern.)
 - b. Internship coordinator perception. This portion of the grade will be made on the basis of the Training Plan, (Appendix D), Weekly Summary Report (Appendix E), a three to four page summary paper (Appendix M, TECH 4390 Internship Summary Paper), attainment of objectives, and adherence to student responsibilities. (See Appendix I, Grading Criteria, and Appendix J, TECH 4390 Internship University Supervisor Evaluation Form.)
3. Interns must fulfill all responsibilities as specified in this syllabus for TECH 4390.
4. Student grades will be based on the degree of success with which the student completes the course, TECH 4390 Internship Goals and Objectives (Appendix D), and the quality of the work submitted in a timely fashion.
5. Student's deviation from, or exception to, the stated criteria must be approved in writing by the internship coordinator and department chairperson.

Weighting of Grade Components

Training Plan	10%
Weekly Summary Reports: Activity Section	20%
Weekly Summary Reports: Reaction Section	20%
Summary Paper	15%
Company Supervisor's Evaluation	35%

Grading Scale: One Section

100-90 = A
89-80 = B
79-70 = C
69-60 = D
59- 0 = F

Accommodation Statement

Students with a documented disability should contact the instructor as soon as possible, to address proper accommodation needs.

Prerequisites

The following are general internship prerequisites which must be finished **BEFORE** a student can enroll in the TECH 4390 Internship course:

1. Completed 75 counting credit hours towards the student's major including courses listed in the appropriate A1-A5 prerequisites.
2. Completed at least two full semesters of course work at Texas State.
3. Established a Texas State grade point average of 2.00 overall and a 2.25 in the major (found on the Degree Audit).
4. Completed an official Degree Audit.
5. Completed at least 12 credit hours of major (IT) or specialization (ET) course work in the Department of Engineering Technology on the Texas State campus.
6. Completed all required math and science courses.

Specific course prerequisites for the internship can be found in Appendix A1-A5 of the internship packet. Selected the correct Appendix based on your major and catalog year.

Student Responsibilities

1. Attend the Fall and Spring internship meetings generally held the first Wednesday in October and February.
2. Complete all pre-internship paperwork on or before April 1st (see “Checklist” in the internship packet).
3. Locate an internship on or before May 1st.
4. Attend the final internship meeting during the Spring semester during Reading Days (early May).
5. Students are the representatives of Texas State University. All actions must be conducted in a professional and ethical manner.
6. Follow the below listed student requirements for serving an internship.

Internship Coordinator Responsibilities

1. Work with the student and/or company supervisor, when needed, to establish mutually agreed upon goals and objectives for the internship.
2. Review all rules, regulations, requirements, prerequisites and procedures involved with the internship program with all interested students, employers and/or company supervisors.
3. Evaluation required on student internship materials, such as “Goals and Objectives” and “Weekly Summary Reports.”
4. Maintain records of all communications and written appraisals.
5. Monitor each student’s assignment and, should it become necessary due to the student’s personal conflicts with subordinates, peers, superiors or professional contacts, recommend to the Department Chairperson that the student’s assignment be terminated. The final grade to be assigned is the responsibility of the Texas State internship coordinator and will be determined in consultation with the employer or supervisor using the TECH 4390 internship company supervisor’s evaluations (Appendix H and H2) as the main source of input.

Employer Responsibilities

1. Agree to provide a technical professional internship in the student’s major.
2. Provide the intern with technical/professional experience commensurate with the student’s degree.
3. Assistance in completing the training schedule, which outlines specifically what the student will do during the internship.
4. Provide a safe working environment.
5. Provide an employee to serve as the company supervisor of the intern.
6. Complete a mid-term evaluation of the student’s performance.
7. Complete a final evaluation of the student’s performance.
8. Provide an internship with a minimum duration of 50 days and 400 hours in length.
9. Participate in personal feedback on intern during telephone conversations.
10. Complete a course assessment.

Semester Tentative Schedule

Typical Date Due Schedule for a 50 Day/400 Hour Summer Session The Student’s Internship Supervisor Sets the Final Schedule

WEEK	SUBJECTS	ACCE TOPIC CONTENT
ONE	1) Weekly Summary Reports (Appendix E) 2) Training Plan (Appendix D) 3) Company’s Organizational Chart (Appendix F)	1.1
TWO	1) Weekly Summary Reports (Appendix E)	1.1

THREE	1) Weekly Summary Reports (Appendix E)	1.1
FOUR	1) Weekly Summary Reports (Appendix E)	1.1
FIVE	1) Weekly Summary Reports (Appendix E) 2) Company Supervisor's Evaluation of Intern, Mid-Term (Appendix H) 3) Self-Evaluation, Mid-Term Report (Appendix G)	1.1
SIX	1) Weekly Summary Reports (Appendix E)	1.1
SEVEN	1) Weekly Summary Reports (Appendix E)	1.1
EIGHT	1) Weekly Summary Reports (Appendix E)	1.1
NINE	1) Weekly Summary Reports (Appendix E)	1.1
TEN	1) Weekly Summary Reports (Appendix E) 2) Company Supervisor's Evaluation of Intern, Final (appendix H2) 3) Final Self-Evaluation of Internship Assignment (Appendix G2) 4) Summary Paper (Appendix M) 5) Outcomes Assessment Form (Appendix U, V, or W)	1.1

TECH 4390 Internship
2010-Present Prerequisites for a BS in Concrete Industry Management (CIM)

Student Name: _____

Date: _____

Directions: Fill out the “Course Work Prerequisite” section using information found on your transcript or Degree Audit and submit with your April 1st required paperwork.

Introduction: The Engineering Technology Internship is a requirement for students with a major in Concrete Industry Management, Construction Science and Management, Industrial Technology or Engineering Technology. The intent of the internship is to apply knowledge and skills learned in college to real life situations. The student is responsible for finding a business or industry in his/her area of concentration that will work with the intern for a minimum of fifty (50) days and a minimum of 400 hours. The following are prerequisites before a student can enroll in the internship.

1. Completed 75 counting credit hours towards the student’s major including “Course Work Prerequisites” listed below.
2. Completed at least two full semesters of course work at Texas State.
3. Established a Texas State grade point average of 2.00 overall and 2.25 in the major (found on the Degree Audit).
4. Completed an official Degree Audit.
5. Completed at least 12 credit hours of major/minor course work on the Texas State campus.

Course Work Prerequisites

Semester To Be Taken	Courses Currently Enrolled In	Semester Taken	Grade Received	Course
				MATH 2328
				MATH 2321
				CHEM 1141
				CHEM 1341
				PHYS 1315 &1115 OR PHYS 1410
				PHYS 1325 &1125 OR PHYS 1420
				ENG 1310
				ENG 1320
				CSM 1260
				CSM 2313
				CSM 2342
				TECH 2351
				BLAW 2361
				ACC 2301
				CIM 3420
				CIM 3330
				CIM 3340
				CIM 3366
				6 hours from: (circle courses) CIM 4340, 4350, 4210, 4398
				6 hours from: (circle courses) FIN 3325, MGT 3303, ENGR 3315, MKT 3343

Note: Students should confer with their advisor concerning the internship several semesters in advance. The Engineering Technology Internship Syllabus should be obtained at least two semesters before registering for the internship to be sure all requirements have been met. Application for the internship must be completed and submitted to the Department of Engineering Technology Administrative Assistant in the RF Mitte building, Room 2240 on or before **April 1**. Also, the “Internship Approval Form” (Appendix B) showing that an internship has been secured must be completed by the student and submitted to the Administrative Assistant located in RF Mitte on or before **May 1**. All students must attend the final internship meeting, generally held during a “**Reading Day**” (after classes end, but before finals start) when all forms and requirements necessary to complete the internship are explained.

TECH 4390 Internship

2010-Present Prerequisites for a BS in Construction Science and Management – Construction (CSM)

Student Name: _____

Date: _____

Directions: Fill out the “Course Work Prerequisite” section using information found on your transcript or Degree Audit and submit with your April 1st required paperwork.

Introduction: The Engineering Technology Internship is a requirement for students with a major in Concrete Industry Management, Construction Science and Management, Industrial Technology or Engineering Technology. The intent of the internship is to apply knowledge and skills learned in college to real life situations. The student is responsible for finding a business or industry in his/her area of concentration that will work with the intern for a minimum of fifty (50) days and a minimum of 400 hours. The following are prerequisites before a student can enroll in the internship.

1. Completed 75 counting credit hours towards the student’s major including “Course Work Prerequisites” listed below.
2. Completed at least two full semesters of course work at Texas State.
3. Established a Texas State grade point average of 2.00 overall and 2.25 in the major (found on the Degree Audit).
4. Completed an official Degree Audit.
5. Completed at least 12 credit hours of major course work in the Department of Engineering Technology on the Texas State campus.

Course Work Prerequisites

Semester To Be Taken	Courses Currently Enrolled In	Semester Taken	Grade Received	Course
				MATH 2328
				MATH 2417
				CHEM 1141
				CHEM 1341
				PHYS 1315 & 1115
				PHYS 1325 & 1125
				CSM 1260
				CSM 2313
				CSM 2342
				TECH 2351
				CSM 2360
				CSM 3361
				CSM 3363
				TECH 4380
				BLAW 2361
				MGT 3303
				3 Hours from Major Course:
				3 Hours from Major Course:
				3 Hours from Major Course:
				3 Hours from Major Course:

Note: Students should confer with their advisor concerning the internship several semesters in advance. The Engineering Technology Internship Syllabus should be obtained at least two semesters before registering for the internship to be sure all requirements have been met. Application for the internship must be completed and submitted to the Department of Engineering Technology Administrative Assistant in the RF Mitte building, Room 2240 on or before **April 1**. Also, the “Internship Approval Form” (Appendix B) showing that an internship has been secured must be completed by the student and submitted to the Administrative Assistant located in RF Mitte on or before **May 1**. All students must attend the final internship meeting, generally held during a “**Reading Day**” (after classes end, but before finals start) when all forms and requirements necessary to complete the internship are explained.

TECH 4390 Internship
2007-Present Prerequisites for Industrial Technology – Engineering Technology
(All Specializations – 477.00, 477.10, 477.20, 477.30 and 477.40)

Student Name: _____

Date: _____

Directions: Fill out the “Course Work Prerequisite” section using information found on your transcript or Degree Audit and submit with your April 1st required paperwork.

Introduction: The Engineering Technology Internship is a requirement for students with a major in Concrete Industry Management, Construction Science and Management, Industrial Technology or Engineering Technology. The intent of the internship is to apply knowledge and skills learned in college to real life situations. The student is responsible for finding a business or industry in his/her area of concentration that will work with the intern for a minimum of fifty (50) days and a minimum of 400 hours. The following are prerequisites before a student can enroll in the internship.

1. Completed 75 counting credit hours towards the student’s major including “Course Work Prerequisites” listed below.
2. Completed at least two full semesters of course work at Texas State.
3. Established a Texas State grade point average of 2.00 overall and 2.25 in the major (found on the Degree Audit).
4. Completed an official Degree Audit.
5. Completed at least 12 credit hours of major (IT) or specialization (ET) course work in the Department of Engineering Technology on the Texas State campus.

Course Work Prerequisites

Semester To Be Taken	Courses Currently Enrolled In	Semester Taken	Grade Received	Course
				MATH 2471
				MATH 2472
				CHEM 1141
				CHEM 1341
				CHEM 1142
				CHEM 1342
				PHYS 1430
				PHYS 2425
				CSM 2313 OR TECH 2310 OR ENGR 1313*
				CSM 2342 OR ENGR 2300*
				TECH 2344
				TECH 3364
				TECH 4345
				TECH 2351 OR MATH 3375*
				MGT 3303
				3 Hours from Specialization Course:
				3 Hours from Major Specialization Course:
				3 Hours from Major Specialization Course:
				3 Hours from Major Specialization Course:

* See catalog for your particular year for exact requirements.

Note: Students should confer with their advisor concerning the internship several semesters in advance. The Engineering Technology Internship Syllabus should be obtained at least two semesters before registering for the internship to be sure all requirements have been met. Application for the internship must be completed and submitted to the Department of Engineering Technology Administrative Assistant in the RF Mitte building, Room 2240 on or before **April 1**. Also, the “Internship Approval Form” (Appendix B) showing that an internship has been secured must be completed by the student and submitted to the Administrative Assistant located in RF Mitte on or before **May 1**. All students must attend the final internship meeting, generally held during a “**Reading Day**” (after classes end, but before finals start) when all forms and requirements necessary to complete the internship are explained.

TECH 4390 Internship
2007-Present Prerequisites for Industrial Technology – General

Student Name: _____

Date: _____

Directions: Fill out the “Course Work Prerequisite” section using information found on your transcript or Degree Audit and submit with your April 1st required paperwork.

Introduction: The Engineering Technology Internship is a requirement for students with a major in Concrete Industry Management, Construction Science and Management, Industrial Technology or Engineering Technology. The intent of the internship is to apply knowledge and skills learned in college to real life situations. The student is responsible for finding a business or industry in his/her area of concentration that will work with the intern for a minimum of fifty (50) days and a minimum of 400 hours. The following are prerequisites before a student can enroll in the internship.

1. Completed 75 counting credit hours towards the student’s major including “Course Work Prerequisites” listed below.
2. Completed at least two full semesters of course work at Texas State.
3. Established a Texas State grade point average of 2.00 overall and 2.25 in the major (found on the Degree Audit).
4. Completed an official Degree Audit.
5. Completed at least 12 credit hours of major (IT) or specialization (ET) course work in the Department of Engineering Technology on the Texas State campus.

Course Work Prerequisites

Semester To Be Taken	Courses Currently Enrolled In	Semester Taken	Grade Received	Course
				MATH 1315
				MATH 1317 OR 2417
				CHEM 1141
				CHEM 1341
				CHEM 1142
				CHEM 1342
				PHYS 1315 & 1115
				PHYS 1325 & 1125
				TECH 2344
				TECH 2370
				TECH 3364
				TECH 4380
				MGT 3303
				MGT 4330
				TECH 4345
				TECH 4357
				3 Hours from Major Course:
				3 Hours from Major Course:
				3 Hours from Major Course:
				3 Hours from Major Course:
				3 Hours from Major Course:

Note: Students should confer with their advisor concerning the internship several semesters in advance. The Engineering Technology Internship Syllabus should be obtained at least two semesters before registering for the internship to be sure all requirements have been met. Application for the internship must be completed and submitted to the Department of Engineering Technology Administrative Assistant in the RF Mitte building, Room 2240 on or before **April 1**. Also, the “Internship Approval Form” (Appendix B) showing that an internship has been secured must be completed by the student and submitted to the Administrative Assistant located in RF Mitte on or before **May 1**. All students must attend the final internship meeting, generally held during a “**Reading Day**” (after classes end, but before finals start) when all forms and requirements necessary to complete the internship are explained.

TECH 4390 Internship 2007-Present Prerequisites for Industrial Technology – Manufacturing

Student Name: _____

Date: _____

Directions: Fill out the “Course Work Prerequisite” section using information found on your transcript or Degree Audit and submit with your April 1st required paperwork.

Introduction: The Engineering Technology Internship is a requirement for students with a major in Concrete Industry Management, Construction Science and Management, Industrial Technology or Engineering Technology. The intent of the internship is to apply knowledge and skills learned in college to real life situations. The student is responsible for finding a business or industry in his/her area of concentration that will work with the intern for a minimum of fifty (50) days and a minimum of 400 hours. The following are prerequisites before a student can enroll in the internship.

1. Completed 75 counting credit hours towards the student’s major including “Course Work Prerequisites” listed below.
2. Completed at least two full semesters of course work at Texas State.
3. Established a Texas State grade point average of 2.00 overall and 2.25 in the major (found on the Degree Audit).
4. Completed an official Degree Audit.
5. Completed at least 12 credit hours of major (IT) or specialization (ET) course work in the Department of Engineering Technology on the Texas State campus.

Course Work Prerequisites

Semester To Be Taken	Courses Currently Enrolled In	Semester Taken	Grade Received	Course
				MATH 1315
				MATH 1317 or 2417
				CHEM 1141
				CHEM 1341
				CHEM 1142
				CHEM 1342
				PHYS 1315 & 1115
				PHYS 1325 & 1125
				ENGR 2300
				TECH 2310
				TECH 2344
				TECH 2370
				TECH 3364
				TECH 4345
				TECH 4380
				MGT 3303
				MGT 4330
				3 Hours from Major Course:
				3 Hours from Major Course:
				3 Hours from Major Course:
				3 Hours from Major Course:

Note: Students should confer with their advisor concerning the internship several semesters in advance. The Engineering Technology Internship Syllabus should be obtained at least two semesters before registering for the internship to be sure all requirements have been met. Application for the internship must be completed and submitted to the Department of Engineering Technology Administrative Assistant in the RF Mitte building, Room 2240 on or before **April 1**. Also, the “Internship Approval Form” (Appendix B) showing that an internship has been secured must be completed by the student and submitted to the Administrative Assistant located in RF Mitte on or before **May 1**. All students must attend the final internship meeting, generally held during a “**Reading Day**” (after classes end, but before finals start) when all forms and requirements necessary to complete the internship are explained.

**TECH 4390 Internship
Approval Form**

Directions: Complete the following form when you have found an internship. This form is due in your file on or before May 1st for a summer internship.

Student's Name: _____

Address: _____

Phone: _____

Email: _____

Company Name: _____

Company Supervisor: _____

Company Address: _____

Phone: _____

E-mail: _____

Area of Specialization:

CIM Construction Engineering Technology General Manufacturing

I understand my responsibilities as an intern described in Engineering Technology's TECH 4390 syllabus, and I accept all of the conditions outlined in the document as part of my total responsibility in completing this course. Furthermore, I agree to honor all of the wishes of the university faculty supervisor and company supervisor while serving my internship

Date: _____ Signature of Student: _____

.....

Department Section

Date: _____ Signature of Approving Faculty Coordinator: _____

Student Name: _____

Date: _____

**TECH 4390 Internship
EMPLOYERS RECORD SHEET**

Directions: The following sheet is to be used to keep records of people and companies contacted for your internship. Be sure to follow-up on these contacts. Place this form in your internship folder by May 1st if Appendix B cannot be completed because an internship has yet to be located. Your internship must be found before the final internship meeting, which is the beginning of May.

Company Name	Address	Telephone	Person Contacted	Info Sent	Follow-up Dates
1. _____	_____	_____	_____	_____	_____
Notes: _____					
2. _____	_____	_____	_____	_____	_____
Notes: _____					
3. _____	_____	_____	_____	_____	_____
Notes: _____					
4. _____	_____	_____	_____	_____	_____
Notes: _____					
5. _____	_____	_____	_____	_____	_____
Notes: _____					
6. _____	_____	_____	_____	_____	_____
Notes: _____					
7. _____	_____	_____	_____	_____	_____
Notes: _____					
8. _____	_____	_____	_____	_____	_____
Notes: _____					
9. _____	_____	_____	_____	_____	_____
Notes: _____					
10. _____	_____	_____	_____	_____	_____
Notes: _____					

TECH 4390 Internship Training Plan

Student's Name: _____ Date: _____

Directions: Complete this Training Plan with help from your industrial supervisor and submit to your faculty internship supervisor at the end of the first week. Write each goal in parallel form, begin each statement with the same form of speech (Example: use all action verbs such as develop, understand, or implement).

1. Title of Occupation: _____

2. Name and Address of Internship Employer: _____

3. Name of Immediate Supervisor: _____

4. Supervisor's E-mail: _____

5. Business Telephone: _____

6. Broad Based Goals & Objectives

Ex: GOAL: Develop an understanding of the principles and procedures of construction estimating.

(1) OBJECTIVE: Work with computer aided estimating program to develop an understanding of construction estimating.

Goal A: _____

(1) _____

(2) _____

(3) _____

(4) _____

Goal B: _____

(1) _____

(2) _____

(3) _____

(4) _____

Goal C: _____

(1) _____

(2) _____

(3) _____

(4) _____

Goal D: _____

(1) _____

(2) _____

(3) _____

(4) _____

Goal E: _____

(1) _____

(2) _____

(3) _____

(4) _____

Goal F: _____

(1) _____

(2) _____

(3) _____

(4) _____

TECH 4390 Internship
(Weekly Summary Report – Two page minimum per week)

Intern Name: _____ Week Beginning: _____, 20__

Internship Coordinator: _____ Week Number: _____

Weekly Summary Report Section

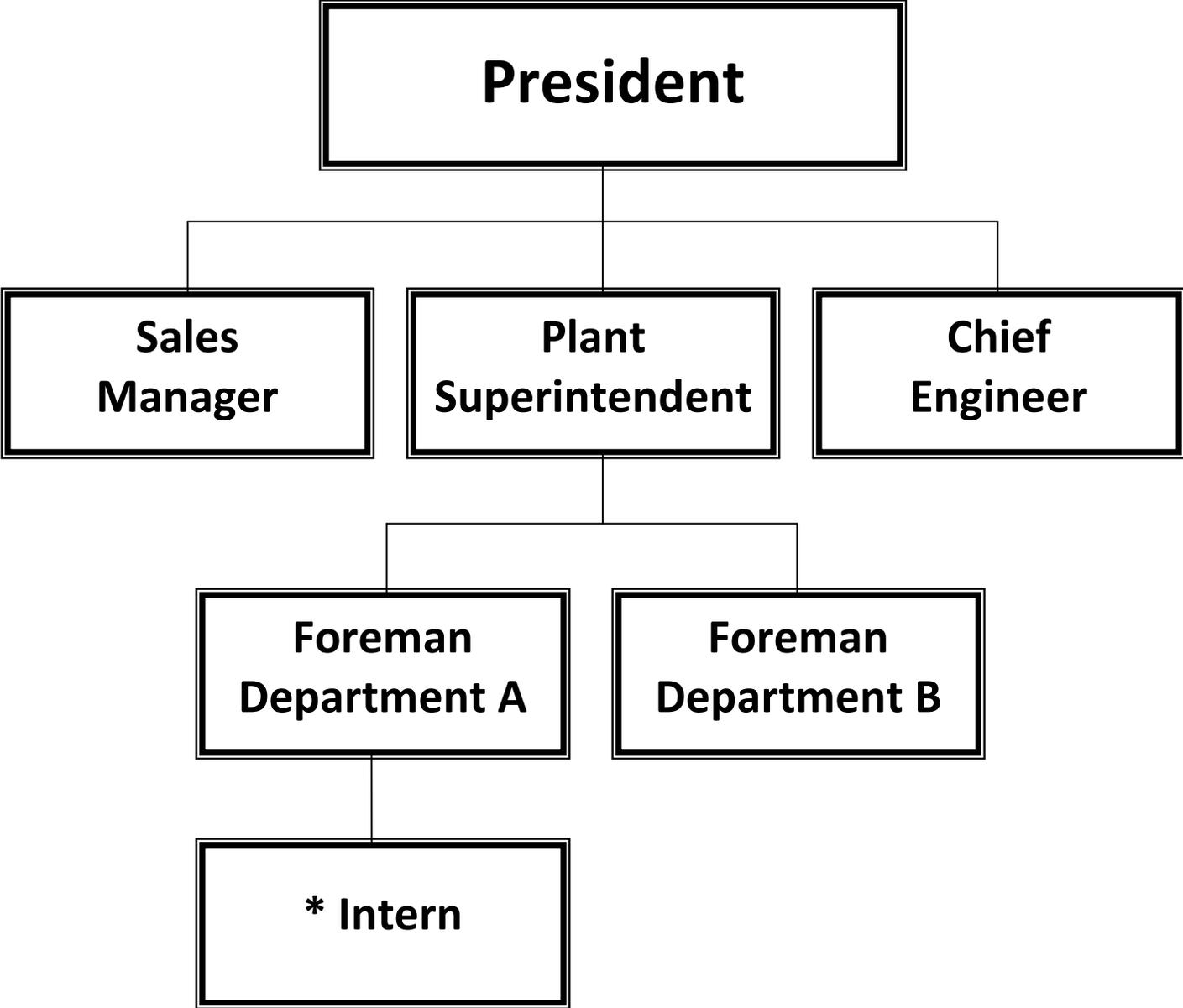
Directions: Fill in time, goal letter and describe in detail what you did in the “Activities/Duties Performed” section. Also attach appropriate documents or drawings that support your activities. Under the “Reactions/Comments section” give a detailed account of what you thought about the week’s events or problems encountered. Download computer-generated form from the departmental website.

Goal	Activities/Duties Performed

Reactions/Comments Section

Assignments must be e-mailed, faxed (512-245-3052), submitted in TRACS, or hand delivered to the Engineering Technology office by 10:00 Monday mornings or as instructed by your faculty advisor.

_____ Hours Worked This Week _____ Total Cumulative Hours Worked
 (min. 400 hours required)



* Note your position in the company in relationship to your supervisor.

**TECH 4390 Internship
Self-Evaluation - Midterm Report**

**CONFIDENTIAL
(To be Used by Engineering Technology Office Only)**

Directions: Complete the following evaluation form and return to your internship advisor by the end of the third week of the summer session.

Student's Name: _____

Employing Firm – Name: _____

Address: _____

PART I

It is important that the internship coordinator know your feelings about the position you are now holding, the extent to which you were prepared for that position (both by your employer and the Department of Engineering Technology), and your relationship with your supervisor. We want to be aware of any problems that may affect the experiential value of your internship assignment.

Complete the form by the middle of your internship, and return it to your internship faculty supervisor.

1. Describe your work assignment: _____

2. When in doubt, did you ask questions of your supervisor or colleagues?

Always Occasionally After work hours Never

1. Who gave you that assignment?

Member of Personnel Department (Name: _____)
 An Operating Manager (Name: _____)
 Your Supervisor (Name: _____)
 Other (Name: _____)

4. How and when did he make that assignment?

At the beginning of work assignment In writing
 On a day-to-day basis Verbally

5. How do you feel about the demands of the assignment?

Too heavy or advanced At your level
 Challenges you to work beyond skill level Below your level

6. To what extent has your supervisor been helpful to you?

Excellent Very Good Good Fair Poor

7. If your answer to #5 is "Fair" or "Poor," have you asked for guidance or clarification?

Yes No

If "No," why not? _____

8. What do you expect to gain from this assignment? _____

9. Do you feel that your supervisor knows enough about your internship?

Yes No

If "No," why not? _____

10. Is your relationship with your co-workers:

Excellent Very Good Good Fair Poor

If "Poor," why? _____

11. Your relationship with your supervisor is:

Excellent Very Good Good Fair Poor

If "Poor," explain: _____

Any Additional Comments: _____

Signature _____

Date _____

**TECH 4390 Internship
Final Self-Evaluation of Internship Assignment**

**CONFIDENTIAL
(To be Used by Engineering Technology Office Only)**

Directions: Complete the following evaluation form at the end of your internship and return to your faculty supervisor ON TIME.

Student's Name: _____

Employing Firm – Name: _____

Address: _____

PART II

This information is needed by the Engineering Technology Office to assess your feelings at the end of each term. Complete and return the form to your Internship Faculty Supervisor by the end of your internship.

1. Briefly describe the progression of your work assignment: _____

2. When in doubt, did you ask questions of your supervisor or colleagues?

Always Occasionally After work hours Never

3. How frequently has your supervisor reviewed your progress with you?

Daily Weekly Occasionally Has not reviewed

4. Is your relationship with your supervisor:

Excellent Very Good Good Fair Poor

If "Poor," explain: _____

5. Is your relationship with your co-workers:

Excellent Very Good Good Fair Poor

6. How will this experience fit with your academic goals? _____

7. How does this employing organization fit your career goals? _____

8. Are there any unsolved problems that kept you from attaining full value from the experience?

Yes No

If "Yes," explain: _____

What have you done to solve the problem? _____

9. Suggest ways that the Department of Technology might make your assignment more meaningful:

Signature _____

Date _____

**TECH 4390 Internship
Company Supervisor's Evaluation of Intern
(Mid-Term Evaluation)**

Intern's Name: _____ Dept.: _____

Company: _____ Date: _____

Directions: The immediate supervisor will evaluate the student objectively; comparing the student to other personnel assigned the same or similarly classified jobs, other students of comparable academic level, or with individual work standards. Your personal comments are most helpful.

Please check only one box in each category.

RESPONSIBILITY

- Deliberately avoids responsibility
- Reluctantly accepts responsibility
- Accepts responsibility well
- Readily accepts duties
- Actively seeks new responsibilities

ATTITUDE-APPLICATION TO WORK

- Definitely not interested
- Somewhat indifferent
- Average in diligence and interest
- Very interested and industrious
- Outstanding in enthusiasm

INITIATIVE

- Must be pushed frequently
- Hesitates
- Does all assigned work
- Goes ahead independently at times
- Proceeds well on one's own

ORAL COMMUNICATIONS

- Poorly conveys ideas
- Sometimes ambiguous
- Average expression
- Clearly communicates ideas
- Very articulate

ABILITY TO LEARN

- Very slow to learn
- Rather slow in learning
- Average understanding in work
- Learned work readily
- Learned work exceptionally well

QUALITY OF WORK

- Very poor
- Below average
- Average
- Very good
- Excellent

WRITTEN COMMUNICATION

- Vague, disorganized
- Not what is expected of a college graduate
- Average expression
- Concise, factual, effective
- Outstanding

DEPENDABILITY

- Unreliable
- Sometimes neglectful or careless
- Usually dependable
- Above average in dependability
- Completely dependable

RELATIONS WITH OTHERS

- Works poorly with others
- Has difficulty working with others
- Gets along satisfactorily
- Works well with others
- Exceptionally well accepted

MATURITY POISE

- Brash
- Seldom asserts oneself
- Average maturity and poise
- Has appropriate self-assurance
- Quite poised and confident

QUANTITY OF WORK

- Low output, slow
- Below average
- Normal amount
- More than average
- Unusually high output

JUDGMENT

- Consistently uses poor judgment
- Often uses poor judgment
- Average judgment
- Usually makes the right decisions
- Exceptionally mature in judgment

OVERALL PERFORMANCE

- Very poor
- Below average
- Average
- Very good
- Excellent

TECHNICAL KNOWLEDGE

- Lacking in even the basic fundamentals
- Not what is expected of a college graduate
- Average
- In tune with the technical time
- Outstanding

WHEN IN DOUBT ASKS QUESTIONS

- Enough to make you comfortable
- Too many to disturb the work
- Occasionally
- You think he could have asked more
- Never

ATTENDANCE

- Irregular Days absent _____
- Regular

PUNCTUALITY

- Irregular Days late _____
- Regular

The student's outstanding qualities are:

The qualities which the student should strive most to improve are:

The recommended areas of further academic study for the student are:

For other remarks, please attach another sheet.

Has this report been discussed with the student? Yes No

Signature _____ Printed Name _____

Position _____ Date _____

Company _____

Return to: Internship Faculty Supervisor: _____ (Name to be provided by intern.)
 Texas State University-San Marcos
 601 University Drive
 Department of Engineering Technology
 San Marcos, TX 78666
 Tel: 512-245-2137
 Fax: 512-245-3052

TECH 4390 Internship
Company Supervisor's Evaluation of Intern
(Final Evaluation)

Intern's Name: _____ Dept.: _____

Company: _____ Date: _____

Directions: The immediate supervisor will evaluate the student objectively; comparing the student to other personnel assigned the same or similarly classified jobs, other students of comparable academic level, or with individual work standards. Your personal comments are most helpful.

Please check only one box in each category.

RESPONSIBILITY

- Deliberately avoids responsibility
- Reluctantly accepts responsibility
- Accepts responsibility well
- Readily accepts duties
- Actively seeks new responsibilities

ATTITUDE-APPLICATION TO WORK

- Definitely not interested
- Somewhat indifferent
- Average in diligence and interest
- Very interested and industrious
- Outstanding in enthusiasm

INITIATIVE

- Must be pushed frequently
- Hesitates
- Does all assigned work
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WHEN IN DOUBT ASKS QUESTIONS

- Enough to make you comfortable
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- You think he could have asked more
- Never

ATTENDANCE

- Irregular Days absent _____
- Regular

PUNCTUALITY

- Irregular Days late _____
- Regular

The student's outstanding qualities are:

The qualities which the student should strive most to improve are:

The recommended areas of further academic study for the student are:

For other remarks, please attach another sheet.

Has this report been discussed with the student? Yes No

Signature _____ Printed Name _____

Position _____ Date _____

Company _____

Return to: Internship Faculty Supervisor: _____ (Name to be provided by intern.)
 Texas State University-San Marcos
 601 University Drive
 Department of Engineering Technology
 San Marcos, TX 78666
 Tel: 512-245-2137
 Fax: 512-245-3052

TECH 4390 Internship Grading Criteria

Introduction

The internship is one of the most important courses a student will take at Texas State. It affords the student the opportunity to apply classroom knowledge to actual business or industrial situations. On the job, the student will be representing Texas State, the Engineering Technology Department, and him/herself. The intern advisors expect cooperation between the employer and the intern, and quality completion of all goals and objectives established in the internship syllabus.

The parameters that will be used to grade the internship are as follows:

A - Superior

- Superior internship based on projected goals and objectives (Appendix D) along with actual job performance. This includes complex challenging tasks with a high degree of autonomy.
- Highest quality detailed weekly summary reports, along with other required paperwork and appropriate submittals. All written work typed, neat, and grammatically accurate.
- Superior employer evaluations of intern's performance.
- Superior evaluation by intern advisor based on paperwork, employer's comments, and on-site visits.
- All assignments turned in on time along with perfect attendance.

B - Above Average

- Above average internship based on projected goals and objectives (Appendix D) along with actual job performance. This includes many complex tasks with a degree of autonomy.
- High quality weekly summary reports, along with other required paperwork and appropriate submittals.
- All written work typed, neat, and grammatically accurate.
- Above average employer evaluations of intern's performance.
- Above average evaluation by intern advisor based on paperwork, employer's comments, and on-site visits.
- All assignments turned in on time along with perfect attendance.

C - Average

- Average internship based on projected goals and objectives (Appendix D) along with actual job performance. This includes average tasks with average amount of supervision.
- Quality weekly summary reports, along with other required paperwork and some extra submittals.
- All written work typed, fairly neat, with few grammatical errors.
- Average employer evaluations of intern's performance.
- Average evaluation by intern advisor based on paperwork, employer's comments, and on-site visits.
- Most assignments turned in on time with perfect attendance.

D - Below Average

- Below average internship based on projected goals and objectives (Appendix D) which require rework by the internship advisor. Below average accomplishment of stated goals and objectives and/or simple repetitive tasks not often requiring a four year degree to complete.
- Incomplete weekly summary reports and other required paperwork with no appropriate submittals.
- Written work often not typed, messy, with several grammatical errors.
- Poor employer's evaluations of intern's performance.
- Below average evaluation by intern advisor based on paperwork, employer's comments, and on-site visits.
- Few assignments turned in on time with unexcused absences.

F - Failure

- Grade given to student who is pulled from an internship or fails to complete all assignments at the appropriate level of acceptance. Internship is not worthy of college credit.

* It is up to the discretion of the intern's advisor to pull any student from an internship if the intern is not performing up to expectations.

**TECH 4390 Internship
Faculty Supervisor Evaluation Form**

Student Name: _____ Semester: _____

Faculty Supervisor: _____

SUBMITTALS		Rec'd	Accept	COMMENTS
1	Training Plan (App D)			
2	Plant Organization Chart (F)			
3	Self – Mid Term Report (G)			
4	Supervisor's – Mid Term Eval (H)			
5	Self – Final Evaluation (G2)			
6	Supervisor's – Final Eval (H2)			
7	Summary Paper (M)			
8	Weekly Summary Reports (E)			

WEEK	REC'D	FROM	TO	GRADE	COMMENTS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
			AVERAGE		

FINAL GRADE

Points Received	Points Possible	GRADING CRITERIA
	1-10	Training Plan
	1-20	Weekly Summary Reports complete and detailed (Activity/Duties Performed)
	1-20	Weekly Summary Reports complete and detailed (Reaction/Comment Section)
	1-15	Summary Paper (three-four typed pages) (App M)
	1-35	Company Supervisor Evaluation
	FINAL GRADE	

Faculty Supervisor's Record Section

Directions: Record all contact and mailings sent to student during the internship.

Grading Scale

90 – 100 = A
 80 – 89 = B
 70 – 79 = C
 60 – 69 = D
 59 – below = F

**TECH 4390 Internship
Internship Approval Meeting
(Office Copy)**

Student: _____

Internship Semester: _____

Directions: READ and SIGN before your scheduled internship meeting. These directions will form the framework for your internship. This copy will be placed in the student's internship file.

1. **IMPORTANT:** Your internship must directly relate to your area of specialization or major.
2. The summer session internship must consist of at least 50 contact days and be at least 400 hours in duration. Any variation in the number of days (not hours) must be authorized by your faculty advisor.
3. The internship must fit within the official days of the summer session beginning the first day of the summer session and ending the last day of the summer session. Interns can begin working before and continue working after the official internship period, but no internship credit will be given for this time.
4. Absolutely no late assignments will be accepted. If you submit an assignment after the accepted deadline, please prepare to drop the course unless prior arrangements have been made with your Faculty Supervisor. Assignments must be emailed, faxed (512-245-3052), submitted on TRACS, or hand-delivered to the Engineering Technology Office by 10:00 Monday morning or as instructed by your Faculty Supervisor.
5. Appendix forms, along with all internship related material, must be typed, grammatically accurate, written in complete sentences, and received by the university coordinator on time. The internship is a senior level course and no less than senior level work will be accepted.
6. The Industrial Internship must include academic and professional experiences in your field of study. The intern is responsible for being certain that the company understands this and is willing to meet the academic and professional requirement criteria. The intern and the company supervisor will establish an Internship Plan consisting of a list of goals and objectives that will be followed during the internship (Appendix D). This list of goals and objectives will be used to establish the direction of the internship and must be carefully and comprehensively completed. Appendix D will be due at the end of the first week. The internship program will be accommodating of company needs.
7. A company organizational chart (Appendix F) must be submitted at the end of the first week. This chart should outline the company's management hierarchy and show your position in the company.
8. Weekly Summary Reports (Appendix E) must be completed for each day of the internship. Be sure to comprehensively complete the logs. Note that the goals from Appendix D correspond to each activity on your log sheet. Weekly Summary Reports are to be emailed, faxed (512-245-3052), submitted on TRACS, or hand-delivered to the Engineering Technology office by 10:00 Monday morning or as instructed by your Faculty Supervisor.

Office Location: RF Mitte Building, Room 2240
Department of Engineering Technology
Texas State University-San Marcos
601 University Drive,
San Marcos, TX 78666

9. Download appropriate form from the Engineering Technology website. Reports must be submitted on the appropriate forms.
10. Student and employer evaluation forms are usually due the end of the 5th & 10th weeks.
11. You must abide by all policies and criteria in the TECH 4390 syllabus, no exceptions.
12. The Faculty Supervisor, as well as the company, must be informed prior to absences due to illness or emergency. Contact your Faculty Supervisor via email, phone (512-245-2137) or fax (512-245-3052) informing him/her of your situation.

**Typical Date Due Schedule for a 50 Day/400 Hour Summer Session
The Student's Internship Supervisor Sets the Final Schedule**

ONE	1) Weekly Summary Reports (Appendix E) 2) Training Plan (Appendix D) 3) Company's Organizational Chart (Appendix F)	1.1
TWO	1) Weekly Summary Reports (Appendix E)	1.1
THREE	1) Weekly Summary Reports (Appendix E)	1.1
FOUR	1) Weekly Summary Reports (Appendix E)	1.1
FIVE	1) Weekly Summary Reports (Appendix E) 2) Company Supervisor's Evaluation of Intern, Mid-Term (Appendix H) 3) Self-Evaluation, Mid-Term Report (Appendix G)	1.1
SIX	1) Weekly Summary Reports (Appendix E)	1.1
SEVEN	1) Weekly Summary Reports (Appendix E)	1.1
EIGHT	1) Weekly Summary Reports (Appendix E)	1.1
NINE	1) Weekly Summary Reports (Appendix E)	1.1
TEN	1) Weekly Summary Reports (Appendix E) 2) Company Supervisor's Evaluation of Intern, Final (appendix H2) 3) Final Self-Evaluation of Internship Assignment (Appendix G2) 4) Summary Paper (Appendix M) 5) Outcomes Assessment Form (Appendix U, V, or W)	1.1

Student's Signature

Date

**TECH 4390 Internship
Internship Approval Meeting
(Student Copy)**

Student: _____

Internship Semester: _____

Directions: READ and SIGN before your scheduled internship meeting. These directions will form the framework for your internship. This copy will be placed in the student's internship file.

1. **IMPORTANT:** Your internship must directly relate to your area of specialization or major.
2. The summer session internship must consist of at least 50 contact days and be at least 400 hours in duration. Any variation in the number of days (not hours) must be authorized by your faculty advisor.
3. The internship must fit within the official days of the summer session beginning the first day of the summer session and ending the last day of the summer session. Interns can begin working before and continue working after the official internship period, but no internship credit will be given for this time.
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9. Download appropriate form from the Engineering Technology website. Reports must be submitted on the appropriate forms.
10. Student and employer evaluation forms are usually due the end of the 5th & 10th weeks.
11. You must abide by all policies and criteria in the TECH 4390 syllabus, no exceptions.
12. The Faculty Supervisor, as well as the company, must be informed prior to absences due to illness or emergency. Contact your Faculty Supervisor via email, phone (512-245-2137) or fax (512-245-3052) informing him/her of your situation.

**Typical Date Due Schedule for a 50 Day/400 Hour Summer Session
The Student's Internship Supervisor Sets the Final Schedule**

ONE	1) Weekly Summary Reports (Appendix E) 2) Training Plan (Appendix D) 3) Company's Organizational Chart (Appendix F)	1.1
TWO	1) Weekly Summary Reports (Appendix E)	1.1
THREE	1) Weekly Summary Reports (Appendix E)	1.1
FOUR	1) Weekly Summary Reports (Appendix E)	1.1
FIVE	1) Weekly Summary Reports (Appendix E) 2) Company Supervisor's Evaluation of Intern, Mid-Term (Appendix H) 3) Self-Evaluation, Mid-Term Report (Appendix G)	1.1
SIX	1) Weekly Summary Reports (Appendix E)	1.1
SEVEN	1) Weekly Summary Reports (Appendix E)	1.1
EIGHT	1) Weekly Summary Reports (Appendix E)	1.1
NINE	1) Weekly Summary Reports (Appendix E)	1.1
TEN	1) Weekly Summary Reports (Appendix E) 2) Company Supervisor's Evaluation of Intern, Final (appendix H2) 3) Final Self-Evaluation of Internship Assignment (Appendix G2) 4) Summary Paper (Appendix M) 5) Outcomes Assessment Form (Appendix U, V, or W)	1.1

Student's Signature

Date

**TECH 4390 Internship
Release
(Office Copy)**

Directions: READ and SIGN before your scheduled internship meeting. This copy is for our records.

Student's Name: _____

Course: TECH 4390

Supervising Organization: _____

Dates of Internship: _____

During the dates shown above, I will perform my student internship, TECH 4390, at Texas State.

I understand that I will not be paid for my internship by Texas State, and that no employer-employee relationship will exist between myself and the supervising organization. Instead, I will perform this internship to gain experience that will help me in my college education at Texas State University.

I will perform this internship voluntarily and upon my own initiative, risk, and responsibility.

In consideration for the permission extended to me by the supervising organization to obtain this experience, and in further consideration for Texas State facilitating this arrangement, I (for myself, my heirs, executors, and administrators), release and forever discharge the supervising organization, Texas State, and all of their agents and employees acting officially or otherwise, from any claims on account of my death or on account of any injury to me or for damage to my property which may occur from any cause in connection with this internship.

Dated this _____ day of _____, 20__.

Student's Signature

**TECH 4390 Internship
Release
(Student Copy)**

Directions: READ and SIGN before your scheduled internship meeting. This copy is for our records.

Student's Name: _____

Course: TECH 4390

Supervising Organization: _____

Dates of Internship: _____

During the dates shown above, I will perform my student internship, TECH 4390, at Texas State.

I understand that I will not be paid for my internship by Texas State, and that no employer-employee relationship will exist between myself and the supervising organization. Instead, I will perform this internship to gain experience that will help me in my college education at Texas State University.

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Dated this _____ day of _____, 20__.

Student's Signature

TECH 4390 Internship Summary Paper

Introduction

The TECH 4390 Internship is a “writing intensive” course that requires 65% of the grade to be determined by writing activities. This writing intensive designation also requires one extensive piece of writing, which is your summary paper.

Paper Format Requirements

The Internship Summary Paper is to be 3-4 typed pages in length using 10 or 12 point type, double spaced, with 1-inch margins. A cover sheet is also to be provided using the APA Style handout used in the Department of Engineering Technology (Appendix S). Staple the report in the upper left-hand corner. This report is to be submitted with the student's TECH 4390 Internship Final Self-Evaluation of Internship Assignment (Appendix G₂).

Paper Content

The paper must contain an introduction, body and conclusion. This report must summarize the internship experience, **based on completion of the goals and objectives** set in the TECH 4390 Internship Training Plan, (Appendix D). Interns are expected to explain to what degree these goals and objectives were accomplished or were not accomplished. Additional activities that were not part of the original "Training Plan" should also be explained.

Note the most important experiences during the internship. Also, mention noteworthy events during TECH 4390 and how they will help you when you enter the work force. Be sure to write a strong concluding paragraph.

Sample Chronological Resume

Richard M. Smith	
PRESENT ADDRESS: 3124 West Sixth Street San Marcos, TX 78666 512-754-0102 bobcat@txstate.edu	PERMANENT ADDRESS: 111 Main Street Houston, TX 75555 713-222-3333
OBJECTIVE	Seeking a position with an advertising agency.
EDUCATION	May 20XX BA, Mass Communication, minor in English Texas State University-San Marcos Paid for 80% of college education while maintaining a 3.5 GPA
PROFESSIONAL EXPERIENCE	<p>August 2005 – Present. Intern, GSD&M, Austin, Texas</p> <ul style="list-style-type: none"> • Assist in creating business-to-business brochures, including art design. • Write copy for flyers and display ads. • Make cold calls to prospective clients. • Position requires extensive use of desktop publishing programs <p>Fall 2004. Intern, Target Market, Houston, Texas</p> <ul style="list-style-type: none"> • Coordinated initial layout for introducing advertising company For Crest Inc.'s advertising campaign. <p>20XX-XX. Production manager, B&J Co., San Marcos, Texas</p> <ul style="list-style-type: none"> • Supervised 3 employees editing advertisement for Radio Sports. <p>20XX-XX. Ad Sales/Reporter, University Star, San Marcos, Texas</p> <ul style="list-style-type: none"> • Sold ads for University newspaper. • Social Events Reporter.
EXPERIENCE	20XX-XX. Summer jobs and part-time work.
SKILLS	Photography; Computer Proficiency; Research and Analysis; Public Speaking; Customer Service.
ACCOMPLISHMENTS AND HONORS	<ul style="list-style-type: none"> • President's Scholarship • Vice President of American Marketing Association • Editor/Historian of Mortar Board
PROFESSIONAL ORGANIZATIONS	Society of Collegiate Journalists, Advertising Club, American Marketing Association, National Speech Communication Association.
REFERENCES	Available upon request.

TECH 4390 Internship
(Weekly Summary Report – Two page minimum per week)

Intern Name: _____ Week Beginning: _____, 20__

Internship Coordinator: _____ Week Number: _____

Weekly Summary Report Section

Directions: Fill in time, goal letter and describe in detail what you did in the “Activities/Duties Performed” section. Also attach appropriate documents or drawings that support your activities. Under the “Reactions/Comments section” give a detailed account of what you thought about the week’s events or problems encountered. Download computer-generated form from the departmental website.

Goal	Activities/Duties Performed
A	I received bids from sub-contractors for the Giddings State School project, sorted the bids and determined the lowest bides to be incorporated into a final bid. The bids were due at two o'clock. MORE DETAIL IS NEEDED HERE TO ACCOUNT FOR YOUR 6 HOURS OF WORK.
B	The renovation of the computer labs in Townes Hall at the University of Texas bids on July 11 at 2:00 p.m. I have been put in charge of this project to the extent of arriving at a bid with minimal assistance from any of my supervisors. I am responsible for aspects of this project ranging from the pre-bid conference and the take-offs to the estimating and the opening of the bids. SPECIFICALLY WHAT DID YOU DO ON THIS BID?

Reactions/Comments
We worked for about an hour on the Division 01/General Requirements in an effort to decrease our bid. We also took our profit & overhead from 10% to 8.5%. We were able to decrease our bid from \$500,000.00 to \$489,000.00. We wanted this job because all of our current projects in construction are coming to a close and we need more work. We also thought this would be a tough one to get because one of the contractors that was bidding; Jones Construction, which is located one block from the job-site, was our competitor. At the end of the bid opening, we left \$52,000.00 on the table. Mr. Kelley still thinks we can complete it for the bid amount because about half of the cost is a complicated fire alarm system, and about a fourth of the cost is in the H.V.A.C. system. We have good numbers in both of these areas from our sub-contractors. We also figured 185 days for completion while the second bidder, Jones Construction, figured 365 days. The paycheck for the superintendent for that extra six months, plus the cost for a job trailer, temporary telephone and electricity, more than outweighs our charge for traveling expenses. GOOD INSIGHT INTO PROBLEMS TYPICALLY FOUND IN A CONSTRUCTION COMPANY.

Assignments must be e-mailed, faxed (512-245-3052), submitted in TRACS, or hand delivered to the Engineering Technology office by 10:00 Monday mornings or as instructed by your faculty advisor.

_____ Hours Worked This Week _____ Total Cumulative Hours Worked
 (min. 400 hours required)

Name: _____

Date: _____

Internship Quiz

Directions: Correctly answer each of the following questions in the space provided to the left of each question. Use information from the internship meetings and from your internship packet to answer the questions. (Due in room 2240 on or before April 1st.)

- _____ 1) The TECH 4390 Internship is currently only offered in the Fall, Spring or Summer semester?
- _____ 2) You must have completed a minimum of _____ counting hours towards your degree to be eligible to serve an internship including the "Course Work Prerequisites" found in Appendices A1-A5.
- _____ 3) Mathematics and _____ course requirements are NEVER waived prior to serving an internship.
- _____ 4) Your overall Texas State GPA must be _____ or higher before you can serve an internship.
- _____ 5) Your major GPA must be _____ or higher before you can serve an internship.
- _____ 6) An _____ letter must be written to the internship coordinator and placed in your internship file on or before April 1st if a special situation exists where you do not meet all the internship prerequisites. Note that Math, Science and GPA requirements cannot be appealed. The "Writing an Appeals Letter" guide is Appendix T, and found in your TECH 4390 Internship Packet.
- _____ 7) Your Appeals Letter (if required), current transcript, Appendix A, the appropriate A1-A5 for your major, official signed Degree Audit, resume and this Quiz are due in RF Mitte, Room 2240, on or before _____ 1st.
- _____ 8) Your Appendix B, "TECH 4390 Internship Approval Form," which lists contact information about the internship company, is due in RF Mitte, Room 2240, on or before _____ 1st.
- _____ 9) The "Final Internship Meeting" is scheduled during the two _____ days, formerly known as "Dead Day." These two days are scheduled after classes end, and before final exams begin.
- _____ 10) The Internship is _____ weeks long.
- _____ 11) The Internship is _____ hours long.

The Most Common Job-Hunting Mistakes (Interview Supplement)

Below, in rank order, are reasons business and industrial managers gave for not offering a job to a new graduate, based upon a survey by Frank S. Endicott, former Director of Placement of Northwestern University.

- | | |
|--|---|
| 1. Poor personal appearance | 24. Friction with parents |
| 2. Overbearing know-it-all | 25. Sloppy application blank |
| 3. Inability to express self clearly; poor voice, diction, grammar | 26. Merely shopping around |
| 4. Lack of planning for career; no purpose or goals | 27. Only wants a job for short time |
| 5. Lack of confidence and poise | 28. Little sense of humor |
| 6. Lack of interest and enthusiasm | 29. Lack of knowledge of field of specialization |
| 7. Failure to participate in activities | 30. Parents make decisions for him |
| 8. Overemphasis on money; interest | 31. No interest in company or industry |
| 9. Poor scholastic record-just got by | 32. Emphasis on who he knows |
| 10. Unwilling to start at the bottom; expects too much too soon | 33. Unwillingness to go where we send him |
| 11. Makes excuses, evasiveness, hedges on unfavorable factors in records | 34. Cynical |
| 12. Lack of tact | 35. Low moral standards |
| 13. Lack of maturity | 36. Lazy |
| 14. Lack of courtesy | 37. Intolerant with strong prejudices |
| 15. Condemnation of past employers | 38. Narrow interests |
| 16. Lack of social understandings | 39. Spends much time in movies |
| 17. Marked dislike for school work | 40. Poor handling of personal finances |
| 18. Lack of vitality | 41. No interest in community activities |
| 19. Fails to look interviewer in the eye | 42. Inability to take criticism |
| 20. Limp, fishy handshake | 43. Lack of appreciation of value of experience |
| 21. Indecision | 44. Radical ideas |
| 22. Loafs during vacations preferring lakeside pleasures | 45. Late to interview without good reasons |
| 23. Unhappy married life | 46. Never head of company |
| | 47. Failure to express appreciation for interview |
| | 48. Asks no questions about the job |
| | 49. High-pressure type |
| | 50. Indefinite responses to questions |

When asked what would make college graduates more employable, responses included: get as much job experience as possible through co-op plans, internships or summer employment; develop communication skills – oral and written; keep grades up; take business related courses – especially technical courses, computer science and business administration; research companies thoroughly when making application; have clear purposes and goals; and know how to interview.

TECH 4390 – Internship Corporate Expectations

What is an internship?

Internship is a program that provides qualified university students with supervised experience in production practices, management techniques, research applications, personnel matters and other activities found in modern industry.

What are the objectives of an internship?

The following objectives outline the parameters of this unique educational experience:

1. To provide the student with an opportunity to apply knowledge and skills obtained in the classroom to real life situations.
2. To permit the student to gain firsthand experiences associated with supervision and management in an industrial setting.
3. To provide the student with an orientation to the business/industrial environment, operations and procedures
4. To provide an experience to assist in transition from student to professional status.
5. To implement, develop and/or refine skills in production, management and personnel matters.
6. To develop and refine problem-solving techniques in a real world setting.
7. To refine communications skills with subordinates, peers and superiors.
8. To aid the student in personal development.

Who sponsors the internship?

The Department of Engineering Technology at Texas State.

Who supervises the internship?

The company that provides the internship for the student.

What kind of industries do these interns generally enter?

The students primarily enter the concrete, construction, electronic, environmental, and manufacturing, industries.

Why should my company get involved in this program?

The Cooperative Education Association lists the following advantages of internship programs to employers:

1. The students can be thoroughly grounded in established employer practices and organization while the students are still at a formative level.
2. The infusion of bright young people, fresh from an educational environment, into an organization can provide new ideas and viewpoints which can be very refreshing and stimulating.
3. The students serve as “goodwill ambassadors” for their organizations with faculty and other students upon returning to campus.
4. The internship program is an excellent source of temporary and potentially permanent employment.
5. The internship program will provide the company with a low cost training program since the student generally earns a salary which is below the average paid to the graduate.
6. A mutually important industry-college relationship is enhanced.

What is the work tenure of the relationship?

During most internships, the student remains in employment of the same firm for a period of ten weeks. The student who participates in the internship program is not under obligation to seek employment with the sponsoring firm or agency. Likewise, the sponsoring firm is not required, as a result of participation in the internship program, to provide employment for the intern upon completion of his/her academic degree.

Does the intern earn college credit for the internship?

Yes. The student will receive three credit hours (catalog year 2008 and newer), or six credit hours (2007 and older catalog years) upon successful completion of the internship.

What makes the internship program different from just a part-time job?

The educational nature of the work experience makes the difference. The participating firm will formulate, in cooperation with the intern and the internship coordinator, a training schedule. This schedule gives a summary of the intern's responsibility to the company. The intern will be expected to complete this schedule during the internship period.

What are our company's obligations to the intern and for the internship program?

The participating firms are required to provide the following:

1. Provide the intern with technical/professional experience commensurate with the student's degree.
2. Assist in completing the training schedule, which outlines specifically what the student will do during the internship.
3. Provide a safe work environment.
4. Provide an employee to serve as the company supervisor of the intern.
5. Provide a midterm evaluation of the student's performance.
6. Provide a final evaluation of the student's performance.
7. Provide an internship with a minimum duration of 50 days and 400 hours in length.

Running Head: APPROPRIATE PAPER WRITING SKILLS

SAMPLE

Appropriate Paper Writing Skills Using the Fifth Edition of the APA Publication Manual

Submitted to:

Dr. Gary Winek

In partial fulfillment of the requirements in:

TECH 1260

SAMPLE

By

Sam Jones

Texas State University-San Marcos

February 24, 2013

Writing an Appeal Letter For TECH 4390

Introduction

Students are expected to meet the minimum requirements (as outlined in the TECH 4390 syllabus) before registering for the internship. These requirements include the successful completion of all basic Math, Science and Technology courses as well as the prerequisite courses listed on the Appendices A1-A5. If all minimum requirements are not met prior to registering for TECH 4390, an Appeals Letter must be written to the Internship Coordinator and approved by him and one other internship advisor. Remember that Math and Science requirements are NEVER a basis for an Appeal or is the required overall GPA of a 2.0 and a major GPA of 2.25.

Writing an Appeals Letter

The Appeal Letter should be written following a “Business Letter” format, and be addressed to the internship advisor and placed in the student’s Internship file on or before April 1st. This letter should contain the following information:

1. What deficiency you are asking to be waived.
2. How did this situation happen? Explain in detail the circumstances and provide DOCUMENTATION to support your claims. (Example: The required class was always offered at night and I worked at a part-time job. Provide documentation of times the course was offered and proof of employment.)
3. How will delaying the internship cause a hardship for you. Provide documentation, such as degree outline, degree summary and other documents to support your case.

Conclusion

The Appeals Letter is to be well written, documented and submitted in a timely fashion and signed by the student. Students are invited to discuss any internship related problem with the internship advisor before writing the Appeals Letter.

Department of Engineering Technology
Learning Outcomes Assessment – Industrial Supervisor’s Evaluation
Construction Science and Management (CSM)

Directions: Thank you for providing our student this outstanding learning opportunity. On each of the learning outcomes listed below, please indicate your impression of the degree to which you feel the outcome has been achieved by the student you are supervising by circling the appropriate number. Also add any comments that are relevant to the accomplishment of the particular outcome (below the outcome).

Scale: 1 = Strongly Disagree; 5 = Strongly Agree

- | | |
|--|-------------------|
| 1. Student will demonstrate technical knowledge and skills acquired through the study of the construction discipline. | 1 2 3 4 5 |
| 2. Students will demonstrate an understanding of construction processes. | 1 2 3 4 5 |
| 3. Students will demonstrate effective communication skills through the successful execution of both graphic communication and written papers. | 1 2 3 4 5 |
| 4. Students will recognize and apply high professional practices and ethical standards. | 1 2 3 4 5 |
| 5. Students will demonstrate strong leadership, management and teamwork skills. | 1 2 3 4 5 |
| 6. Students will apply modern technology to solve construction related problems. | 1 2 3 4 5 |
| 7. Students will recognize the need for engagement in lifelong learning. | 1 2 3 4 5 |

**Department of Engineering Technology
Learning Outcomes Assessment – Student Self Evaluation
Construction Science and Management (CSM)**

Directions: Thank you for providing our student this outstanding learning opportunity. On each of the learning outcomes listed below, please indicate your impression of the degree to which you feel the outcome has been achieved by the student you are supervising by circling the appropriate number. Also add any comments that are relevant to the accomplishment of the particular outcome (below the outcome).

Scale: 1 = Strongly Disagree; 5 = Strongly Agree

- | | |
|--|-------------------|
| 1. Student will demonstrate technical knowledge and skills acquired through the study of the construction discipline. | 1 2 3 4 5 |
| 2. Students will demonstrate an understanding of construction processes. | 1 2 3 4 5 |
| 3. Students will demonstrate effective communication skills through the successful execution of both graphic communication and written papers. | 1 2 3 4 5 |
| 4. Students will recognize and apply high professional practices and ethical standards. | 1 2 3 4 5 |
| 5. Students will demonstrate strong leadership, management and teamwork skills. | 1 2 3 4 5 |
| 6. Students will apply modern technology to solve construction related problems. | 1 2 3 4 5 |
| 7. Students will recognize the need for engagement in lifelong learning. | 1 2 3 4 5 |

Summer 20_____

**Department of Engineering Technology
Learning Outcomes Assessment – Engineering Supervisor’s Evaluation
Engineering Technology**

Specialization: _____

Directions: Thank you for providing our student this outstanding learning opportunity. On each of the learning outcomes listed below, please indicate your impression of the degree to which you feel the outcome has been achieved by the student you are supervising by circling the appropriate number. Also add any comments that are relevant to the accomplishment of the particular outcome (below the outcome).

Scale: 1 = Strongly Disagree; 5 = Strongly Agree

- | | |
|---|-------------------|
| 1. An appropriate mastery of the knowledge, techniques, skills and modern tools of the engineering technology discipline. | 1 2 3 4 5 |
| 2. An ability to identify, analyze and solve technical problems. | 1 2 3 4 5 |
| 3. An ability to communicate effectively, including graphical and written communication skills. | 1 2 3 4 5 |
| 4. A recognition of the need for, and an ability to engage in lifelong learning. | 1 2 3 4 5 |
| 5. A commitment to quality, timeliness, and continuous improvement. | 1 2 3 4 5 |

Summer 20_____

**Department of Engineering Technology
Learning Outcomes Assessment – Student Self Evaluation
Engineering Technology**

Specialization: _____

Directions: Thank you for providing our student this outstanding learning opportunity. On each of the learning outcomes listed below, please indicate your impression of the degree to which you feel the outcome has been achieved by the student you are supervising by circling the appropriate number. Also add any comments that are relevant to the accomplishment of the particular outcome (below the outcome).

Scale: 1 = Strongly Disagree; 5 = Strongly Agree

- | | |
|---|-------------------|
| 1. An appropriate mastery of the knowledge, techniques, skills and modern tools of the engineering technology discipline. | 1 2 3 4 5 |
| 2. An ability to identify, analyze and solve technical problems. | 1 2 3 4 5 |
| 3. An ability to communicate effectively, including graphical and written communication skills. | 1 2 3 4 5 |
| 4. A recognition of the need for, and an ability to engage in lifelong learning. | 1 2 3 4 5 |
| 5. A commitment to quality, timeliness, and continuous improvement. | 1 2 3 4 5 |

Department of Engineering Technology
Learning Outcomes Assessment – Industrial Supervisor’s Evaluation
Concrete Industry Management (CIM)

Directions: Thank you for providing our student this outstanding learning opportunity. On each of the learning outcomes listed below, please indicate your impression of the degree to which you feel the outcome has been achieved by the student you are supervising by circling the appropriate number. Also add any comments that are relevant to the accomplishment of the particular outcome (below the outcome).

Scale: 1 = Strongly Disagree; 5 = Strongly Agree

- | | |
|--|-------------------|
| 1. Student will understand the underlying concepts of math, science and technology in concrete and construction related activities. | 1 2 3 4 5 |
| 2. Students will apply the fundamentals of concrete technology, business practices and modern technology toward the pursuit of real-world opportunities in the concrete construction industry. | 1 2 3 4 5 |
| 3. Students will contribute to the profitable growth of the concrete construction industry. | 1 2 3 4 5 |
| 4. Students will recognize and apply high professional practices and ethical standards. | 1 2 3 4 5 |
| 5. Students will pursue lifelong learning. | 1 2 3 4 5 |

**Department of Engineering Technology
Learning Outcomes Assessment – Student Self Evaluation
Concrete Industry Management (CIM)**

Directions: Thank you for providing our student this outstanding learning opportunity. On each of the learning outcomes listed below, please indicate your impression of the degree to which you feel the outcome has been achieved by the student you are supervising by circling the appropriate number. Also add any comments that are relevant to the accomplishment of the particular outcome (below the outcome).

Scale: 1 = Strongly Disagree; 5 = Strongly Agree

- | | |
|--|-------------------|
| 1. Student will understand the underlying concepts of math, science, and technology in concrete and construction related activities. | 1 2 3 4 5 |
| 2. Students will apply the fundamentals of concrete technology, business practices and modern technology toward the pursuit of real-world opportunities in the concrete construction industry. | 1 2 3 4 5 |
| 3. Students will contribute to the profitable growth of the concrete construction industry. | 1 2 3 4 5 |
| 4. Students will recognize and apply high professional practices and ethical standards. | 1 2 3 4 5 |
| 5. Students will pursue lifelong learning. | 1 2 3 4 5 |