The internship program offers a company valuable benefits

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

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

This internship program is different from a part-time job

An internship is an academic experience conducted under the supervision of a Department of Engineering Technology internship coordinator. It includes technical and professional experiences in the student's major. It is not a situation where a student is paid and supervised solely by a company. The educational nature of the work experience sets this apart from part-time employment. The participating firm will formulate, in cooperation with the intern and the internship coordinator, a training plan. This plan summarizes the intern's responsibility to the company. The intern will be expected to complete this plan during the internship period.

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 toward an engineering technology degree.

During most internships, the student is employed by the same firm for one semester. The internship is a 10-week, summer-semester-long course that is generally served between the student's junior and senior years. 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 the student's academic degree.

txstate.edu

Students appreciate the benefits of TECH 4390

Here is what Texas State engineering technology participants say.

Enhanced learning opportunity

"Tech 4390 has allowed me to see how the material we learn in the classroom is applied in the field. I now know what I need to focus on to achieve my goals."

– J. Inscoe

Head start to a career

"I feel that this internship has given me a solid look and start within this industry. It will allow me to achieve my academic goal of graduation with a CIM degree."

– D. Mack

Excellent fit with academics to solidify ideas and practices

"This experience has been useful in helping me understand what is expected of me in a production environment versus an academic setting."

– I. McNamara

Valuable firsthand industrial experience

"The internship has given me a chance to apply what I have learned in the classroom to some actual real world situations. More important, it has motivated me to be able to finish my education so that I will be able to find a job that I love and earn a living."

– D. Meyer

TEXAS STATE ENGINEERING TECHNOLOGY

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TECH 4390
Internship Program
Department of Engineering Technology

TEXAS STATE UNIVERSITY

The rising STAR *of Texas*

TECH 4390:
The internship that earns college credit

TECH 4390 is a writing-intensive course that includes a supervised on-the-job professional learning experience in construction, manufacturing, electronics or other technical area. The internship program provides qualified junior- and senior-level engineering technology students with the opportunity to integrate the knowledge, skills, methods and techniques gained through their major course work with a supervised experience in production practices, management techniques, research applications, personnel matters and other activities that are part of modern industry.

Students will receive three credit hours upon successful completion of the course requirements of 400-hours and 50 days.

All students in the Department of Engineering Technology are required to take TECH 4390 and serve an internship as listed by the majors below:

- BS in concrete industry management
- BS in construction science and management
- BST-industrial technology – all majors except teacher certification
- BST-engineering technology – all specializations.

Getting ready for TECH 4390

The following are the minimum requirements for serving a TECH 4390 internship:

- 75 counting credit hours toward degree
- 2.00 overall GPA and a 2.25 major GPA
- 12 credit hours completed at Texas State
- All math courses completed
- All science courses completed
- Selected major courses completed (See the internship coordinator for exact course requirements.)

The ideal time to serve the internship is between the junior and senior year after completing the minimum 75 counting hours toward the degree. It is recommended that students establish relationships with potential internship companies during their freshman and sophomore years.

Finding an internship

Students are required to serve an internship with a company that is related to their major. These industries commonly include:

- concrete
- construction
- electronics
- environmental
- manufacturing
- governmental agencies that regulate or use the services of the above industries.

The Department of Engineering Technology sponsors the internship program but securing an internship is ultimately the responsibility of the student. Additional sources for locating an internship include:

- Attending departmental and university career fairs
- Registering with and utilizing Career Services located in the LBJ Student Center
- Attending student organization meetings such as: ACI, AFS, CSA or SME when industrial speakers are presenting.
- Making industrial contacts through professional organizations such as ABC, AFS, AGC, NAHB and SME.
- Making personal contacts.

What to expect from all parties involved in the internship

Student's responsibilities

- Meet all prerequisites prior to serving an internship.
- Attend fall and spring internship meetings (generally the first Wednesday in October and February).
- Complete all pre-internship paperwork on or before April 1.
- Locate internship on/before May 1.
- Attend the final internship meeting during the spring semester during Reading Days (early May).
- Students must complete the required 50 days and 400 hours, including the following:

Week one

Weekly Summary Report (App E)
Training Plan (App D)
Company Org Chart (App F)

Weeks two to four

Weekly Summary Reports

Week five

Weekly Summary Report
Company Supervisor's Mid-Term Evaluation (App H)
Student Mid-Term Self-Evaluation (App G)

Weeks six to nine

Weekly Summary Reports

Week 10

Weekly Summary Report
Company Supervisor's Final Evaluation (App H2)
Student Final Self-Evaluation (App G2)
Summary Paper (App M)
Course Assessment by Company Supervisor and Student (App U, V or W)

Employer's responsibilities

Participating firms are required to provide the following:

- Technical/professional experience commensurate with the student's degree.
- Assistance in completing the training plan, which outlines specifically what a student will do during the internship.
- A safe work environment.
- An employee to serve as company supervisor for the intern.
- Complete both a mid-term evaluation and a final evaluation of the student's performance along with a course assesment.
- Provide an internship with a minimum duration of 50 days and 400 hours in length.

University internship coordinator's responsibilities

- Work with student and company supervisor, when needed, to establish mutually agreed upon goals and objectives of the internship.
- Review, as needed, all rules, regulations, requirements, prerequisites and procedures involved in the internship program with all interested students, employers and company supervisors.
- Provide evaluation required student materials, such as the "Training Plan" and "Weeky Summary Report" forms.
- Maintain records of all communications and written appraisals.
- Monitor each student's assignment and, should it become necessary due to a student's personal conflicts with subordinates, peers, superiors or professional contacts, recommend to the department chair that the student's assignment be terminated.
- The student's final grade is the responsibility of the Texas State internship coordinator, determined using the company supervisor's evaluations and the other required documents submitted.