

# Internship Handbook

Department of Engineering Technology



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Adopted: 12/2/1999

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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 valuable experience-based learning opportunities that are highly regarded by employers, students, and faculty.

To enhance student engagement in the educational process, many employers are establishing internship programs. The presence of an internship program at Sam Houston State University fosters and strengthens relationships with the community and industry.

Students typically seek internship experiences during their junior or senior years. The achievements and benefits for students participating 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 21 within the academic major for your degree program or the 15 within the academic minor for your minor program. Some internships may specify courses / content to have been completed.
2. Must be a student in good academic standing at SHSU.
3. Minimum major GPA is higher than 2.5.
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.
6. Must be completed at a company, requiring physical presence at the job site or office. Remote or online internships are not permitted.

### B. Student Responsibilities

1. Access the Application Form and:
  - a. Complete application and submit to the ETEC4391 faculty (course instructor).
  - b. For on-campus employer interviews, coordinate with SHSU Career Services. Off-campus interviews should be coordinated between an employer and an employee.
  - c. Accept/decline the position and inform a course instructor.
  - 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 ETEC4391 registration as approved by a course instructor. Remember you will register for 3 or 6 hours of ETEC 4391. Also, you should confirm your required credit hours, 3 or 6, through Degreeworks.
3. While on the job for internship:
  - a. Complete and send weekly progress reports, as specified by faculty advisor.
  - b. Inform employer of faculty's visit and arrange time for all three (student, employer, faculty advisor) to meet, if possible.
  - c. Provide employer with the "Employee Evaluation Form" (see pages 7-9 of this handbook).
  - d. 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 3 or 6 credit hours as agreed by the student and course instructor prior to initiating the internship.
  2. Depending on student's degree requirement of ETEC4391, 3 or 6 internship credit hours may be used towards graduation.
  3. Registration for internship credit may be concurrent with the internship activities.
  4. 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. 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 ETEC4391 Work Based Mentorship**

Student's name \_\_\_\_\_ SAM I.D. # \_\_\_\_\_

Local Address \_\_\_\_\_ Street \_\_\_\_\_ Home Address \_\_\_\_\_ 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 ( ) \_\_\_\_\_

Company Address \_\_\_\_\_ Street \_\_\_\_\_

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

Type of enterprise or business \_\_\_\_\_

Dates of actual internship: Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_

Internship Position Title (if appropriate) \_\_\_\_\_

Major courses completed and taking:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_

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Learning objectives from your company internship (What do you expect to learn through your internship?):

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_

Required credit hours: 3 or 6 Semester to register for ETEC4391: Summer 10 Week Semester

**\*Please refer to your Degreeworks to find the required credit hours for your major or minor. If your Degreeworks indicates 3 credits, you can earn ONLY 3 credits. Please circle the 3.**

**If your Degreeworks indicates 6 credits, you can earn 6 credits by completing two sections of ETEC4391. Please circle the 6.**

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

\_\_\_\_\_

Student Signature Date

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

\_\_\_\_\_

ETEC4391 Course Instructor 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.

\_\_\_\_\_  
Supervisor's name/company Job title

\_\_\_\_\_  
Signature of supervisor Date

Address(if different from company): \_\_\_\_\_  
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
<b>A. Personal Characteristics</b>					
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>B. Skills</b>					
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					
<b>C. Potential for a career in this industry</b>					

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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.

\_\_\_\_\_  
**Internship 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