Summer Internship Course Requirements

IET 488/489
TSM 488/489

All Engineering Tech Majors – Ben Ashburn
• Civil Engineering Technology
• Construction Engineering Technology
• Architectural Engineering Technology
• Electromechanical Engineering Technology
• Environmental Engineering Technology

Contact information: bashburn@murraystate.edu or (270) 809-6920
All Industrial Technology & Design Majors – Rudy Ottway

- Engineering Graphics and Design
- Interior Design
- Manufacturing Technology

Contact information: jottway@murraystate.edu or (270) 809-6897

Telecommunications Systems Management – John Hart

Contact information: jhart@murraystate.edu or (270) 809-6907

www.murraystate.edu/engineering/internship

- Your 488/489 course will be monitored through CANVAS
- You will submit several items through CANVAS
- It is recommended that you frequently check CANVAS
Depending on your major, you must register for:

IET 488 (1 or 3 hours); OR
IET 489 (1 or 3 hours); OR
TSM 488 (3 hours)

You must register during the summer of your actual internship/ coop
The class/section for which you register depends on the credit hours needed in your program

ASK YOUR ACADEMIC ADVISOR if you don’t know

• 488 is a pass/fail class
• 489 is a graded class
• During the summer session, students pay for courses based on the number of credit hours
• Minimum $308/credit hour
• Your academic advisor is the person that will approve your internship
• You must gain approval from your advisor **before** you accept the internship.
• Your academic advisor must email the faculty member (Ben, John, or Rudy) monitoring the internship to state approval
• Your internship must be closely related to your major and engage you in a career building process

• You must work 350 hours in order to receive class credit
• You are expected to work hard and be professional at all times
• Contact your internship instructor immediately if any conflicts or problems occur during your internship

**Being FIRED is an option!**
• What if I don’t get an internship until after I leave for the summer?
  • Advisor approval?
  • Registering for class?
  • Paying for class?
  • How about waiting until fall to take class?

• How do I contact my internship/coop instructor.
  • By email
  • If emergency, call and explain urgency

• After enrolling in 488/489, you will need to complete the Internship Requirements training
• After training, you will be required to complete an Internship Requirements quiz in CANVAS

*Note: You must take and pass this quiz or you will receive an INCOMPLETE for the class*
Internship Information Form

• Submit the **INTERNSHIP INFORMATION FORM** before you begin your internship

  *Note: Remember to get your academic advisor to send approval email*

• During the first week of work:
  • Complete the CANVAS assignment notifying the instructor that you’ve started your internship
Weekly Work Logs

Each week upload a WEEKLY WORK LOG to CANVAS that contains:

- Your Name
- M#
- Reporting period: From week starting date to week ending date
- # of hours worked during the reporting period
- Cumulative # of hours worked for the summer
- A written summary of detailed work activities

Notes:

- The weekly work log needs to be a Word document or PDF
- A template/example can be found in CANVAS under Files
- Do not ask internship instructor for cumulative hours – keep track of them
Each WEEKLY WORK LOG needs to contain:

- Well written, grammatically correct, paragraph form, DETAILS of your day-to-day activities
  - Names and job titles
  - Places: cities, towns, job sites, buildings, etc.
  - Hardware/software names and functions
  - Specific duties you perform
  - How the internship relates (or doesn’t relate) to class
  - How the internship relates to your career goals
- A weekly take-away statement

We need an understanding of what you’re doing each day so that we can clearly articulate that to someone else

- Find a balance between too few of details and too many details
- When work details are repetitive you must get very specific. Do not write “same work as yesterday”.
- If you don’t send your work log, we will probably email you asking why we didn’t receive it
Each WEEKLY WORK LOG should be saved using the following format:

Your Name_Weekly Work Log_Week ending date.doc

For example:

John Doe_Weekly Work Log_7-4-1776.doc
At least two weeks before the end of your internship, you should ask your supervisor to complete the SUPERVISOR’S EVALUATION FORM.

This form must be submitted online by your supervisor.

www.murraystate.edu/engineering/internship
  • Supervisor’s Evaluation Form

Note: You will receive an INCOMPLETE if you supervisor does not submit an evaluation form.
• You also must complete the INTERN’S EVALUATION FORM
• This form must be submitted by you
• www.murraystate.edu/engineering/internship
  • Intern’s Evaluation Form

Note: You will receive an INCOMPLETE if you do not submit an evaluation form

Photos
• Upload high resolution photos of yourself to CANVAS
  • In front of your company logo
  • In your work area
  • In front of or with a special project
  • Save filenames as:
    Name.Company_Name_01.jpg
    i.e. – John Doe_Murray State University_01.jpg
    John Doe_Murray State University_02.jpg
    John Doe_Murray State University_03.jpg

Note: Ask permission before taking photos

• A faculty member from the department MAY visit your work place during your internship
• Check your Murray State email regularly throughout the summer
  • Do not use other email accounts.
• Email us with questions/comments.
• Immediately notify your company supervisor of any sickness or emergencies.
• This should be followed by an email to both the company and your instructor.
• PLEASE help us build good relationships with our industry partners
Exit Interview

- During the last couple weeks of your internship, schedule an exit interview with your supervisor.
- During the interview, some items to discuss might be:
  - Strengths
  - Weaknesses
  - Areas of improvement
  - Future opportunities
- Thank the supervisor for the internship experience.
- After the exit interview, complete the CANVAS assignment notifying the instructor that the interview is complete.
Internship class checklist
- Academic advisor approval
- Enroll in proper 488/489 class
- Complete Internship Requirements quiz
- Submit Internship Information Form
- Start work
- Upload Word doc within first week to notify instructor that I started
- Upload Weekly Work Logs until I reach 350 hours
- Ask supervisor to submit Supervisor’s Evaluation Form
- Submit Intern’s Evaluation Form
- Upload photographs
- Double check to verify everything has been submitted