Summer Internship Course
Requirements

IET 488/489
TSM 488/489

All Engineering Technology Majors – Kevin Perry

• Civil Engineering Technology
• Construction Engineering Technology
• Architectural Engineering Technology
• Electromechanical Engineering Technology
• Environmental Engineering Technology
• Manufacturing Technology

Contact information: kperry@murraystate.edu or (270) 809-3654
All Industrial Technology & Design Majors – Rudy Ottway

- Engineering Graphics and Design
- Interior Design

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

Telecommunications Systems Management – John Hart

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

- Your 488/489 course will be monitored through CANVAS
- You will submit documents through CANVAS
- It is recommended that you frequently check CANVAS
Depending on your major, you will 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
- You must register for ERA 487 as a co-requisite.
- **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 (Kevin, 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
• After enrolling in 488/489, you will need to complete the Internship Requirements training in CANVAS
• 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
• Complete the **INTERNSHIP INFORMATION** quiz in CANVAS before you begin your internship

*Note: Remember to get your academic advisor to send approval email*
• Upload a WORK LOG **every week** 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 – you keep track of them

• Each 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-a-way statement
Each WORK LOG should be saved using the following format:

Your Name_Work Log_week ending date.doc

For example:

John Doe_Work Log_7-4-1776.doc

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”.

• Begin submitting WORK LOGS from week 1

• If you haven’t started working:
  • Upload a WORK LOG, use proper formatting, and state: “My internship will begin (fill in the date).

• Submit a WORK LOG each week (no matter what)

• WORK LOGS must be submitted by Sunday evening at 11:59pm

• If you don’t upload your work log, we will probably email you asking why we didn’t receive it

Supervisor’s Evaluation
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 as a PDF attachment via email from your supervisor.

Send your supervisor the link:
www.murraystate.edu/engineering/internship

- Supervisor’s Evaluation Form

Note: You will receive an INCOMPLETE if your supervisor does not submit an evaluation form.
• Complete the INTERN’S EVALUATION quiz in CANVAS before you stop working for the summer
  • This can be completed with 2 or 3 weeks remaining in your internship

Note: You will receive an INCOMPLETE if you do not complete the 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 may 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
- Complete Intern’s Information quiz
- Start work
- Upload Work Logs each week until I reach 350 hours
- Ask supervisor to submit Supervisor’s Evaluation Form
- Complete Intern’s Evaluation quiz
- Upload photographs
- Complete Exit Interview with supervisor
- Verify that everything has been submitted to successfully complete internship requirements

• 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