

GUIDELINES AND PROCEDURES FOR THE INDUSTRIAL/LEADERSHIP INTERNSHIP EXPERIENCE

COURSES

IET 425	Industrial Internship	2-8 (Spec) I, II
IET 625	Industrial Internship	2-6 (Spec) I, II
IET 636	Leadership Internship	2-6 (Spec) I, II

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Introduction

The Department of Industrial and Engineering Technology, recognizing that there are important elements of industry which cannot adequately be taught within the four walls of classrooms or laboratories at the University, has established two types of internship experience. The Industrial Internship is designed to provide on-the-job experience supervised by successful practitioners. The internship shall directly contribute to the development of a student's technical skills and knowledge and be in direct support of the student's major or minor. Students pursuing the Industrial Internship are typically employed in such jobs as electronics, construction, manufacturing, design and engineering graphics, computer-integrated manufacturing, graphic arts, etc. The Industrial Internship is designed to provide university credit for relevant work experiences under actual employment conditions. Such intern experiences are appropriate for students pursuing careers in both teaching and industry. For those students pursuing a teaching certificate, internship clock hours may be counted on a two for one basis towards the 4000 hours required to receive a vocational endorsement.

The Leadership Internship, available only at the graduate level, is designed to serve students who aspire to be employed in mid-level or higher management and supervision positions in industry or in leadership positions in education such as vocational director, co-op coordinator, etc. This internship requires on-the-job leadership experience directly related to the student's career goals.

Goals and Objectives

The goal of the intern experience is to encourage students to obtain meaningful off-campus positions related to their future career goals. Students will use the internship as the basis for observation and investigation. Classroom theory must be put into practice. The general objectives of the internship experience consist of:

1. Gaining on-the-job experience in a business, industrial, or educational related occupation;
2. Developing a functional understanding of the organization; and
3. Having experiences in human relationships, the development of technical communications, social, and civic competencies.

Program Operation

The intern must assume a major portion of the responsibility for independently fulfilling the course requirements. For purposes of ease of understanding, student responsibilities are as follows:

1. The intern must secure his/her own field experience position and fulfill the job requirements. Intern Coordinator and faculty members can provide valuable input as to internship opportunities.
2. The students must complete the "Student Internship Application" (See Appendix A) and the "Intern Agreement" (See Appendix B) prior to registration for intern credit. These applications must be turned in to the Departmental Intern Coordinator **PRIOR** to course registration. Also, the student must obtain written approval from his/her academic advisor.
3. The intern must register for the appropriate course (IET 425, 625, or 636), and pay the required fees.
4. The student must submit a completed "Intern Weekly Work Experience Report" (See Appendix C) to the Departmental Intern Coordinator within seven days following the last work day included in the report.
5. The intern must submit a written report to the Departmental Intern Coordinator at least two weeks prior to the end of the fall, spring, or summer semesters for which the student was registered for the internship.
6. The intern should participate in an on-campus seminar. The Intern Coordinator will assign the time and place for the seminar.
7. The intern's immediate employment supervisor will complete an evaluation of the intern's job performance (See Appendix D).
8. The intern will complete the "Intern Self Evaluation" (See Appendix E).
9. The intern will complete the "Intern Coordinator Evaluation" (See Appendix F).

Credit For Intern Experiences

Students who register for credit under the industrial or leadership internship must complete a **minimum** of 100 clock hours of work experience for each semester hour of credit (see below).

Students can not register for internship credit without written approval of their Major Advisor and the Intern Coordinator.

<u>Academic Credit Hours</u>	<u>Minimum Clock Hours</u>
2	200
3	300
4	400
5	500
6	600

Undergraduate students may earn a maximum of eight (8) semester hours under IET 425 Industrial Internship. Graduate students may apply for a maximum of six (6) semester hours under IET 625 Industrial Internship or IET 636 Leadership Internship. No additional credit will count toward degree requirements. **Acceptance of credit for internship experiences toward any undergraduate major or minor or a graduate degree program must be approved by your advisor. Acceptance of industrial internship work experience to be applied to a vocational endorsement will be evaluated by the Departmental Coordinator for Vocational Certification.** Acceptance of work experience credit toward a vocational endorsement will be evaluated on the basis of the relationship of the work experience to specific certification codes.

Intern Responsibilities

The responsibilities of the intern are twofold. First, the intern must satisfy the employer's job requirements. This is the reason why he/she may be paid by the employer; however, it is not the reason for awarding academic credit for the experience. Interns do not necessarily have to be in paid positions. The learning experience derived from the job performance and its relationship to the intern's career goals is the primary focus of intern evaluation measures. Thus, the intern has a responsibility to enhance his/her technical/leadership competency. The quality of the intern experiences will be directly affected by the breadth and depth of experiences completed. Repetitive production experience typically do not qualify for intern credit. Students are encouraged to seek out new types of educational experiences.

Employer Responsibilities

The major responsibility of the employer is to provide a position for the intern. Such positions should be an essential component in producing a "profit" rather than just a "created" position with no contribution toward profit. Compensation for services rendered is a personal matter between the intern and the employer. If compensation is provided, it should be based upon the worth of the job and the intern's potential to make a contribution to the enterprise.

Employers are asked to agree to four stipulations. These requirements include:

1. Providing an immediate supervisor who is willing to observe and evaluate the intern's job performance. This supervisor must sign the "Internship Agreement."
2. Agreeing to allow an on-site visitation by the Intern Coordinator.
3. Assisting the intern in obtaining the objectives he/she has identified.
4. Completing the "Employer Internship Evaluation" at the conclusion of the intern experience.
5. Providing documentation of the hours worked by the intern at the conclusion of the intern experience. The documentation must be signed by the company (documentation on company letterhead is preferred).

Acceptable Intern Positions

The intern experience must provide meaningful and worthwhile learning activities. It must yield opportunities for personal growth and professional preparation. The following factors should be adhered to when selecting an approved intern experience:

1. The position should be directly related to the intern's major/minor program authorization and career goals.
2. The intern experience will ideally increase in difficulty and responsibility as the intern progresses through the internship experience and will require progressively higher standards of performance.

Students seeking work experience to acquire a vocational teaching endorsement must be sure that it is directly related to a specific occupation (i.e. carpentry, welding, machining) which is identified by an OE Program Code.

Internship Application

If a student desires to enroll in an internship, he/she must pre-register by completing the "Student Internship Application" (Appendix A) and the "Intern Agreement" (Appendix B). These forms must be turned in to the Intern Coordinator at least one week prior to the start of the work experience. A student is not officially registered for the internship until Appendices A and B are submitted and approved.

The application form is the instrument for providing personal data plus details concerning the place of employment, related course work, and previous work experiences. The application form will be used for evaluating the effectiveness and value of the internship experience in relation to student's future career goals. In addition, interns are asked to establish definite objectives he/she hopes to achieve by participating in the internship experience.

Weekly Reports

The purpose of the "Intern's Weekly Work Experience Report" (See Appendix C) is to obtain a "diary" of important learning events which occurred during the week. In addition, it is a verification of field experience hours needed for credit determination. Appendix C must be completed and submitted by internet, fax, or mail. Keep a copy of each weekly report to aid yourself in writing your final report.

The basic objectives for requesting weekly reports include:

1. To provide the Intern Coordinator with some up-to-date feedback on the nature of the work experiences.
2. To provide the student with a record of his/her learning experience. (Students should keep a copy of all work reports submitted). Internship credit for prior work experience normally will not be approved.

3. To prompt students to evaluate the relationship of the work experience to the basic objectives established for the internship. The internship program is designed to provide opportunities for observation and investigation of actual work situations and relate them to future teaching and/or industrial activities and responsibilities.

There are two important points to remember. First, what you are learning should be listed on the weekly report, not just what you are doing. The first time you do something you are learning. However, all jobs are repetitive in varying degrees. When routine sets in, your job of learning becomes more difficult, but definitely not impossible. Second, send the reports in on time. The report must be submitted to the Intern Coordinator within 21 days following the last work day included in the report.

Final Written Report

One of the requirements of the industrial internship involves preparing and submitting a written report of your internship experience. The purpose of the report is to serve as an incentive to the student to observe, investigate, and broaden understanding of: 1) the operation of the employing firm, 2) the technical information and manipulative skills required by the job, 3) the employment environment, and 4) how well the internship experience serves present and future professional goals.

The final written report will also serve as an instrument to measure how effectively the intern has fulfilled the purposes and objectives of the field experience. In addition, it will provide an opportunity for faculty members and other students to benefit from the intern's experience.

The final written report is one of the requirements of the internship for which credit is awarded. Consequently, the content of the report, its comprehensiveness, and the extent of the investigation required will depend on the amount of credit granted for the field experience. All internship credit is evaluated on a CR/NC basis.

General instructions for writing the final report are as follows:

1. It must be typed (double spaced) on 8 1/2" X 11" unruled white paper.
2. It must be free of typographical, grammatical, and punctuation errors.
3. It will be checked for technical accuracy, appearance, organization, and spelling.

Each written report will include five sections in the order described below. **The content and comprehensiveness of the main body of the report will be determined by the number of credits for which the student is registered.** This report should include:

1. Title Page - title "An Intern Experience Report On _____", organization you worked for, industrial supervisor and his title, your name, date completed, and number of credits for which the report is submitted.
2. Table of Contents - an outline of the contents by topics and subtopics with page number location of each section (Divide body of report into logical and titled subtopics).
3. Introduction - This section of the report must include an overview of the content for the entire report.
4. Main Body - the main body of the report should be written in narrative form. Outlining and listing should be used only when they lend clarity and meaning to the report. The body will consist of a number of selected topics and subtopics.
5. Appendix - Include pamphlets, forms, charts, brochures, technical and descriptive literature, graphs, photos, and other information relating to your job and occupation where appropriate. Do not pad the report with public relations booklets and advertisements. Any appendix should be referred to in the report to be valid. Each appendix should be labeled with a capital letter for the purpose of identification. (Appendix A, Appendix B, etc.)

Topics appropriate for the final report may include:

1. A job analysis of the work performed by individuals in a given occupation.
2. Technical research conducted by the intern related to new materials, tools, systems or processes which has some future application for the intern.
3. Career information concerning a given occupation or career path.
4. Safety considerations.
5. An analysis of some human relations feature or management principle applied to the specific employment situation.

******* In dealing with a topic, depth should have a direct relationship to the number of credit hours being taken through the internship.**

On-Campus Seminar

Students should attend an on-campus seminar which will focus upon a review of individual work experiences as they relate to specific career goals. All students should come prepared to discuss their intern observations and experiences and explain how they plan to utilize their field experience for future employment. Please bring copies of projects, CAD drawings, design layouts, modified technical or safety manuals, photographs, etc. that you have been involved with. Make sure to seek permission before bringing company "information and materials" to campus. The evaluation will be performed by the Intern Coordinator. Occasionally, departmental faculty/advisors will attend the on-campus seminar at the request of the intern or Intern Coordinator.

The place, time, and date for the on-campus seminar will be established by the Intern Coordinator. This seminar will typically be scheduled in the middle of the Fall, Spring, and Summer semesters. It is the students' responsibility to notify his/her supervisor to avoid conflict with the company's work schedule. If the intern student is unable to attend the on-campus seminar, he/she may be required to complete an alternative assignment.

Evaluation of Internship Experience

The internship is evaluated on a credit/no-credit basis. Credit will be based upon the following:

Work performance..... 50%*

Weekly reports.....20%*

Final written report.....20%*

On-Campus Seminar 10%

Total: 100%

* must be completed to earn internship credit