



ET-400 INDUSTRIAL INTERNSHIP

General Notes

Internships are electives and so the University does not place students. Obviously, companies do not have available internships on demand and on semester schedules. Students find such opportunities on their own. We just allow for electives of internships if students come across the opportunity. We do have to approve them when they bring them to us. For approval we must ensure that it is a true internship with pertinent learning objectives and not just another job. So, there is a difference between an internship and a regular job.

Students must be approved for internships before they can register for ET-400. The form 101 below requires a few administrative signatures including the Dean's signature. It is therefore important to start the approval process as early as possible so that it is completed by the deadline for classes registration.

The attachments show the paperwork that is required for ET-400. You need to be approved and to be given permission before registering for this course. For the approval process we need the forms 101, 102, 103, 408, and 409. The **most important thing is the form 103 that shows learning outcomes** from the internship. You will have to articulate at least three major learning outcomes on the 103 form. It is not supposed to list job duties, instead, it must list 3 major learning objectives, i.e. what will be the skills that you will learn which will be pertinent to your career. It should say something like "I will learn how to..." and must be general enough to apply to your anticipated career objectives. For example, it would not be ok to say "I will learn how to stuff boxes". Since an internship replaces an elective course, there has to be some appropriate learning; it can't simply be a job that does not teach you anything that would be comparable to what you would learn in a class. The job will have to teach you (by hands-on experience) some skills, competencies, tools (software, methods, etc) that are useful in your intended career. If you will be stuffing boxes then it will not qualify. Of course, your supervisor at the host company will have to agree with the stated outcomes; you can't just do it on your own without their consultation and agreement.

If you like, I am willing to review your objectives for form 103 if you would like to discuss them with me or email them to me <ahmad.fayed@selu.edu>. That way the possibility for non-approval would be minimized.

The company must also be willing to sign the company agreement 409 that is also attached. Before printing that form, it has to be edited to clearly indicate the company and the supervisor. In the two underlined places referring to the [Host Company], the actual name of the company must be printed.

The red fields on the 2nd page of **ET form 408**, [Host Company] and [Authorized Representative Name] must be replaced with the respective names before printing. This form is available in a separate word file.



ET-400 INDUSTRIAL INTERNSHIP

Course Requirements

Note: Because this class does not meet on a regularly scheduled basis, the following requirements must be closely followed!

1. **Students** are responsible for obtaining employment for their internship. Their employment must directly relate to their degree and concentration.
2. Students **must** be employed 40 hours per week to earn three hours of credit in the Summer semester and 20 hours for Fall & Spring semesters to accumulate **a minimum of 300 hours of training and field experience, in the field of study.**
3. Students **must** either attend a formal orientation meeting that is held at the beginning of the term/semester **or** if you are working during this time period or in another class please contact Dr. Ahmad Fayed ahmad.fayed@selu.edu. Regardless, you must contact Dr. Fayed.
4. **All paperwork must be received before the official first day of classes.** The following items must be completed, signed by the student and/or employer where applicable, and the **original** copy submitted to Dr. Fayed in CSTB room 3031 or to Ms. Brenda at the main office in order to approve the student for enrollment in the class:
 - Industrial internship application, **ET Form 101** (see below)
 - Industrial internship employer agreement, **ET Form 102** (see below)
 - Students measurable learning objectives, **ET Form 103** (see below)
 - Host company internship agreement, **ET Form 408** (see below)
 - Student internship agreement, **ET Form 409** (see below)
 - **NOTE:** you can email (ahmad.fayed@southeastern.edu) these forms to help make the above deadlines BUT I must receive the original copies from you before the beginning of classes (see university calendar). These documents need to be reviewed by the instructor for approval of the proposed activities and clearance to enroll in the course. Some of these forms will need to be submitted again later augmented with applicable reporting and signatures by the student and/or the employer as indicated on the forms.

Dr. Fayed must review and approve all forms before the student is approved to enroll in the course; only when the student successfully completes this course the internship is official for curriculum purposes.
5. In consultation with the industrial supervisor, students must develop three different **Measureable Learning Objectives** (form ET-403) with the input and approval of the designated class instructor. Students should meet with the instructor (Dr. Fayed) as soon as possible to discuss the proper form and content of the objectives.
6. **Students** must submit an interim **Activity Report** (narrative format) and **Presentation** during the semester. The report must relate to the measurable learning objectives and must fully describe the activities you have been involved in at the job site. Documentation in the form of drawings, safety audits, schedule, estimates, etc. must be attached to the reports. The report must be submitted by specific deadlines during the semester (mostly 2 weeks before the end of the semester, see exact dates in the syllabus). This activity report is not the same as the forms 406 and 407; it is supposed to be in narrative form. The presentation should contain synopsis of the work you did, the skills you acquired, and the goals achieved during the internship. It should be self-explanatory and contain more drawings, photos, illustrations, videos, and/or other forms of visual representations. You will need to upload this presentation with the Activity Report and be ready to present it in-person or virtual, if requested.
7. Students must maintain a **bi-Weekly Log (Form 406)** and of all work-related activities and corresponding hours (**Form 407**). Copies of the activity log, **ET Form 406** and **407** can be found below. Write approximately three sentences that detail your weekly accomplishments. It is your responsibility to maintain these two logs weekly. Duplicate the form if needed, but the forms should be filled progressively (no need to restart a new form each time). **Students are required to turn in (Moodle) the activity log sheet (form 406) every other Friday (biweekly).** Please copy all of the weeks log sheets into one document and upload that document biweekly. The subject heading **MUST** always contain the indicated identifiers, including **Your Name**. **You must use the supplied sheets for all submissions!** (Note: Form 407 "Time report" is only due at the end of the semester with reporting for the entire semester, but form 406 "Activity Report" is due biweekly AND at the end of the semester)



8. **During the last week of classes**, students must COMPLETE and SUBMIT the following to Dr. Fayed (via Moodle):
- Completed weekly activity logs **ET Form 406** (see below) that reports the last segment of the semester
 - Time report **ET Form 407** (see below) that reports the time log for the semester
 - Student's evaluation of the internship employer **ET Form 405** (see below)
 - Make sure that the employer sends to the instructor (ahmad.fayed@selu.edu) the evaluation of the industrial internship student **ET Form 404** (see below). This form must be completed by the employer and before submitted the supervisor must discuss it with you.
 - Student's measurable learning objectives, **ET Form 103** (see below), with the employer's evaluation of the student's performance
 - An **Executive Summary** of your internship experience. Please relate this to your stated objectives and reflect on how the internship experiences related directly to the ET curriculum. In other words, what experiences did you have at the jobsite that enhanced your classroom coursework? This is more than just a report on daily activities. I am looking for specific ways that the internship activities are directly related to the ET. **Important note:** Besides the evidence that justifies the original learning objectives and outcomes set at the beginning of the course, your report must also include a **reflection** section in which you must describe:
 - a. What have you learned after all. Can you articulate the competencies and useful skills that you obtained from this experience? In particular, what competencies have you gained that are more generally and broadly applicable to your field of study and beyond the project specifics of this internship?
 - b. How would you assess the value of this experience? Did the experience provide insights about the potential of careers in your field and how does it help your career aspirations? In what ways are you better off after this experience?If you need further information on this please contact me. This will be one of the things that we cover in our initial meeting.



APPLICATION FOR INDUSTRIAL INTERNSHIP

- 1. Name: _____
(Last) (First) (Middle) W Number
- 2. E-Mail: _____ 3. Cell Phone: (____) _____
- 4. Home Telephone No.: (____) _____ 5. Work Phone: (____) _____
- 6. Present Address: _____
- 7. Permanent Address: _____
- 8. Degree: _____ 9. Concentration: _____
- 10. Company Name: _____
- 11. Employer's Name: _____
- 12. Employer's Address: _____
- 13. Name and Title of Immediate Supervisor: _____
- 14. Supervisor's E-Mail: _____ 15. Telephone: (____) _____
- 16. Proposed Dates of Employment: **Begin** _____ **End** _____
- 17. Employed: [] **full-time** (at least **40** hours per week) [] **part-time** (at least **20** hours per week)
- 18. Job Title: _____
Job Responsibilities: _____

NOTE: A copy of your college transcript must be submitted with this application! You may print a copy from LeoNet.

Signature of Student: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Date Application Received by Department: _____

Action Taken: [] Approved [] Not Approved

Reason(s): _____

Instructor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____



INDUSTRIAL INTERNSHIP EMPLOYER AGREEMENT

_____ will be employed by _____
(Student) (Company)

_____ during the _____ semester, 20_____.
(fall, spring, or summer)

The student will work _____ hours per week for the semester beginning _____
and ending on _____.

Conditions of Agreement

- 1. While in the process of gaining occupational experience, the student shall not be permitted to remain in any one operation, job, or phase of each assignment beyond the period of time that is necessary for him/her to become proficient in that job.
2. The compensation for this student shall be \$ _____ per _____.
3. The employer must provide workers compensation coverage for the student intern.
4. The student must be employed 20 hours per week for three hours of credit during the fall and spring semesters, or for 40 hours per week for three hours of credit for the summer.
5. All employment transfers, withdrawals, or dismissals shall be made jointly by the University representative, student, and employer.
6. A representative of the University will visit the training employer to assess the student's progress.
7. The student's immediate supervisor will submit to the University an Employer's Evaluation of the Industrial Internship Student one (1) week prior to the end of the semester.
8. Students must submit the completed forms and all other assignments as detailed in the syllabus.

I have read the above agreement and agree in full to the conditions set forth.

_____ (Employer's Signature) _____ (Date)

_____ (Employer's Address)

_____ (City) _____ (State) _____ (Zip Code)

_____ (Student's Signature) _____ (Date)



ET Form 404

EMPLOYER'S EVALUATION OF THE INDUSTRIAL INTERNSHIP STUDENT

INSTRUCTIONS: Supervisors, using the form below please evaluate the student who interned with your organization, institution, or business. This evaluation will be used to assess the student's participation in the internship program. The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. You can fill out this form electronically or you can print the form, complete it, and scan it as a PDF. Please email the completed form to Dr. Ahmad Fayed at ahmad.fayed@selu.edu.

Employer: _____

Intern's First and Last Name: _____

First and Last Name of Supervisor: _____

Supervisor's Email: _____

Organization / Institution / Business: _____

Location (city, state): _____

The internship began on ____ / ____ / ____ and was completed on ____ / ____ / ____ .

Today's Date: _____

Table with 5 columns: Connections to Experience, Exceeds expectations (5pt), As expected (3pt), Poor (1pt), N/A. Rows include Problem solving / critical thinking skills, Initiative; demonstrated interest in issues and policies related to the field, and Enthusiasm for the experience.

Table with 5 columns: Professional Performance, Exceeds expectations (5pt), As expected (3pt), Poor (1pt), N/A. Rows include Adaptability; able to accommodate change and perform a variety of tasks, Professionalism; punctuality, attendance, reliability, dependability, and appropriate dressing, Ability to follow through with tasks and responsibilities effectively and efficiently, Successfully complete the duties you assigned?, Arrive punctually to work, and Behave in a professional manner appropriate to the.

Table with 5 columns: Integrated Communication, Exceeds expectations (5pt), As expected (3pt), Poor (1pt), N/A. Rows include Ability to organize and communicate ideas clearly and effectively, Ability to use appropriate technology for reports and/or presentations, and Asked questions or guidance when appropriate.



Teamwork Performance	Exceeds expectations (5pt)	As expected (3pt)	Poor (1pt)	N/A
Works well with other co-workers and did s/he function well in a team				
Interpersonal skills with peers, supervisors, and				
Students recognize team dynamics and work in leadership and non-leadership roles				
Student can contribute a fair share to the project workload				
Sharing and acceptance of ideas; values alternative perspectives				
Take initiative (when appropriate)?				
Overall Performance				

3. What were the strengths of this intern?

4. What were the weaknesses of this intern?

5. Other comments?

The above parts of this report have been discussed with student: Yes No

Student's Signature: _____ Date: _____



6.

ATTENDANCE: Regular

Irregular

PUNCTUALITY: Regular

Irregular

OVER-ALL	Outstanding	Very Good	+	Average	-	Marginal
PERFORMANCE	[]	[]	[]	[]	[]	[]

What grade would you recommend for this intern's performance in your office? (Circle one)

A A- B+ B B- C+ C C- D F

7. Are you willing to take interns in future semesters? (Circle one)

YES NO

8. Would you have any comments about your own experience in this endeavor; in what ways was it positive or negative?

9. What qualifications, preparation, or background would you like to see in future interns?

10. What changes would you like to see in the administration of the internship course or interaction with the Internship Coordinator?

Supervisor's Signature

Date

Please return completed form to:

Dr. Ahmad Fayed, IET Dept., Southeastern LA University, Hammond, LA 70402

Email: ahmad.fayed@selu.edu Phone: 985-549-2051 Fax: 985-549-5532



STUDENT'S EVALUATION OF INTERNSHIP EMPLOYER

Employer's Name: _____

Job Title: _____

- 1. Overall rating of employer:
 Excellent Good Fair Poor
- 2. Overall rating of work experience:
 Excellent Good Fair Poor
- 3. How much of your work experience was related to your studies in Industrial Technology?
 100% 75% 50% 25% 0%
- 4. Rating of learning as a result of your internship experience:
 Excellent Good Fair Poor
- 5. Would you repeat your work experience with the same employer? Yes No

If not, explain why. _____

- 6. Would you recommend your employer to other internship students? Yes No

If not, explain why. _____

- 7. Based upon your work experience, what additional instructional content or revisions should be included within the Curriculum?

- 8. Any additional comments?

Student's Name (print): _____

Student's Signature: _____

Date _____



ET 400 - INDUSTRIAL INTERNSHIP

WEEKLY ACTIVITY LOG

NAME: _____ Semester _____

From/To DATE	DESCRIPTION OF ACTIVITIES	HOURS
	TOTAL HOURS	

Note: You may use additional sheets as necessary.



STUDENT'S TIME REPORT

The student must maintain an accurate account of the dates and the hours worked on the job. The data must be recorded by the student and verified by the supervisor. This information is necessary for Departmental records and will be kept strictly confidential.

Student's name:	Total hours for semester:
Employer:	

Month _____

Week:	1	2	3	4	Total Hours	
Hours worked:						

Month _____

Week:	1	2	3	4	Total Hours	
Hours worked:						

Month _____

Week:	1	2	3	4	Total Hours	
Hours worked:						

Month _____

Week:	1	2	3	4	Total Hours	
Hours worked:						

I certify that the above time report is a true statement of the hours worked.

Student's Signature _____ Date _____

Employer Supervisor's Signature _____ Date _____