

Appalachian State University
Department of Sustainable Technology and the Built Environment

Course(s) TEC 4900 / 4901

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INTERNSHIP GUIDE

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01**PROGRAM INFORMATION FOR STUDENTS****01.01****Purpose and Objectives**

The purpose of an undergraduate internship is to provide practical experience applying the theory and content of relevant coursework from the program of study in a professional setting.

The learning objectives for students in the internship include:

TEC 4900 Internship

1. To apply relevant and practical educational experience in a professional setting
2. To develop professional qualifications
3. To evaluate the professional responsibilities and requirements in the field or discipline
4. To integrate reviews of professional performance into advanced academic work

TEC 4901 Internship Portfolio

1. To analyze relevant and practical educational experience in a professional setting
2. To collect professional certifications in construction safety
3. To evaluate the internship experience via written work logs, weekly summaries, and a final report
4. To assemble a portfolio that documents the internship experience

01.02**Academic Credit and Assessment**

In the Building Science program, students receive six (6) total credit hours for a professional internship. TEC 4900 Internship (3 sh) and TEC 4901 Internship Portfolio (3 sh) are corequisite courses administered by a member of the Building Science faculty.

TEC 4900 Internship is evaluated on a S / U (Satisfactory / Unsatisfactory) scale based on the quality of the field experience. TEC 4901 Internship Portfolio is evaluated on an A – F scale based on the documentation of the field experience. Refer to course syllabi for information on course components evaluated.

To receive academic credit, students enrolled in TEC 4900 Internship and TEC 4901 Internship Portfolio must work a minimum of forty (40) hours in a professional position for every one (1) semester hour of internship credit (**240 hours total**). Internships must be completed and documentation submitted prior to the last day of the academic semester.

01.03**Internship Compensation**

Students are required to pay tuition for six (6) total credit hours to enroll in the internship courses. While no monetary value may be placed on the educational value of a professional experience with an employer, many interns are compensated during their internship. Salary negotiations and structures are a personal matter between the student intern and the internship employer.

01.04**Internship Enrollment**

In the Building Science program, students are responsible for securing a professional internship position with an employer in a field related to the program of study. Internship resources are available at <https://internships.appstate.edu/> and on the Building Science Student Resources [ASULearn](#) site.

Internship placements that are unrelated to the program of study, that include family member supervisors, or that are completed from home are not permitted for this capstone experience. The Building Science Internship Coordinator must approve and prepare the Contract for the internship placement. An internship position may not begin until the enrollment process through the University is complete. Refer to section **01.05 Internship Enrollment Process** of this document to review the steps required for enrolling in an internship.

01.05**Internship Enrollment Process**

The requirements listed below outline a step-by-step process for successfully securing, applying, and enrolling in the internship experience. Students are strongly encouraged to begin the process for securing an internship at the start of the academic semester prior to the intended internship semester (ie, a summer internship should be identified in the previous spring semester).

01.05.01**Review the Internship Requirements**

Internships for students concentrating in **Architectural Technology and Design** (577B) must include design-related activities, such as site assessments, precedent analysis, feasibility studies, programming and planning, architectural design, construction documentation, specifications, building performance models, and field observation.

Internships for students concentrating in **Construction Management** (577C) must include management-related activities, such as estimating, planning and scheduling, code review and inspections, subcontractor coordination, construction administration, building performance reviews, and safety supervision.

Internships for students concentrating in **Sustainable Building Systems** (577D) must include design- and engineering-related activities, such as system design and specifications, energy models and analysis, subcontractor consultation and coordination, and building performance assessments.

Students pursuing a dual concentration in the Building Sciences degrees program are not required to complete two internships. The student may select either concentration area for the internship experience.

Manual labor – such as carpentry, site clean-up, or other physical construction activities – shall not count toward the required internship hours.

01.05.02**Complete the Internship Search**

Canvas and identify potential internship opportunities with employers in a field related to the program of study. Refer to section **01.04 Internship Enrollment** for resources available to assist the search process.

01.05.03**Confirm the Internship Credit**

Students seeking internships outside the State of North Carolina need to contact the Internship Coordinator. Internships are not allowed in certain states, due to inter-state agreements regarding the granting of academic credit.

International internships must be certified by the [Office of International Education and Development](#) (OIED) at Appalachian State University.

01.05.04**Complete the Internship Form**

Upon confirmation of a professional internship position with an employer meeting the criteria outlined in section 01.05.01 above, submit the [Building Science Internship Form](#). The information requested on this form is required to prepare the Internship Contract.

The Internship Contract will not be prepared until the Internship Form is received, reviewed, and approved by the Internship Coordinator. Allow one (1) week for Internship Form review and processing.

01.05.05**Prepare the Internship Proposal**

Compose a formal written proposal for the professional internship experience. The Internship Proposal should be two (2) double-spaced pages (500 words maximum) long and contain the following information:

- Description of employer (ie, company or firm type, size, and scope of services)
- Location and setting of the internship
- Anticipated duration of the internship (ie, 6 weeks at 40 hours/week)
- Overview of roles and responsibilities during the internship as negotiated with the employer
- List of professional learning objectives and outcomes desired from the internship

Review the Internship Proposal with the employer to ensure a complete understanding of expectations for the internship. In addition, proofread the document carefully to ensure that it meets the standards of an academic writing assignment (ie, complete sentences, appropriate use of grammar, and correct spelling).

01.05.06**Submit the Internship Proposal**

Once agreement between intern and employer has been reached, submit the Internship Proposal to the Internship Coordinator via @appstate.edu email address.

The email must follow [business email](#) format and include the following title in the subject line:

- YOURLASTNAME Internship Proposal

The submitted Internship Proposal must be a PDF file and named following the file naming convention provided:

- YOURLASTNAMEyourfirstname_InternshipProposal_YYMMDD.pdf

The Internship Contract will not be prepared until the Internship Proposal is received, reviewed, and approved by the Internship Coordinator. Allow one (1) week for Internship Proposal review and processing.

01.05.07**Review the Internship Contract**

Upon preparation and submission by the Internship Coordinator, the University Internship Contract will be sent to the student by email. Review the contents of this document carefully. An Internship Contract requires both student and employer signatures. Send the completed Internship Contract form – with certified electronic signatures or scanned written signatures – to the Building Science Internship Coordinator via @appstate.edu email address.

The email must follow [business email](#) format and include the following title in the subject line:

- YOURLASTNAME Internship Contract

The submitted Internship Contract must be a PDF file and named following the file naming convention provided:

- YOURLASTNAMEyourfirstname_InternshipContract_YYMMDD.pdf

The Internship Contract will not be completed until all enrollment application materials are received, reviewed, and approved by the Internship Coordinator. Allow two (2) weeks for Internship Contract review and processing.

01.05.08**Save the Internship Contract**

Upon completion of the Internship Enrollment Process, save a copy of the completed Internship Proposal and forms to include in the Internship Portfolio.

01.06**Internship Enrollment Schedule**

The table below outlines the schedule of deadlines associated with enrolling in a full-time 2019 SUMMER internship. Students should use this table to manage their SPRING semester enrollment workflow in consultation with the Internship Coordinator.

Dates listed in **bold** text are non-negotiable deadlines set by the University and the Building Science program for enrolling in a SUMMER internship. Students failing to meet these deadlines risk forfeiting academic credit for the internship obtained.

Month	Week	Date	Step ID	Enrollment Step DUE
Jan				
	01			
	02	01/21	01.05.01	Review the Internship Requirements // Begin the Internship Search
	03			
Feb	04			
	05			
	06			
	07			
Mar	08			
	09			
	10	03/18	01.05.02	Complete the Internship Search
	11		01.05.03	Confirm the Internship Credit
Apr	12		01.05.04	Complete the Internship Form
	13		01.05.05	Prepare the Internship Proposal
	14	04/15	01.05.06	Submit the Internship Form / Internship Proposal to Internship Coordinator
	15			
May	16			
		05/13	01.05.07	Review the Internship Contract // Sign and Return Contract to Internship Coordinator
		05/27	01.05.08	Summer I Start // Save the Internship Contract
		05/29		Summer I UNC Census Date

01.07**Internship Insurance**

Appalachian State University participates in a student insurance program with other constituent institutions of the University of North Carolina system. Appalachian requires professional liability insurance coverage for all students enrolled in internship, field experience, and practicum courses. These liability insurance costs are negligible – approximately \$10-20 per semester – and are added to the student account when the Internship Enrollment Process is complete.

For more information, visit <https://internships.appstate.edu/insurance>.

01.08**Internship Policies**

Building Science students enrolled in a professional internship are ambassadors of the program, the Department of Sustainable Technology and the Built Environment, and Appalachian State University. Personal and professional responsibility are qualities of utmost importance. The internship affords a unique educational opportunity to gain professional experience through academic engagement. Students enrolled in an internship must respect both the requirements of their professional workplace and the policies of the University. Please review important University statements regarding topics of Academic Integrity, Disability Services, Attendance Policy (including religious observances), and Student Engagement with Courses.

For more information, visit: <https://academicaffairs.appstate.edu/resources/syllabi-policy-and-statement-information>.

It is the responsibility of each student to access or acquire the resources necessary to complete work associated with the course content and objectives of the internship experience.

02**PROGRAM INFORMATION FOR EMPLOYERS****02.01****Purpose and Objectives**

The purpose of an undergraduate internship is to provide practical experience applying the theory and content of relevant coursework from the program of study in a professional setting.

We, the Building Science Faculty, thank you for considering to hire an intern from the Building Science program at Appalachian State University. The Internship Program provides qualified students with invaluable professional experience in their chosen field of the building industry.

In addition, the internship fulfills the University General Education (GEN ED) Capstone (CAP) course requirement for the BS in Building Sciences degree. Within this degree, concentration areas are offered in Architectural Technology and Design, Construction Management, and Sustainable Building Systems.

In the Building Science program, students receive six (6) total credit hours for a professional internship. TEC 4900 Internship (3 sh) and TEC 4900 Internship Portfolio (3 sh) are corequisite courses administered by a member of the Building Science faculty.

The professional objectives of the internship include:

1. To present the intern with a practical and relevant professional experience
2. To provide the building industry with qualified, experienced graduates
3. To expose the intern to the academic, personal, and professional requirements of his / her chosen field
4. To offer the intern opportunities for professional networking relative to employment

02.02**Internship Duration**

To receive academic credit, students enrolled in TEC 4900 Internship and TEC 4901 Internship Portfolio must work a minimum of forty (40) hours in a professional position for every one (1) semester hour of internship credit (**240 hours total**). A typical internship period lasts six to eight weeks.

Students who participate in the Internship Program are under no obligation to accept permanent employment with the sponsoring agency, nor is the sponsoring agency obligated to offer full-time employment to the intern beyond the internship period.

02.03**Internship Compensation**

Students are required to pay tuition for six (6) total credit hours to enroll in the internship courses. In addition, students are required to enroll in and complete a certified OSHA 30 hour Construction Safety course during their internship.

While no monetary value may be placed on the educational value of a professional experience with an employer, many interns are compensated during their internship. Salary negotiations and structures are a personal matter between the student intern and the internship employer. The Building Science Faculty appreciate and expect your consideration with respect to compensation for intern employees.

02.04**Intern / Employer Relationship**

Without exception, the student intern is considered to be an employee and should be held responsible for performing his / her assigned responsibilities in a timely, satisfactory, and professional manner. All company regulations, conditions for health and safety, and legal requirements apply to the student intern. Any violations of company policy by the student should be handled in the usual manner of the company. Accordingly, remuneration should be comparable to other employees of similar experience and seniority.

During the internship experience, the intern retains standing classified as a student of Appalachian State University and is subject to all applicable University regulations and policies. As a result, there exists a student-teacher relationship with the University and an employee-employer relationship with the agency, company, or firm.

The greater the variety of work experiences afforded the intern, the greater the opportunity for applied and engaged learning. Scheduled job rotations and involvement in special projects are a means to expose the intern to various experiences during a limited employment window. An intern may gain much by conferring with persons responsible for some of the major functions of the company, thus increasing their understanding of the “bigger picture” in their desired field.

02.05

Internship Contract

In order to enroll in the Internship Program, students must complete a University Internship Contract. This document requires signatures from both the student and the employer before it may be processed by the Internship Coordinator. Prior to signing the Internship Contract, the student shall review with the employer their understanding of roles and responsibilities to confirm that the internship experience aligns with internship objectives.

The Building Science Internship Coordinator must approve and prepare the Contract for the internship placement. An internship position may not begin until the enrollment process through the University is complete. Refer to section **01.05 Internship Enrollment Process** of this document to review the steps required for enrolling in an internship. Allow two (2) weeks for Internship Contract review and processing.

02.06

Internship Evaluation

Performance reviews and evaluations of interns by professionals in the field are critically important to the relevance and progress of the Building Science program. The Building Science Faculty request that the employer / intern supervisor complete two (2) evaluations assessing intern performance. These evaluations should be submitted at (1) the midterm and (2) the conclusion of the student's internship experience.

02.07

Internship Visitation

Whenever possible, the Building Science faculty member supervising the internship shall visit – at the employer's convenience – the internship work site. When site visits are not possible, a conference call between the intern, employer, and faculty supervisor will be convened. The student intern is responsible for scheduling and managing this site visit or conference call.

03**COURSE COMPONENTS FOR STUDENTS****03.01****TEC 4900 Internship**

The components listed below outline the content, organization, and formatting requirements to complete the Internship. Graded S / U.

03.01.00**Internship Requirements**

The Internship is a professional experience providing professional evaluation of both the student intern and the Building Science program. Professional conduct and periodic communication with your faculty supervisor by all parties involved is expected. Students enrolled in the Internship Program shall treat the internship experience as professional employment. Employers shall treat the intern as an employee.

03.01.01**Internship Evaluations**

Evaluations are employer-provided performance reviews of the intern completed during the internship experience. The performance reviews are recorded on an evaluation form and discussed in a meeting with supervisors. Evaluation forms are available for download on the course [ASULearn](#) site. The intern is responsible for scheduling these reviews.

The submitted Internship Evaluation(s) must be a PDF file and named following the file naming convention provided:

- YOURLASTNAMEyourfirstname_InternshipEvaluation_YYMMDD.pdf

To preserve authentication of the Internship Evaluations, the Building Science Faculty request that employers provide the intern's faculty supervisor (ie, name@appstate.edu) a signed electronic copy of each evaluation form via email. The intern is responsible for ensuring this procedure occurs in a timely and professional manner.

Submit the Internship Evaluation to ASULearn as specified by your faculty supervisor and save the PDF files for inclusion in the packaged Internship Portfolio.

03.01.02**Internship Conference**

Conferences are scheduled calls or site visits between the intern, the employer / supervisor(s), and the faculty supervisor of the internship course. The intern is responsible for scheduling and managing arrangements for this meeting. The Internship Conference should occur between the midterm and final intern evaluations / performance reviews by the employer. Refer to section **02.07 Internship Visitation** for additional information.

03.02**TEC 4901 Internship Portfolio**

The components listed below outline the content, organization, and formatting requirements to prepare the Internship Portfolio.

03.02.00**Internship Portfolio Requirements**

The Internship Portfolio is a professional package of all relevant documentation and work associated with the internship experience. The final electronic document shall be well-formatted, well-written, and well-presented. Organize the Internship Portfolio according to the outline below to include (component point / percentage values in parentheses):

- Cover Page
- Table of Contents
- Internship Proposal (05%)
- Daily Log (10%)
- Weekly Review (30%)
- Final Report (30%)
- Thank You Letter (05%)
- Work Samples (20%)
- Evaluation Forms (TEC 4900 course component)

The submitted Internship Portfolio must be a combined PDF file and named following the file naming convention provided:

- YOURLASTNAMEyourfirstname_InternshipPortfolio_YYMMDD.pdf

Proofread the entire document carefully to ensure that it meets the standards of an academic writing assignment (ie, complete sentences, appropriate use of grammar, and correct spelling). Submit the Internship Portfolio to ASULearn as specified by your faculty supervisor and in accordance with the Internship Contract.

03.02.01**Internship Proposal**

The Internship Proposal includes all documents recording the process to secure a position related to the program of study. Refer to section **01.05 Internship Enrollment Process** of this document for more detailed information.

03.02.02**Daily Log**

Daily Logs are concise records of each work day during the internship experience, including the number of hours worked and the professional activities completed. Maintain the work log each day to record and reflect upon the learning experience. Identify problems, solutions, and opportunities. Use the Daily Logs as the “research” for the Weekly Review and save them as a PDF file for inclusion in the packaged Internship Portfolio

03.02.03**Weekly Review**

Weekly Reviews are complete summaries of each work week, including relevant images and responses to prompts provided in this document. At the end of each internship week, submit a Weekly Review to the course ASULearn site by 08:00 AM on Monday – unless specified otherwise by your faculty supervisor – of the following internship week. Organize the Weekly Review according to the outline below to include:

- YOURLASTNAME, YourFirstName
- Employer
- City, STATE
- Hours Worked to Date (ie, 40 / 240 – 40 hours completed of 240 hours required)
- Content of Weekly Review

The submitted Weekly Review must be provided as a PDF file and named following the file naming convention provided:

- YOURLASTNAMEyourfirstname_WeeklyReview_##.pdf

Proofread the entire document carefully to ensure that it meets the standards of an academic writing assignment (ie, complete sentences, appropriate use of grammar, and correct spelling).

Weekly Review Prompts

For each week of the internship experience, provide a considered and developed written response to the prompts provided below.

- **Week 1**
What are your first impressions of this workplace environment? Describe the workplace environment and include a picture of yourself at work.
- **Week 2**
What you have you learned about this company and its history? How has the company changed to reflect changes in the economy? FORMAT this Weekly Review as a professional ABOUT page used for the company website and promotional materials.
- **Week 3**
Who at your workplace do you admire or respect? What attributes does this individual, or individuals, exhibit that you appreciate or aspire to professionally?
- **Week 4**
What kinds of marketing strategies does this company employ? Do you feel these strategies are effective? What strategies might prove more effective for the company? FORMAT this Weekly Review as a professional INTERNAL MEMO to the company.
- **Week 5**
In what ways does your employer motivate and manage employees effectively? Are there strategies used that seem particularly helpful? What strategies might you suggest to develop employee morale or company productivity?
- **Week 6**
What have you learned about interacting with customers, clients, or consultants? What strategies might lead to more effective customer / client / consultant relations? FORMAT this Weekly Review as a professional SUBMITTAL or TRANSMITTAL document for external review.
- **Week 7 (as required)**
Based on your experience to date with this internship, have you determined whether this field is a good professional fit for you? Why or why not?
- **Week 8 (as required)**
What external influences impact your employer's business model? For example, are there licensing issues, state statutes, economic concerns, or other pressures that affect the success of the business? What are these influences? How do they impact the business?

03.02.04

Final Report

Final Reports are comprehensive essays reflecting on the internship experience as a whole. The Final Report shall be eight to ten (8-10) double-spaced pages (2,000 – 2,500 words) long and contain responses to the following prompts:

- Explain the way(s) in which this internship experience has helped prepare you for advanced undergraduate coursework and/or professional employment following graduation.

- Reflect on the way(s) in which this internship experience connected to your coursework in the Building Science program, including suggestions for how courses might be modified to better prepare students for work in professional settings.
- Assess the degree to which you have met the internship objectives of the course(s), as well as the objectives you outlined in your Internship Proposal.
- Describe your short-term and long-term professional goals, and how they may have changed as a result of this internship experience.
- Provide a considered and objective opinion regarding whether this company offers an appropriate location for future Building Science Internship Program students.

Proofread the entire document carefully to ensure that it meets the standards of an academic writing assignment (ie, complete sentences, appropriate use of grammar, and correct spelling). The Final Report should be saved as a PDF file for inclusion in the packaged Internship Portfolio.

03.02.05

Thank You Letter

Thank You Letters are professional communications to the internship employer and supervisor(s) expressing written appreciation for the internship opportunity. This formal letter should be provided to the employer / internship supervisor(s) on the final day of the internship experience and saved as a PDF file for inclusion in the packaged Internship Portfolio.

03.02.06

Work Samples

Work Samples are well-formatted examples of work illustrating skills applied during the internship, including figure citations and descriptive annotation. Combine and save these samples as a PDF file for inclusion in the packaged Internship Portfolio.

Examples of acceptable Work Samples include:

- Architectural or Engineering Drawings
- Building Information Models and Images
- Energy Modeling Analysis
- Field Observation Logs
- Photographs
- Project Bid Documents
- Project Budgets and Estimates
- Project Schedules
- Project Specifications
- Project Submittals and Transmittals
- Requests for Information or Qualification
- Safety Inspection Checklists or Surveys

03.03

Sample Schedule of Deliverables

The table below outlines a general schedule of deliverables for the internship courses based upon a full-time (40 hours/week) position for a six-week internship experience. Students should use this table to manage their academic workflow coordinated with (1) course information provided by the faculty supervisor for the internship and (2) the terms of the specific Internship Contract.

Week	Day	TEC 4900 Internship	TEC 4901 Internship Portfolio
01	M		Daily Log
	T		Daily Log
	W		Daily Log
	R		Daily Log
	F		Daily Log
02	M		Weekly Review 01 due @ 08:00 AM // Daily Log
	T		Daily Log
	W		Daily Log
	R		Daily Log
	F		Daily Log
03	M	Begin Schedule Site Visit / Conference (Wks 4-6)	Weekly Review 02 due @ 08:00 AM // Daily Log
	T		Daily Log
	W	Provide Mid-Term Evaluation form to Employer	Daily Log
	R	Confirm Schedule for Site Visit / Conference (Wks 4-6)	Daily Log
	F	Mid-Term Performance Review with Employer	Daily Log
04	M	Mid-Term Evaluation Form due @ 08:00 AM	Weekly Review 03 due @ 08:00 AM // Daily Log
	T		Daily Log
	W		Daily Log
	R		Daily Log
	F		Daily Log
05	M		Weekly Review 04 due @ 08:00 AM // Daily Log
	T		Daily Log
	W		Daily Log
	R		Daily Log
	F		Daily Log
06	M		Weekly Review 05 due @ 08:00 AM // Daily Log
	T		Daily Log
	W	Provide Final Evaluation Form to Employer	Daily Log
	R	Complete Schedule for Site Visit / Conference (Wks 4-6)	Daily Log
	F	Final Performance Review with Employer	Daily Log // Thank You Letter // Work Samples
07	M	Final Evaluation Form due @ 08:00 AM	Weekly Review 06 due @ 08:00 AM
	T		
	W		
	R		Complete Final Report
	F		Final Internship Portfolio due @ 08:00 AM

