

Sustainable Technology & the Built Environment



APPALACHIAN STATE UNIVERSITY

Internship Program Guide TEC 5900

Department of Sustainable Technology and the Built Environment
Katherine Harper Hall
828-262-3110
www.tec.appstate.edu

FOR STUDENTS: STEPS IN SETTING UP AN INTERNSHIP

1. Read carefully through this internship information packet **and** the course syllabus that is included. You are responsible for meeting all requirements for setting up and completing the internship successfully. If you have any questions about this process, see the graduate program director.
2. Identify a suitable internship placement site. Placements that are unrelated to the disciplinary field, that include family member supervisors, or that are done from home will not be considered suitable for the internship experience. The number of work hours required for TEC 5900 is *minimally* 150 hours (50 hours per credit hour), so make sure your placement will allow you to satisfy the course requirement.
3. When a suitable site has been identified, make an appointment to meet with the graduate program director. Bring your completed internship packet to this meeting. The packet must include: (a) a proposal cover sheet, (b) a 1-2 page typed proposal per syllabus instructions, (c) the completed internship information form, (d) this signed verification form, and (e) a map with driving directions to your internship site. The program director will use this information to generate your internship contract. The program director will use this information to generate a formal contract via the ASU Internship Inventory database.
4. This contract must be reviewed and signed by your internship employer. The signed contract form must be returned to the grad program director.
5. If you are seeking an international internship, the placement must be certified through the Office of International Education and Development (OIED) located in the Student Union. You must complete required paperwork, purchase international health and accident insurance as required by the UNC System, attend a mandatory pre-departure orientation session, and pay an administrative fee.
6. Once the graduate program director has completed your record within the ASU Internship Inventory, it may take 3-5 business days before your registration in Internship is complete (this is handled by the Registrar's office once all levels of approval are in place). Upon registration, you will be automatically enrolled in (and charged a small fee) a professional liability [insurance policy](#). For insurance purposes, work **may not** commence at the internship site until you are registered in the course.

VERIFICATION & SIGNATURE: I verify that I have read and understand the terms of this internship packet, and that to the best of my knowledge have met the requirements for enrolling in Internship hours. I verify that I have a minimum GPA that is above 3.0, and that there are no holds on my account at this time:

Print name

Signature

Date

INTERNSHIP OVERVIEW

BENEFITS OF AN INTERNSHIP

The primary benefit of pursuing an internship is to gain experience applying the concepts and skills you have gained through course work in your major field. An internship can provide valuable work experience that will better prepare you for employment after graduation. Graduate students can earn 3 sh of academic credit for an internship. Students must work a *minimum* of 50 hours *per semester hour of credit received*, although time beyond this minimum is considered beneficial and is encouraged whenever possible. Internships are graded on an S/U basis, to be entered by the faculty supervisor upon intern completion of all internship requirements, as detailed in the TEC 5900 course syllabus.

WORKING WITH YOUR INTERNSHIP EMPLOYER

Students are responsible for securing the internship position. Resources for identifying an appropriate employer include the ASU Career Development Center (<http://internships.appstate.edu/pagesmith/10>), use of key professional contacts, online job search engines, and your program advisors and professors. All internship placements must be approved by the graduate program director and the department chairperson or assistant chairperson. Although it is difficult to put a monetary figure on the value of the internship experience, most internships are paid positions. The salary amount is a personal matter between you and the employer.

MINIMUM REQUIREMENTS FOR STUDENTS SEEKING INTERNSHIP CREDIT

In order to qualify for internship credit at the graduate level, you must:

1. Be a degree-seeking student.
2. Have a cumulative GPA of 3.0 at the time you apply for the internship.
3. Meet the minimum GPA requirements of the department or program.
4. Remove any holds that may be on your student account.

PROFESSIONAL LIABILITY INSURANCE

Appalachian State University participates in a student insurance program with other constituent institutions of the University of North Carolina. Appalachian State University requires coverage for all students enrolled in internship or practicum courses. The cost of this liability insurance is approximately \$15-20 per semester, and will be added to your student account when you are registered for the internship. For more information, see: <http://internships.appstate.edu/pagesmith/12>.

OTHER INTERNSHIP REQUIREMENTS

1. Internship credit will **not** be granted retroactively; you must have your internship approved in advance and be registered for internship credit at the time of the internship. Internships with members of your immediate family are **not** allowed.
2. The maximum credit for an internship that can be applied toward your graduate program of study is 3 sh. Internships are typically completed during the summer session, but can take place during any semester.
3. All interns must have a faculty supervisor and a separate supervisor at the field site (i.e., the employer). The faculty supervisor will visit each field placement to meet with the intern and the field site supervisor at least once each term, unless prohibited by budget or distance.
4. International internships *must* be certified by the Office of International Education and Development (OIED). Students must complete the required paperwork, purchase international health and accident insurance as required by the UNC system, attend a mandatory pre-departure orientation session, and pay an administrative fee.

RESPONSIBILITIES OF THE STUDENT

1. Complete all of the departmental prerequisites of the internship program.
2. Provide the employing organization a copy of this document. If requested, provide a resume and any other necessary documentation.
3. Meet with the program coordinator and the employer to develop appropriate learning objectives.
4. Abide by the personnel policies of the employing organization; maintain regular and prompt attendance; contact the appropriate supervisor when questions arise.
5. Perform all of the duties and responsibilities of the position in a professional manner.
6. Maintain confidentiality with regard to sensitive information gained in the work environment.
7. Participate openly and honestly in the evaluation process.
8. Complete all of the written assignments described in the course syllabus and submit them within the time specified. As specified, maintain contact with the faculty supervisor on a weekly or bi-weekly basis, and assist him/her in arranging site visits.
9. Maintain adequate health/medical insurance, as well as adequate automobile insurance (if applicable) for the duration of the internship. The mandatory professional liability insurance purchased through the University will only cover liabilities incurred by you while on the job.

RESPONSIBILITIES OF THE PARTICIPATING ORGANIZATION

1. Assign a supervisor to work directly with the student to achieve the educational and professional goals of the internship by assigning appropriate work duties.
2. Provide the student with an orientation to the work-site duties, hours, and organization expectations.
3. Schedule regular meetings with the student intern and provide appropriate evaluations of the intern's performance, including the mid-term and final evaluations stipulated by the faculty supervisor.
4. Provide a safe, secure, and non-discriminatory workplace at which the intern can meet his/her educational objectives.

RESPONSIBILITIES OF THE UNIVERSITY AND THE UNIVERSITY SUPERVISOR

1. Provide the student with a pre-internship orientation.
2. Participate in developing the learning objectives and the methods of evaluation for the internship.
3. Supervise the internship experience through site visits and/or email, telephone contact, and written communication with the employer and intern on at least a bi-weekly basis.
4. Provide the field-site supervisor with assessment instruments for evaluating the student intern.
5. Assist the student in developing topics for research projects, readings, and/or written papers relating to the organization and the internship experience.

INTERNSHIP INFORMATION FORM

Course and Term Information

Term: _____ Course Prefix & Number: _____ s.h. Credit: _____

Internship Start Date _____ End date: _____ Average Hours per Week: _____

Student Information

Name: _____ Banner ID: _____
(First) (Middle) (Last)

ASU email: _____@appstate.edu Expected graduation: _____ GPA*: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Concentration: _____ I verify that there are no holds on my account at this time:
(initial)

Emergency Contact – Name: _____

Relationship to you: _____ Emergency Contact Phone: _____

Internship Details

Location of Internship: Domestic International ** OIED Signature: _____
(OIED signature required)

If in NC: Eastern Western Date: _____

Compensation: Unpaid Paid Pay Rate (specify if per hour): _____

Employer Organization Details

Name of Organization: _____ Phone: _____

Address: _____ City: _____

State: _____ Zip: _____ Province/Territory/Country*: _____

Location of Internship, if Different from Organization (Address, City, State, Zip, Etc.): _____

Site Supervisor Details

Name of Site Supervisor: _____
(First) (Last)

Supervisor's Work Title: _____

Site Supervisor's Location, if Different from Above (Address, City, State, Zip, Etc.): _____

Phone: _____ Email: _____ Fax: _____

*GPA should be verified in Degree Works or Appalnet:
Program coordinator verification (signature) _____

International internships **must be certified by the Office of International Education and Development (OIED) at Appalachian State University. See page 2 of this document and: <http://international.appstate.edu/travel>.

TEC 5900 Internship Course Syllabus – Summer 2017

Instructor: Dr. Marie Hoepfl
025 Katherine Harper Hall
Office hours by appointment

828-262-3122 (office); 828-265-8696 (fax)
hoepflmc@appstate.edu

COURSE CATALOG DESCRIPTION

TEC 5900. Internship (3-6).On Demand. A guided practical experience in an industrial or business setting. No more than three hours can be applied to a graduate program of study. Graded on an S/U basis.

COURSE GOALS

This course is designed to provide a field experience in which students are able to apply knowledge and skills gained through course work, and to demonstrate their capacity to function successfully in a professional setting. Specifically, students should be able to:

1. Exhibit professionalism in a career setting.
2. Create sample products or artifacts (e.g., technical reports, work samples, presentations, and so on) that demonstrate their ability to perform effectively in a workplace setting related to their discipline.
3. Reflect, through written work logs, weekly summaries, and a final report, on the structure and outcomes of the internship experience.
4. Create a portfolio that contains examples of work completed in the professional work setting.

COURSE REQUIREMENTS

Setting up your internship:

1. You are responsible for securing a suitable internship position with an employer in a field related to your program. The position may be paid or unpaid. You must work a *minimum* of 50 hours on the job for every one semester hour of internship credit (i.e., a minimum of 150 hours for a 3 sh internship). Placements that are unrelated to the content area, that include family member supervisors, or that are done from home will not be considered suitable for the internship experience. If you are unsure about the suitability of an internship, discuss it with the graduate program coordinator **BEFORE** setting up the internship.
2. Meet with the prospective internship employer to discuss the plan of work and details of the internship.
3. Prepare your **internship proposal packet**, which must include:
 - a. A cover page.
 - b. A two-page, typed (double-spaced) paper that provides (1) a short description of the employer and setting; (2) a brief overview of the tasks you'll engage in during the internship; and (3) a listing of your *objectives* for this internship (i.e., statements about what you hope to gain, or your desired outcomes, from this internship).
 - c. A signed **verification form** and a completed information form (available at: <https://tec.appstate.edu/students/internships>).
 - d. A detailed **map** that provides driving directions to your internship site.

4. Make an appointment with the graduate program director (Dr. Hoepfl). She must approve the internship placement and will enter your information into the ASU Internship Inventory database to generate a formal contract, which must be signed and dated by both you and your employer to initiate the registration approval process. Note that it may take several days before you are officially registered for TEC 5900. Work at the internship site should not begin until you are formally registered; **plan accordingly so there is sufficient lead time.**

Carrying out your internship:

5. Treat the internship as you would any job: be punctual, be conscientious about completing your work to the best of your ability, and communicate regularly with your supervisor(s).
6. Maintain a **daily work log** that describes your tasks for the day and any highlights, issues, or problems encountered. Also log your work hours daily.
7. At the end of each week (**or every other week if you are only working part-time**), write a **weekly summary** of your week's work. This should be typed as a Word document and written with attention to grammar and spelling, with your **name and the date clearly indicated** at the top of the page. In addition to a brief summary of work completed, include the total number of hours worked for the week and a response to the weekly **question prompt** found on pages 3-4 of this syllabus (one question per week for as many weeks as are worked). Weekly summaries will be considered confidential communications, and will *not* be shared with your employer. Upload your summary at the end of each week to the folders provided in AsuLearn.
8. Exhibit **professionalism** in all email and/or telephone communications with me and with your employers. Emails should include a salutation (for example, "Dear Dr. Hoepfl,") and be written using standard, business English. Include a closing phrase and your name at bottom (for example, "Sincerely, Jane").
9. Approximately halfway through your internship, have your employer complete the **mid-term evaluation**. Your employer should send this evaluation directly to me via fax, email, or regular mail (instructions are provided on the form).

Completing your internship:

10. After you have completed your final week on the job, you must prepare and submit a **final paper** on the internship experience (see assignment guidelines below). This is to be typed, double-spaced, and submitted as part of your internship portfolio.
11. You are responsible for making sure that your employer completes and sends the **final evaluation** form. As above, there are instructions provided on the form.
12. Prepare a **formal thank you letter** to your employer, thanking him or her for the opportunity. Send a copy to the employer, and include a copy in your portfolio.
13. Prepare and submit a **final portfolio** (as a single PDF file) that includes the following information, organized sequentially. The internship portfolio should include:
 - a. Copies of your weekly summaries.
 - b. Samples of work that illustrate the skills you applied on the job, with explanatory notes as needed.
 - c. (Optional) Photographs or other artifacts that help to illustrate the nature and quality of your internship work experience.
 - d. A copy of your final paper.
 - e. A copy of your thank you letter to your employer

COURSE EVALUATION

TEC 5900 is graded on an S/U basis. You will not receive credit for this course until all items listed have been submitted. Each item is worth a specified number of points*, as follows:

- a. Internship Proposal (5 points)
- b. Weekly summaries (25 points)
- c. Samples of work (20 points)
- d. Other supporting materials (additional 10 bonus points possible)
- e. Final report (25 points)
- f. Thank you letter to your employer (5 points)
- g. Overall professionalism demonstrated, including a complete portfolio (20 points)

Scoring: 75 – 100 points (Satisfactory)
74 points or less (Unsatisfactory)

*Points will be deducted for work that is turned in late or is missing information, or that is lacking in the level of professional quality expected.

SPECIFIC ASSIGNMENTS

Weekly Summaries

Maintain a daily log of internship activities, problems, solutions, and reflections on what you have learned. Submit a weekly (or bi-weekly, if approved by me) 2-3 page typed summary of your daily logs. Be sure to indicate the number of internship hours worked each week. This summary will provide an overview of your activities as well as a short description of the actual job setting as you have found it. Upload all summaries as either MS Word or PDF files to the appropriate folder in AsuLearn.

As part of your weekly summaries, respond in writing to the following prompts (complete through the number of weeks worked or number of reports submitted); in other words, if you only work five weeks, address prompts one through five:

Week One: What are your first impressions of this workplace? Describe your work environment, and include a picture of yourself at work, if possible.

Week Two: What have you learned about this organization and its structure? What aspects of the organizational structure do you think are most, and least, productive?

Week Three: Who at your workplace do you particularly admire or look up to? What attributes does this individual exhibit that you appreciate or aspire to?

Week Four: In what ways does your employer motivate employees to work harder or more effectively? Are there strategies used that you think are particularly helpful in motivating people? What strategies might you suggest to improve employee morale?

Week Five: What have you learned about interacting with customers or clients (if applicable)? What strategies lead to more effective customer/client relations?

Week Six: What kinds of marketing strategies does this organization make use of? Do you feel these are effective? How could they be made more effective?

Week Seven: Based on your seven weeks of experience on the job, has this internship changed your career plans? Why or why not?

Week Eight: What outside influences impact your employer and his/her business? For example, are there licensing issues, state statutes, economic concerns, or other external pressures that play a big role in the success of this business? What are they, and how do they impact this business?

Final Report

The final report should be 8-10 pages in length, typed, double-spaced. The report will be included as part of your final internship portfolio, and should include:

- A reflection on the ways in which this internship experience has helped/will help you be better prepared for professional employment after you graduate.
- A reflection on the ways in which this internship reflected the content of your university course work, and suggestions for ways that university courses might be modified to better prepare students for employment after graduation.
- An assessment of the degree to which you have met your internship objectives.
- A description of your short- and long-term professional goals, and how they may have changed as a result of this internship (if applicable).
- Your opinion regarding the appropriateness of this company for future internships.

ACADEMIC INTEGRITY

Honesty in academic pursuits is an important part of the university ethic, as it is in professional life. Failing to give due credit for work done by others, cheating on exams, and plagiarism are all examples of violations of the ASU Academic Integrity Code. Students who are found to be in violation of the Code are subject to reduced or failing grades on the assignment or the course. The Academic Integrity Code can be found at: <http://academicintegrity.appstate.edu/>. Click on “Academic Integrity Code” and follow the links to the document.

STUDENT SUPPORT SERVICES

If you are experiencing emotional or psychological difficulties, there are many resources available on campus: help is available, and you are not alone. Students can use the walk-in clinic services at the ASU Counseling Center in the Miles Annas Student Services Building (262-3180 or <https://counseling.appstate.edu/>), the many helpful links at <http://preventsuicide.appstate.edu/>, or contact the Dean of Students at 828.262.8284.

Disability Services: “Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. If you have a disability and may need reasonable accommodations in order to have equal access to the University’s courses, programs and activities, please contact the Office of Disability Services (828.262.3056 or <http://ods.appstate.edu>). Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations.”

Additional information about University policies and statements regarding academic integrity, disability services for students, attendance, and student engagement, can be found at: <https://academicaffairs.appstate.edu/resources/syllabi-policy-and-statement-information>