

Sustainable Technology & the Built Environment



APPALACHIAN STATE UNIVERSITY

Internship Program Guide

TEC 4900

Department of Sustainable Technology and the Built Environment
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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 internship coordinator. You can also visit the ASU Internships site at <http://internships.appstate.edu/pagesmith/1> for general information.
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 4900 is *minimally* 40 hours per credit hour enrolled, 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 your program's internship coordinator. Bring the completed internship packet to this meeting. The packet must include: (a) proposal cover sheet, (b) 2-page typed, written proposal, (d) the completed internship information form, and (d) a map with driving directions to your internship site. The internship coordinator will use this information to generate your internship contract.
4. This contract must be reviewed and signed by your internship employer. Make sure to discuss with him/her what your job duties will be and what training opportunities will be part of the internship. The signed contract form must be returned to the internship coordinator.
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 internship coordinator has completed your record within the ASU Internship Inventory, it may take 3-5 business days before your registration in TEC 4900 Internship is complete. 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. Students must work a *minimum* of 40 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 4900 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 advisor or coordinator. All internship placements must be approved by the academic advisor or the internship coordinator. 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 TEC 4900 internship credit, you must:

1. Be a degree-seeking student.
2. Hold at least junior-level class standing.
3. Have a cumulative GPA of 3.0 at the time you apply for the internship.
4. Meet the minimum GPA requirements of the department or program.
5. 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/insurance>.

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.
2. Internships with members of your immediate family are **not** allowed.
3. The maximum internship credit that can be applied toward your degree is detailed on the program of study form. Internships are typically completed during the summer, but can occur during any semester.
4. 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.
5. 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.

TERMS OF THE INTERNSHIP CONTRACT

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.

This agreement is subject to the specified educational objectives, duties, learning outcomes, and evaluation methods on the accompanying page(s). This agreement may be terminated by either the University or the Employing Organization with two weeks' notice. The University or Employer has the right to terminate a student's experience if either party determines the student is not performing satisfactorily.

All students participating in an internship will be automatically enrolled in the mandatory liability insurance arranged by the University. Cost is approximately \$15-\$20 per semester, and will be added to the student's account.

INTERNSHIP INFORMATION FORM

Course and Term Information

Term: _____ s.h. Credit Requested: _____

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: _____

*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>.

**NOTE: Internships are not allowed in certain states, due to inter-state agreements regarding granting of college credit. Check with your internship supervisor if you plan to seek an internship in a state other than North Carolina.

TEC 4900 Internship

Sample Course Syllabus

CATALOG DESCRIPTION

TEC 4900. Internship (3–12). *GEN ED: Capstone Experience*
Graded on an S/U basis. (WRITING)

COURSE GOALS

This course is designed to provide a capstone 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 (e.g., technical reports, letters, emails, presentations, and so on) that demonstrate their ability to communicate effectively within the discipline.
3. Reflect, through written work logs, weekly summaries, and a final report, on the structure and outcomes of the internship experience.
4. Create an internship portfolio that contains examples of work completed in the professional work setting and other required artifacts.

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 40 hours on the job for every one semester hour of internship credit. 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 your 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. Obtain the information necessary for completing the **internship form** in the Internship Guide, which will be needed for your meeting with the internship supervisor.
3. Write a minimum 2-page **internship proposal** (typed, double-spaced) that includes:
 - a. A short description of the employer and setting.
 - b. A brief overview of the tasks you'll engage in during the internship.
 - c. A listing of your objectives for this internship (i.e., statements about what you hope to gain, or your desired outcomes, from this internship).
 - d. A detailed **map** that provides driving directions to your internship site.
4. Make an appointment with your program's internship supervisor. The internship supervisor must approve the internship placement and will enter your information into

the ASU Internship Inventory database from which your official **internship contract** is created. This must be signed by both you and your employer and returned to the Internship Coordinator for further processing. You are not officially enrolled in the internship course until any holds on your account are removed and you have received an email confirmation of registration from the Registrar's Office. This can take up to 2 weeks. **Your Internship SHOULD NOT start until you are officially registered.**

Carrying out your internship:

6. 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).
7. Maintain a **daily work log** that describes your tasks for the day and any highlights, issues, or problems encountered.
8. At the end of each week, submit via ASULearn to your university supervisor a **Weekly Report** summarizing the week's work. This should be typed as a Word document and written with attention to grammar and spelling, then submitted via ASULearn (by no later than 8:00 am on the Monday following the work week) with:
 1. Your name and the date clearly indicated at the top of the page
 2. The employer's name, city & state
 3. A summary of hours worked out of the total required (e.g., 40 / 240 [meaning 40 hours completed of the 240 required]).
 4. A reaction to the weekly discussion prompts provided on this syllabus for each week worked.
9. Exhibit **professionalism** in all email and/or telephone communications with your university supervisor. Emails should include a salutation (for example, "Dear Dr. Smith,") and be written using standard, business English. Include a closing phrase and your name at bottom (for example, "Sincerely, Jane Doe").
10. Approximately halfway through your internship, have your employer complete the **mid-term evaluation**. Your employer should send this evaluation directly to your internship supervisor either via fax, email, or regular mail (instructions are provided on the form).

Completing your internship:

11. 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.
12. Make sure that your employer completes and sends the **final evaluation** form.
13. Prepare a **formal thank you letter** to your employer, thanking him or her for the opportunity.
14. Prepare and submit a printed and bound **internship portfolio** to your university supervisor. Your final internship portfolio should include:
 - a. A well designed cover that includes your name and the date
 - b. Cover sheets for each section
 - c. A copy of your final report (first section; described below)
 - d. Copies of your daily work logs (second section)

- e. Copies of your weekly summaries (third section; described below)
- f. Samples of work that illustrate the skills you applied on the job, with explanatory notes, as needed (fourth section). This may include photographs or other artifacts that help to illustrate the nature and quality of your internship work experience.
- g. A copy of your thank you letter to your employer (fifth section)

COURSE EVALUATION

TEC 4900 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:

1. Weekly summaries (20 points)
2. Samples of work (20 points)
3. Other supporting materials (additional 10 bonus points possible)
4. Final report (30 points)
5. Thank you letter to your employer (5 points)
6. Overall professionalism demonstrated, including a complete portfolio (25 points)

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

*Points will be deducted for work that is turned in late, assignments that are missing information, or work 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, 1-2 page typed (double-spaced) 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 to the designated folder in AsuLearn. As part of your weekly summaries, for each week respond in writing to the following prompts and address all the questions below in the weekly summaries and/or final report/portfolio

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 history? How has it changed in recent years to reflect changes in the economy or its business focus?

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

Week Seven: Based on your seven weeks of experience on the job, have you determined whether this field is right for you? 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 6-8 pages in length, typed, double-spaced. It 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 response to the points outlined above
- 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 Policies of the University

Please become familiar with the information on this web site:

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

It contains information about Academic Integrity, Disability Services, Attendance Policy (including religious observances), and Student Engagement with Courses.

TEC 4900 Internship
Mid-term Internship Evaluation

Intern's Name: _____

Employing Company/Organization: _____

Employer Supervisor: _____ Job Title: _____

Employer Signature: _____ Date: _____

I. Please evaluate the intern on the following scales in comparison to other, similarly-assigned interns or personnel. Respond by circling the number of the response that most accurately describes the intern and his/her work.

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT
Communication skills (oral and written)	1 Not effective	2	3	4	5 Effective
Time management	1 Always late with assignments	2	3	4	5 All work completed on time
Interpersonal skills/ Teamwork	1 Not well accepted	2	3	4	5 Effective team member
Technical knowledge/ Knowledge of discipline	1 Very limited knowledge and skills	2	3	4	5 Very competent knowledge and skills
Accuracy & attention to detail	1 Careless, low quality	2	3	4	5 Meticulous, high quality
Leadership and ability to teach others	1 Not effective	2	3	4	5 Effective
Initiative/ Ability to work independently	1 Poor	2	3	4	5 Excellent
Overall professionalism	1 Poor	2	3	4	5 Excellent
Your rating of this intern's overall performance:	1 Unsatisfactory	2	3	4	5 Highly satisfactory

II. Please comment on your overall satisfaction with the intern, particularly in the areas listed above:

III. In what areas would you like to see improvements in this intern's performance on the job? Have you discussed these concerns with the intern?

IV. What specific goals or tasks have you identified for the intern to work on in the remaining weeks of his/her internship at your organization?

Return completed form by mail, fax, or email to:

_____, Department of Sustainable Technology & the Built Environment, ASU Box 32122, Boone, NC
 28608 FAX: 828-265-8696 Email: _____

**TEC 4900 Internship
Final Internship Evaluation**



Intern's Name: _____

Employing Company/Organization: _____

Employer Supervisor: _____ Job Title: _____

Employer Signature: _____ Date: _____

I. Please evaluate the intern on the following scales in comparison to other, similarly-assigned interns or personnel. Respond by circling the number of the response that most accurately describes the intern and his/her work.

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT
Communication skills (oral and written)	1 Not effective	2	3	4	5 Effective
Time management	1 Always late with assignments	2	3	4	5 All work completed on time
Interpersonal skills/ Teamwork	1 Not well accepted	2	3	4	5 Effective team member
Technical knowledge/ Knowledge of discipline	1 Very limited knowledge and skills	2	3	4	5 Very competent knowledge and skills
Accuracy & attention to detail	1 Careless, low quality	2	3	4	5 Meticulous, high quality
Leadership or managerial potential	1 Poor	2	3	4	5 Excellent
Initiative/ Ability to work independently	1 Poor	2	3	4	5 Excellent
Overall professionalism	1 Poor	2	3	4	5 Excellent
Your rating of this intern's overall performance:	1 Unsatisfactory	2	3	4	5 Highly satisfactory

II. Briefly describe the intern's areas of strength:

III. Briefly describe the areas of performance that need additional improvement:

IV. Please comment on the overall benefit to your organization from employing this intern, and ways that the experience could have been improved:

V. Are you interested in hosting future students from this program/department? _____ Yes _____ No

VI. Do you have interest in serving as a member of the Department's Industry Advisory Board? _____ Yes _____ No

Return completed form by mail, fax, or email to:

_____, Department of Sustainable Technology and the Built Environment, ASU Box 32122, Boone, NC 28608
FAX: 828-265-8696 Email: _____