

# Internship Program



The University of Texas at Tyler  
Department of Human Resource Development and Technology

Student Handbook  
Policies, Procedures and Internship Forms

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The University of Texas at Tyler  
College of Business and Technology

Internship Programs  
TECH 4370 & TECH 4371  
TECH 5370 & TECH 5371  
HRD 4370 & HRD 4371  
HRD 5370 & HRD 5371

Internship Student Handbook  
Policies, Procedures, and Internship Forms  
Effective Spring 2007

The Department of Human Resources Development and Technology

HPR 226

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## **Internship Mission**

The purpose of an internship is to help students integrate academic learning with employment experience. Internships are an important component of the total education experience, and the benefits are significant. Through internships, students:

1. apply academic learning experience.
2. acquire experience in the working world, adding depth and relevance to classroom work.
3. enhance understandings of business processes.
4. increase understanding of how specific projects relate to larger business goals.
5. learn the importance of communications skills and how interactions between people are a key factor in business success at all levels.
6. gain knowledge of different career fields and of specific jobs within these fields.
7. further ability to match career and employment choices with personal goals and abilities.
8. improve job search, interview, and other professional skills.

The College of Business and Technology policies and procedures in this handbook apply to the Department of Human Resource Development and Technology (industrial technology, industrial safety, and human resource development majors).

## **Policies**

The College of Business and Technology (CBT) supports internships whenever the experience substantially adds to the student's competency (knowledge, skills or experience). The internship must in some significant way be relevant to the student's academic program and/or discipline and offer an educational opportunity not found in traditional course work.

>Generally, an internship is for three semester hours of credit. With approval of his or her academic advisor, a student may enroll in a second internship for an additional three hours of credit.

>Three hours of internship credit requires that the student serve with the sponsoring organization for a minimum of 150 hours of work during any scheduled semester.

>To be eligible for an internship, a student must meet the following criteria:

- a. completion of all requirements for, and admission to, the CBT.
- b. demonstrated self-direction and the ability to work independently.
- c. completion of all lower division requirements.
- d. completion of a minimum of 6 semester hours of upper division credit in a major field of technology i.e. industrial technology, safety, HRD, etc.

- e. HRD certification student's must have completed all of their course work prior to their internship experience.
- f. Minimum GPA of 2.50 for an undergraduate student and a minimum GPA of 3.00 for a graduate student.

>The internship may be used to fulfill up to 6 semester hours of the student's major course requirements.

>Academic credit for an internship will be granted if all of the following requirements are met:

- a. The knowledge gained from the internship is equal to or greater than the knowledge gained in a traditional classroom setting.
- b. The sponsoring organization provides the Internship Program Coordinator and the student with a written statement of the objectives to be met during the internship
- c. The student's faculty advisor approves the internship.
- d. The sponsoring organization provides a significant work experience with adequate training and supervision of the work performed by the student.
- e. The sponsoring organization provides a written comprehensive evaluation of the student at the conclusion of the internship.
- f. The student keeps a diary comprising a chronological lists of all work experience gained in the internship.
- g. The student completes all necessary internship paperwork to include objectives, monthly evaluations, and monthly log sheets as specified by the faculty advisor.
- h. The student writes a paper demonstrating the knowledge gained in the internship.

>With regard to compensation, the primary intent of the internship is not to provide employment for the student, but rather create a meaningful learning experience; however, compensation is usually expected during an internship. Additionally, there may be situations where an intern is not compensated for their work. Compensation arrangements will be negotiated between the student and sponsoring organization. For recent internships, the pay scale has ranged from \$9.00 to \$15.00 per hour.

## **Preparation for Internship and Completion of Requirements**

Students interested in an internship should contact the Internship Program Coordinator (IPC) (see page 8 for IPC information) early in the semester preceding the semester or summer session for which they wish to register and participate in an internship. The IPC will review the internship procedures and forms with the student and assist the student, if necessary, in securing a faculty sponsor for the internship and identifying potential sponsoring organizations to which the student may apply for an internship position. The faculty sponsor may be the same person as the student's faculty advisor. The date by which the necessary forms must be completed and approved is on the registration calendar found in each Semester Schedule of Classes during which the internship will occur. No retroactive credit will be given for internships that are not approved in advance.

### Registration for Internship

When the necessary forms have been completed and approved, the IPC will provide the student with a call number for the appropriate internship course. Once the call number has been received, the student can register for the internship course.

### Internship Diary

During the internship, the student must keep a diary comprising a chronological list of all work experience gained in the internship. The diary should briefly describe the nature, dates, and hours of training received. A weekly log of work assignments should briefly describe the nature of the work or task and the amount of time used to complete the assignment. Appropriate forms are provided by the IPC for this requirement.

### Project Paper for Internship

Upon completion of the internship, the student is required to write a paper (5 – 10 pages) to demonstrate the knowledge gained during the internship period. The paper should include the following:

1. A list of the objectives for the internship and discussion of how and whether the objectives were accomplished.
2. With respect to the internship experience, describe the most helpful skills or knowledge learned in academic coursework.
3. Describe three areas where additional preparation could have helped in completing internship work assignments.
4. Discuss the types of technology used during the internship and whether technology played a major role in work assignments.
5. Describe how the internship experience met or did not meet expectations.

The faculty sponsor may require coverage of additional topics in the paper.

## Internship Forms

1. Internship Agreement Contract  
At the beginning of the semester, the student, the IPC, and the sponsor will meet together to complete the information found on the internship agreement contract. At the same time, the student will want to register for the appropriate internship course to receive college credit for the internship experience.
2. Statement of Work and Objectives  
The student intern will complete this form by identifying the specific area of work that parallels their field of academic study. Several anticipated objectives will also be listed. This form will be filed with the IPC at the same time the Internship Agreement Contract is filed.
3. Student Internship Contract  
The student internship contract will be completed at the beginning of the semester or internship period. The purpose of the contract is to obligate the student to maintain his/her work hours and to be ethical in all academic matters among himself/herself, the university, and the sponsorship site.
4. Occupational Work Experience  
This form is to be completed every month the intern works for a sponsor. The student is responsible for completing the form and having the sponsor complete the intern evaluation section of the form. This form will be filed with the IPC at the end of each month.
5. Internship Daily Log  
This form allows the student intern to document the hours and the type of work experience performed or learned during each month. The student is responsible for completing this form. The log will be filed with the IPC at the end of each month.
6. Sponsor's Internship Rating Sheet  
This form is to be completed by the intern's sponsor/supervisor at the end of the semester or internship period. The student is responsible for filing this form with the IPC at the end of the semester or internship period.
7. Student Internship Evaluation Form  
This form is to be completed by the student at the end of the semester or internship period. The student is responsible for filing this form with the IPC at the end of the semester or internship period.

## **Frequently Asked Questions (FAQ) About Internships**

### **What is an Internship?**

An internship is a work experience, usually for one semester or during the summer, that is part-time and may be paid or unpaid. The goal is to give the participating student exposure to a profession or field and an in-depth knowledge of areas of interest. A student earns course credit for an internship by combining the field experience with more traditional academic projects under the sponsorship of the Department of Human Resource Development and Technology.

### **Will I be able to interview students for an internship position?**

Yes. The process of securing an intern is similar to the process of securing a job. Therefore, in many cases, it is necessary to interview for an internship. The students are expected to prepare resumes and submit them to sponsoring organizations prior to or at the interview. The students are expected to dress professionally and be punctual. The sponsoring organizations should conduct the interview as if the interview is for a full-time position. The students are seeking exposure to the interview prowess. The student's work schedule and pay rate should be discussed prior to hiring.

### **How long does it take to find an intern?**

It can take several months to set up an internship and to fill it. Organizations interested in sponsoring an internship should contact the Internship Program Coordinator (IPC) several months prior to the semester they wish to hire an intern. The internships will begin at the start of the fall, spring, or summer semesters and will continue throughout the remainder of that semester. The process begins with contacting the IPC (see page 8).

### **How do I find a student to intern with my organization?**

You should plan for an internship well in advance, ideally early in the preceding semester. Contact the IPC. Students find information about opportunities by using bulletin boards and evaluating past internships. They also learn about internships by talking with other students and faculty in the Department of Human Resource Development and Technology and to the IPC. For specialized interest and certain academic areas, faculty can be helpful in identifying placement opportunities. Students may also arrange their own internship placement. All internships are subject to approval by the IPC, the faculty sponsor, and/or the student's faculty advisor.

**How do I find a faculty sponsor for my internship?**

Internship credit is earned through the department from which you want to receive credit. Based on the nature of the internship and the academic area to which it most relates, consult the IPC and the faculty sponsor from the respective department about securing a sponsor for your internship. The faculty sponsor may be your faculty advisor.

**Is it possible to receive academic credit for an internship and also get paid?**

Yes, it is possible to receive credit and get paid for your internship. Technology majors may receive credit for one or more of the following courses: TECH 4370, TECH 4371, TECH 5370, and/or TECH 5371. While HRD majors may receive credit for one or more of the following courses: HRD 4370 and/or HRD 4371, HRD 5370 and/or HRD 5371.

**What is the typical pay scale for an internship?**

The pay scale will depend on the amount of academic coursework completed, previous relevant job experience and the pay scale of the sponsoring organization. In no event will the pay be less than the federal minimum wage. For recent internships, the pay scale has ranged from \$9.00 to \$15.00 per hour. Remember there may be certain situations where an intern is not compensated for their work.

**Why do an internship?**

Students do internships for a variety of reasons. As a form of independent study, an internship increases classroom learning and adds a new dimension to a student's academic program. Because it provides a different perspective on the material, it offers many academic benefits.

An internship is also an excellent tool for exploring a career interest while giving a student first-hand experience in a particular professional field. This experience may be helpful in planning graduate study, seeking a summer job, or making career choices. Other career planning benefits include building a network of contacts, securing references for future jobs, and developing job skills such as resume writing and interviewing. An internship may also lead to a full-time job offer from the sponsoring organization upon graduation.

Internships yield many personal benefits as well. The intern builds on his or her knowledge base in a particular field through hands-on experience and working side-by-side with professionals. Many interns learn tangible new skills, from different manufacturing operations to environmental health and safety compliance program applications.

**What about summer internships?**

A student may do an internship for credit during the summer by registering for it as a summer course and completing the internship requirements under the direction of a faculty sponsor who has scheduled courses during the summer.

**How do I contact the Internship Program Coordinator?**

The Internship Program Coordinator is available to assist sponsoring organizations in identifying student applicants for an internship position and in solving problems that may arise during the internship.

The Internship Program Coordinator for the Department of Human Resource Development and Technology is Dr. James F. Harbaugh (HPR 219) and/or Dr. Paul Roberts (HPR 240) by phone (903.566.7331) or (903.566.7334) or e-mail ([jharbaugh@uttyler.edu](mailto:jharbaugh@uttyler.edu)) or ([proberts@uttyler.edu](mailto:proberts@uttyler.edu)). You may also contact the Department of Human Resource Development and Technology secretary at 903.566.7310 or stop by HPR 226 for assistance in scheduling an appointment.

**Forms**

1. Internship Agreement
2. Statement of Work and Objectives
3. Student Internship Contract
4. Occupational Work Experience
5. Internship Daily Log
6. Sponsor's Internship Rating Sheet
7. Student Internship Evaluation Form

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Fall   Spring   Summer   20\_\_\_\_   Semester internship:   TECH 4370   TECH 5370   HRD 4370   HRD 5370  
 TECH 4371   TECH 5371   HRD 4371   HRD 5371

**INTERNSHIP AGREEMENT**

Name of Student: \_\_\_\_\_ Social Security # \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

UT Tyler Teacher-Coordinator: \_\_\_\_\_ Department: \_\_\_\_\_

Sponsoring Firm or Agency: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Student's Internship Objective: (Student is to attach a statement of objectives)

The normal hours of internship are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Additional hours:

Description of duties or activities required in internship: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The agency or firm stipulated above agrees to supervise and assist in evaluating the intern named in cooperation with the teacher-coordinator. This document is not a legal contract and may be terminated by the agency or the teacher-coordinator in the event of gross neglect of duty by the student.

\_\_\_\_\_  
 Student's Signature                      Date

\_\_\_\_\_  
 Agency Supervisor                      Date

\_\_\_\_\_  
 Teacher-Coordinator                      Date

\_\_\_\_\_  
 Department Chair                      Date  
*(Consent of Chair is listed as a pre-requisite in the UTT catalog)*

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**STATEMENT OF WORK AND OBJECTIVES**

Intern name: \_\_\_\_\_

Intern Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Hours per week the student is expected to work: \_\_\_\_\_

**Academic area of work (be specific):** (Examples: Industrial Management, Quality Management  
Industrial Safety, Environmental Management, Industrial Distribution)

**Work and job function (list below the types of work to be performed):**

**Objective of the internship:** (Examples: to experience the use of statistical process control, to gain hands-on experience with CNC, to perform job hazard analysis, to write and teach a safety training program.)

1.

2.

3.

4.

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**STUDENT INTERNSHIP CONTRACT**

The attached Statement of Work and Objectives will be conducted for

\_\_\_\_\_ (sponsoring organization) during the  
\_\_\_\_\_ (semester/year) at The University of Texas at Tyler for the course  
credit for \_\_\_\_\_ (course prefix and number).

I will work at least 150 hours during the semester, keep a diary of my work, submit a paper, and complete an evaluation. These materials, along with my sponsor's evaluation, will be placed in my degree plan file located in the Department of Human Resource Development and Technology.

**Code of Ethics**

As a student working as an intern sponsored by the College of Business and Technology, The University of Texas at Tyler, I agree to the following:

- I will treat in strict and absolute confidence all client or business proprietary information received by me from any person or from paper or electronic files at the sponsoring organization.
- I will comply with the standards of ethics applicable to the profession to which I aspire and to the ethical policies and code of conduct of the sponsoring organization.
- I will not recommend the purchase of goods or services from sources in which I have a vested interest to any business firm or individual requesting assistance.
- I will conduct myself in a highly professional manner in representing myself, the College of Business and Technology, The University of Texas at Tyler, and the sponsoring organization.

Student name (printed or typed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## OCCUPATIONAL WORK EXPERIENCE

Intern's name \_\_\_\_\_ Phone \_\_\_\_\_

Current mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Cooperating Industry \_\_\_\_\_ Phone \_\_\_\_\_

Local Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Area of Assignment (Job Classification) \_\_\_\_\_

Days per week \_\_\_\_\_ Hours per day \_\_\_\_\_ Part-time \_\_\_\_\_

Full-time \_\_\_\_\_ Hourly wages \_\_\_\_\_

Week	WEEKLY WORK ASSIGNMENT (Describe Briefly)	Performance rating		
		Good	Fair	Poor
1				
2				
3				
4				

INTERN EVALUATION	Good	Fair	Poor	INTERN EVALUATION	Good	Fair	Poor
Judgement				Punctuality			
Job Knowledge				Progressive Attitude			
Work Output-day's work				Willing to Learn			
Quality of Work				Follows Orders			
Reliability-Responsibility				Seems Interested			
Cooperation-Willingness				Dresses Appropriately			
Initiative-Enthusiasm				Safety Conscious			
Honesty-Loyalty				Respect for Authority			
				Total Performance			

Evaluated by \_\_\_\_\_

Name

Position

Covers work from (date) \_\_\_\_\_ to \_\_\_\_\_

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**INTERNSHIP DAILY LOG**

Intern \_\_\_\_\_

Training Station Address \_\_\_\_\_

On-the-Job Advisor \_\_\_\_\_

\_\_\_\_\_

College Advisor \_\_\_\_\_

\_\_\_\_\_

Month \_\_\_\_\_

\_\_\_\_\_

Time	Monday	Tuesday	Wednesday	Thursday	Friday
_____ to _____					
_____ to _____					
_____ to _____					
_____ to _____					
_____ to _____					

NOTE: Fill in daily and return to college advisor at end of month.

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**SPONSOR'S INTERNSHIP RATING SHEET**

Sponsoring Organization: \_\_\_\_\_

Intern: \_\_\_\_\_ Supervisor: \_\_\_\_\_

*Please circle on a scale of:*

	1	2	3	4	5
	Deficient		Average		Superior
1. Communications skills- <b>Oral Communication</b> (Communicates ideas clearly with proper vocabulary usage)	1	2	3	4	5
<b>Written Communication</b> (Communicates ideas clearly with proper grammatical structure)	1	2	3	4	5
2. <b>Quality of work</b> (Accuracy, neatness, timeliness)	1	2	3	4	5
3. <b>Quantity of work</b> (Volume of accurate work not needing correction)	1	2	3	4	5
4. <b>Job knowledge</b> (Understands job requirements and needs minimal assistance)	1	2	3	4	5
5. <b>Attitude</b> (Positive, willing to learn, accepts direction)	1	2	3	4	5
6. <b>Motivation</b> (Seeks additional work when assignments completed)	1	2	3	4	5
7. <b>Reliability</b> (Dependable, gets the job done on time, acts responsibly)	1	2	3	4	5
8. <b>Use of time</b> (Uses time wisely and does not distract others)	1	2	3	4	5
9. <b>Uses good judgement</b> (Considers actions and possible effects, makes sound decisions)	1	2	3	4	5
10. <b>Interpersonal skills</b> (Cooperative, helps others, listens)	1	2	3	4	5
11. <b>Technology skills</b> (Familiar with hardware and software required for the job)	1	2	3	4	5
12. <b>Professional appearance</b> (Dresses appropriately for the job and conveys a professional image to customers/clients)	1	2	3	4	5

Comments (may be continued on reverse):

Sponsor: \_\_\_\_\_ Intern: \_\_\_\_\_ Date: \_\_\_\_\_

