MEMORANDUM FOR STUDENTS ENROLLED IN CENG 4370

SUBJECT: CENG 4370 (Undergraduate Internship) Administrative Instructions, AY151S

Course Description: Program provides for a learning experience in an engineering environment appropriate to the undergraduate level of work with a minimum of 150 hours of work. A written report of the experience and a presentation is required.

1. Welcome to a three hour undergraduate internship study, a course that allows you to work in the field to gain experience and course credit. In order to hit the ground running, students need to work in their chosen field. It allows you to bring the classroom into the field and the field into the classroom. Those in the field are required to be creative, life-long learners who understand contemporary issues and how they influence projects under their supervision. An undergraduate internship will require students (you!) to work within the discipline, apply skills you have to solve problems, and learn more applicable skills on the job. During this experience, you will be challenged and I am sure you will find it rewarding and fun! We will meet **monthly** at a mutually acceptable time to discuss your progress and review required forms and materials per the student internship program handbook. Your work supervisor must fill out required forms and perform an evaluation every 35 hours per the supervisor handbook. You are responsible for ensuring this occurs.

2. An undergraduate internship provides an opportunity to gain experiences not possible in the classroom. The three hour undergraduate internship requires a monthly evaluation by your supervisor, a diary, and a project paper that focuses on the objectives of the internship, whether the objectives were met, a discussion of the most helpful skills developed, what areas of additional preparation could have helped, what were the different areas of civil engineering that skills were employed during the internship, how the experience is applicable to career goals, and how the experience did or did not meet expectations. You are also to focus on accomplishing the goals of the course and communicate your achievement of those through your internship presentation.

3. There are many benefits to this course, among them the opportunity to apply academic learning to practice, adding depth and relevance to classroom work. Students will increase understanding of how specific projects relate to design and construction. A key component of this course is learning the importance of communication skills and how interactions among people are important aspects of job success at all levels. The realistic constraints.

4. Course Procedures:
   a. Course procedures are outlined in the Internship Handbook given to students on the first day of class.

5. Assignments

The following provides a broad outline of the specific deliverables required as part of this course. The Internship Handbook provides more information in each area.

   a. Statement of Work and Objectives
      The student intern will complete this form as they begin the internship experience by identifying the specific area of work that parallels their field of academic study along with several anticipated objectives. The Statement of Work and Objectives are to be submitted along with the Internship
Agreement to the sponsor for their review. These forms will be filed with the Internship Program Coordinator (IPC) along with the Student Internship Contract.

b. 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.

c. Occupational Work Experience
This form is to be completed every 4 weeks 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 is to be filed with the IPC at the end of each month.

d. Internship Daily/Weekly Log
The student intern will be responsible for completing a daily log sheet. A short activity statement for each day the intern works at the assigned internship site should be noted on the log sheet along with the number of hours the intern worked each day (up to the required 150 hours). One “Internship Daily Log” form should be completed for each week worked and turned into the IPC weekly. This form may be copied as necessary.

e. Sponsor’s Internship Rating Sheet
At the end of the student’s internship experience or at the end of the academic semester, the student intern will provide the internship sponsor with this form. The internship sponsor will provide a summary evaluation of the intern’s increase/change in any applicable cognitive learning, affective learning, and/or psychomotor skills through the use of this rating sheet. The student is responsible for filing this form with the IPC at the end of the semester or internship period.

f. Student Internship Summary Rating Sheet
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.

g. Project Paper for Internship
Upon completion of the internship, the student is required to write a paper (10 – 12 pages double spaced) to demonstrate the knowledge gained during the internship period. The paper should include the following:

Introduction
Standard introduction to your paper

Objectives
Using the list of the objectives you established for the internship include in your paper a discussion of how and whether the objectives were accomplished this includes an assessment of the objectives established at the beginning of the internship with the internship advisor (employer representative) and any other objectives that were added because of a specific assignment during the internship.

Experience
With respect to the internship experience, describe the most helpful skills or knowledge learned in academic coursework.

Additional Preparation
Describe three areas where additional preparation could have helped in completing internship work assignments.

Engineering Roles
Discuss the types of engineering roles used during the internship and whether those acquired skills played a major role in work assignments.

Application to Career Goals
Discuss the experience gained during the internship that is applicable to career goals.

Expectations
Describe how the internship experience met or did not meet expectations.

Conclusions
Standard paper conclusions

Suggestions/Recommendations
Provide insight for students seeking Internship or recommendations for improvements in the process of internship.

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

h. Presentation for Internship
Upon completion of the internship, the student is required to make a **10 min presentation** to a undergraduate class, or to an audience as selected by the course instructor. The student should contact the instructor to make the arrangements for this presentation. The presentation should include photos of your work and cover the following topics at a minimum:

- How you obtained your internship.
- What you learned from it.
- What was the most interesting thing you did?
- Will it help you gain employment after you graduate?
- Things you would like to have known before you obtained your internship.

In addition the student may present any information the sponsor provides to promote their company.

6. The professor supervising your work will meet with you once a month at a mutually agreed upon time to allow you to report on your progress and receive feedback on the paperwork completed.

7. If you need additional time to meet, you are encouraged to seek additional assistance during posted office hours for this course maintained by the course director. Those hours are T-8:30-9:30 AM, or Th. 8:30-9:30 AM. There will also be a scheduled monthly meeting on the fourth Thursday of every month.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date/Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Thursday 10th, 1:00</td>
<td>First Meeting and distribution of syllabus and paperwork</td>
</tr>
<tr>
<td>September</td>
<td>Thursday 24th, 1:00</td>
<td>Discuss issues of work assignments</td>
</tr>
<tr>
<td>October</td>
<td>Thursday 29th, 1:00</td>
<td>Discuss items for application of course skills</td>
</tr>
<tr>
<td>November</td>
<td>Thursday 26th, 1:00</td>
<td>Discuss time management and task completion, Presentations</td>
</tr>
<tr>
<td>December</td>
<td>Thursday 3rd, 1:00</td>
<td>Turn in all paperwork and forms for internship</td>
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*Tentative schedule, subject to modification*
8. For other communication or to coordinate a time outside of office hours please use e-mail. If you need to meet with me, please set-up a time (outside of regular time identified for this course) with Ms. Marshall or use my e-mail to (gsaygili@uttyler.edu)

   
a. We will take monthly time survey data – please ensure the Time Survey Sheets represent billable time.
b. Bring note-taking material, etc. to every meeting. Scheduled in a designated monthly time slot. Also bring a copy of your current Daily/Weekly log of activities (If internship is currently active).
c. Meeting preparation is your individual responsibility. You will present during the meeting what you have accomplished since the last time you’ve met and what are your goals for the next month.

6. ACADEMIC DISHONESTY: Representation of other’s work as your own will not be tolerated. Cheating on examinations, quizzes, and homework and the false representation of work will be interpreted as academic dishonesty. Academic dishonesty will be subject to disciplinary action as outlined by the UT Tyler Student Guide on Conduct and Discipline.

7. Exams and Grading:
   
a. Grade Breakout and Cutoffs: Credit/no credit. All required forms and student work must be submitted to the IPC prior to the designated date at the end of the semester. Failure to submit paperwork will result in a grade of NC. The course does not offer the option of an incomplete (I) as a grade.

8. How You Should Prepare your paperwork
   
1. Prepare Your Notebook: The record shows that the best students keep the best notebooks. You should organize your notebook so that all material for each area needed can be easily referenced.

2. Required Paperwork: All required paper work for the internship, including the Internship Paper and a hard copy of the internship presentation slides are due 1 week prior to the end of the semester. 3 December, 2015. This will provide sufficient time for review of the materials by the Course Director and for changes/edits or additional materials to be submitted.

9. Late Submissions. It is a basic principle of professionalism that “Professionals are not Late.” Forms must be completed and reviewed in a timely fashion.

All work in this course must be properly documented. As you are having your work reviewed it is likely that you might receive help from your classmates, just simply document it. YOU ARE REQUIRED TO ACKNOWLEDGE AND DOCUMENT ALL OTHER ASSISTANCE AND REFERENCES USED. Documentation will be accomplished in accordance with any manual for writing, footnote or endnote, for papers.

10. Students Rights and Responsibilities. To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html

11. Grade Replacement/Forgiveness. If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will
result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

12. State-Mandated Course Drop Policy. Texas law prohibits a student who began college for the first time in fall all 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Schedule of Classes for the specific date). Exceptions to the 6-drop rule include, but are not limited to, the following: totally withdrawing from the university; being administratively dropped from a course; dropping a course for a personal emergency; dropping a course for documented change of work schedule; or dropping a course for active duty service with the U.S. armed forces or Texas National Guard. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

13. Disability Services. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079.

14. Student Absence due to Religious Observance. Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

15. Student Absence for University-Sponsored Events and Activities. If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

16. Social Security and FERPA Statement. It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

17. Emergency Exits and Evacuation. Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do Not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Gökhan Saygili, Ph.D., P.E
CENG 4370 Course Director
CENG 4370 Course Objectives:

- Apply the STEM thought process to develop creative solutions for open-ended problems.
- Apply academic learning to practice.
- Acquire experience in the working world, adding depth and relevance to classroom work.
- Increase understanding how specific projects relate to design and construction.
- Learn the importance of communication skills and how interaction among people are a key factor in job success at all levels.
- Gain knowledge of specific jobs within a variety of civil engineering sub-disciplines.
- Produce a publishable report on experience.
- Present a high-quality oral presentation (if required – paper is lacking).
- Prepare for life-long intellectual growth, through self-directed learning.
- Any other objectives established at the beginning of the semester by the self-directed supervisor as appropriate to the project.