

# **Appalachian State University**

## **Department of Technology**

### **Internship Program Guide for Technology Majors**

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Department of Technology  
Appalachian State University  
Boone, North Carolina  
[www.tec.appstate.edu](http://www.tec.appstate.edu)

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# Student Information for TEC 4900

## *Benefits of an Internship*

The general purpose of an undergraduate internship is to give you practical experience applying the theory and content of course work in your field.

## *Intern Compensation*

Although no monetary value can be placed on the value of the education and experience afforded by the employer, most interns are paid during their internship. The intern's salary is a personal matter between the student and employer.

## *Academic Credit*

Students receive from 3 to 12 hours credit for an internship, depending on their major and concentration. The grade received will be S/U (Satisfactory/Unsatisfactory). Be certain you and your employer reach an understanding concerning your time commitment. Interns must work a minimum of 40 hours on the job for each credit hour received.

## *Steps in enrolling for an internship*

1. Identify an employer.
2. Submit a typed copy of a Student *Internship Proposal*, including:
  - a. A title page
  - b. The Student Internship Enrollment Form, (signed by the employer & program Coordinator)
  - c. A detailed description of the objectives you hope to achieve in your internship.
  - d. A signed copy of the course requirement statement.
  - e. A detailed map of directions to your internship site.
3. If the proposal is approved, you are authorized to get registered for TEC 4900. (You must be registered for TEC 4900 prior to starting the internship.)
4. To register you must bring your materials to the main Technology Department Office and meet with the internship coordinator or his/her representative.
5. The deadline for enrolling in TEC 3900/4900/5900 is the last drop date of the semester or summer session.

## *Course Requirement Statement*

*To receive academic credit, interns must understand and comply with the following:*

1. I understand that the internship hours cannot start until I am enrolled in the class.
2. I know that to enroll, I must be pre-authorized by the coordinator of my program and I must bring the completed and signed Student Internship Enrollment Form, along with my written proposal and worksite directions to the Technology Department office to get registered for the internship.
3. While working I know to keep a daily log of internship activities, problems and solutions.
4. I will summarize the logs every two weeks (80 hours) in a 1-2 page document and submit to my instructor of record as an email attachment.
5. On the last day of my internship, I will develop a typed, final report (8-15 pages depending on the length of my internship).
6. Upon the conclusion of my internship hours, I will submit a final portfolio to my supervising instructor. This portfolio will include the following:
  - a. Cover sheet
  - b. Original proposal and registration sheets
  - c. Daily logs
  - d. Bi-weekly summaries
  - e. Copies of the employer evaluations if available
  - f. The final written report
  - g. A statement of my opinion on the appropriateness of this company for internships.
  - h. Visual representation of my work (printed copy, photos, drawings, etc)
  - g. The portfolio will be submitted in a timely manner following the internship.

This final portfolio will be developed in a professional manner so that I can use it in a subsequent job interview to show potential employers my work during my internship.

By signing below, I am indicating that I understand the requirements of the internship and agree to comply with all requirements. I further understand that not complying with any of these requirements could result in me receiving an unsatisfactory grade for the internship.

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Student Signature

Date

# Department of Technology

## Student Internship Enrollment Form

Instructions: This form should be submitted as Page 1 of the Internship Proposal. Your employer must sign this form. Upon approval of your proposal, you must register for TEC 3900/4900/5900 before starting your work.

Student's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell or Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ GPA: \_\_\_\_\_

Academic concentration: \_\_\_\_\_ Minor: \_\_\_\_\_

Status (Circle One): Jr. Sr.

Planned Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_ # Hours Credit Sought \_\_\_\_\_

Name of Employing Firm: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Title: \_\_\_\_\_

Employer's Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Employer's e-mail \_\_\_\_\_ Web address: \_\_\_\_\_

### **Employer Approval of Internship**

I have read the attached internship proposal, and I approve of the internship objectives, position description, and employment conditions as stated for the above intern for the period of \_\_\_/\_\_\_/\_\_\_ until

\_\_\_/\_\_\_/\_\_\_\_\_. Mr. / Ms. \_\_\_\_\_ will be considered a (circle one)

full-time / part-time employee, responsible for company procedures, rules and regulations.

Employer: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Intern: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_  
Signature

Date Enrolled: \_\_\_\_\_

#### **For Official Use Only**

Application Complete: \_\_\_\_\_ Section/Instructor: \_\_\_\_\_ Final Portfolio: \_\_\_\_\_

Student Enrolled \_\_\_\_\_ Site Visit: \_\_\_\_\_ Final Grade Submission: \_\_\_\_\_

# Department of Technology

## Internship Program Guide for Employers

Thank you for considering hiring an intern from Appalachian State University's Department of Technology. The Internship is a program that provides qualified university students with supervised experience in production, management, research, studio and design activities of modern businesses and industries.

### *Objectives of the Internship*

1. Provide the intern with a relevant, practical educational experience.
2. Provide business or industry with qualified and experienced graduates.
3. Acquaint the intern with the physical, academic, and environmental requirements of his or her chosen field.
4. Develop the intern's ability to search for and find employment in the industry.

### *Intern Compensation*

Students are required to pay tuition for 3-12 credit hours to enroll in the internship and have approximately 3 years preparation in their chosen field. Therefore we expect interns to be paid during their internship. At the same time, we recognize the internship as an educational experience afforded by an employer. The intern's salary is a personal matter between the student and his or her employer.

### *Work Period*

During most internships, the student is required to remain full-time employed with one firm for a period of six to twelve weeks. The requirement is to work a minimum of 40 hours for each credit hour earned. Students who participate in the Internship Program are under no obligation to accept permanent employment with the sponsoring firm or agency. Likewise, the sponsoring firm is not obligated to offer full-time employment to the intern beyond the internship period.

### *The intern/employer Relationship*

In all cases, the intern is considered to be an employee and should be held responsible for performing the assigned duties in a satisfactory manner. All company regulations, conditions of health and safety, and legal requirements apply, and any company violations should be handled in the usual manner. Accordingly, the remuneration should be comparable to other employees of similar experience and seniority doing similar work.

While interning, the student is classified as a student of Appalachian State University and is subject to all applicable University regulations. Thus, there is a student-teacher relationship with the university, as well as an employer-employee relationship with the company.

The greater the variety of work experiences afforded the intern, the greater the opportunity for learning. Scheduled job rotations and involvement in special projects are a means for exposing the intern to various experiences during limited employment. An intern can gain much by conferring with persons responsible for some of the major functions of the company, thereby increasing their understanding of "the bigger picture" in their desired profession.

### *Student Internship Enrollment Form*

The student intern will request the signature of the employer on the Student Internship Enrollment Form. The form is used only by the student and their Faculty Supervisor as a "contract" for academic credit. It is necessary to request a copy of the student's Internship Proposal prior to signing the form.

### *Evaluations*

The evaluation of the intern on the job must be made if the program is to be meaningful. Therefore, the supervisor is asked to submit two evaluations of the intern, one at the midpoint and one at the end of the internship. The evaluation forms are included in this document and are to be returned to the instructor of record.

### *Visitations*

Whenever possible, the Faculty Supervisor or other university representative will, at the employer's convenience, arrange for a visit to the intern's work site. When visits are not possible, the Faculty Supervisor will be in communication with both the intern and the employer via phone and/or email.

# Professional Liability Insurance for Students Enrolled in Internship Courses

Appalachian State University participates in a student insurance program with other constituent institutions of the University of North Carolina. Most, if not all, internship hosts require professional liability insurance prior to a student's participation in an internship or practicum.

Appalachian State University requires coverage for all students enrolled in internship or practicum courses, except student teaching. The insurance policy is issued by General Star Indemnity Company and provides the following coverage limits:

- \$1,000,000 each occurrence for Bodily Injury and Property Damage Claims
- \$3,000,000 aggregate limit for all Bodily Injury and Property Damage Claims
- \$50,000 Fire Damage Liability
- \$1,000,000 each claim limit for Professional Liability
- \$3,000,000 aggregated limit for all Professional Liability Claims
- \$10,000 for covered medical expenses, accidental death or dismemberment

Major exclusions include intentional acts; liquor liability; pollution liability, automobile liability; the insured student's property or property of others in the student's care, custody or control; employment practice liability; abuse or molestation; products/completed operations liability; health care or mental health services; unauthorized hardware or software tampering, viruses, or use; fiduciary liability; and intellectual property liability. The premium for this coverage (\$20 per semester or summer session) is charged to each student's account along with other registration fees. A certificate of insurance will be furnished to each student or internship host upon request.

Further information can be obtained by going to the Appalachian State University website at the following address: <http://www.registrar.appstate.edu/internship/internship.html> The site has the above information plus specific links to Certificate/Policy Information, General Information and Claim Information.

# Internship Evaluation for Midterm

Please return by \_\_\_\_\_

Student Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employing Agency: \_\_\_\_\_

Employer Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date \_\_\_\_\_

**I. Please evaluate the student on the following scales in comparison to other similarly assigned students or personnel, or with respect to achievement of objectives. Respond by circling the number (1-5) of the response that most accurately describes the intern.**

	<b>POOR</b>	<b>MARGINAL</b>	<b>AVERAGE</b>	<b>GOOD</b>	<b>EXCELLENT</b>
Interpersonal skills/ Teamwork	1 Not well accepted	2	3	4	5 Highly cooperative
Kept agreements	1 Slow	2	3	4	5 Very timely
Judgment	1 Poor	2	3	4	5 Mature
Dependability/Reliability	1 Careless	2	3	4	5 Highly reliable
Learning ability	1 Slow	2	3	4	5 Rapid
Quality of work	1 Poor	2	3	4	5 Excellent
Integrity	1 Untrustworthy	2	3	4	5 Highly Trustworthy
Knowledge of Discipline	1 Not competent	2	3	4	5 Very Competent
Appearance / Dress	1 Inappropriate	2	3	4	5 Appropriate
Punctuality	1 Irregular	2	3	4	5 Regular
Acceptance of Responsibility	1 Takes no responsibility	2	3	4	5 Take responsibility for assignments
Accuracy/Attention to detail	1 Careless	2	3	4	5 Meticulous
Communications Skills	1 Not effective	2	3	4	5 Effective
Initiative	1 Poor	2	3	4	5 Excellent
Time Management	1 Always late with assignments	2	3	4	5 All assignments completed on time
Ability to teach others:	1 Poor	2	3	4	5 Excellent
_____	1	2	3	4	5
<b>Your Assessment of the Intern's Overall performance:</b>	<b>Unsatisfactory 1</b>	<b>Marginal 2</b>	<b>Average 3</b>	<b>Good 4</b>	<b>Outstanding 5</b>

**II. Briefly relate this student's strong and/or weak work habits.** (Attach additional sheets if necessary)

**III. Would you recommend that this student pursue a career related to this experience, and, if so what additional recommendations would you make to better prepare the student for such a career?** (Attach additional sheets if necessary)

**IV. What special problems affected this student's performance of objectives, such as inappropriate timing of the experience, deficiencies in the student's training, interaction with the university, etc.?** (Attach additional sheets if necessary)

**V. Additional Comments.** (attach additional sheets if necessary)

Has this evaluation been discussed with the student? Yes \_\_\_\_\_ No \_\_\_\_\_

PLEASE RETURN TO:  
Appalachian State University  
Department of Technology  
Katherine Harper Hall, Boone, NC 28608  
FAX: 828 265 8696



# Final Internship Evaluation

Please return by \_\_\_\_\_

Intern's Name: \_\_\_\_\_

Employment Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please comment on the student's strengths (add sheets if necessary): \_\_\_\_\_

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Please Identify personal or professional areas this student needs to improve (add sheets if necessary):

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Overall Assessment of Student Performance:

- Outstanding
- Better than Average
- Average
- Below Average
- The Student Gained Nothing From the Experience.

**For our information and follow-up, please check all that apply:**

- I would like to employ more interns from the Department of Technology.
- I could employ \_\_\_\_\_ interns per (circle your preference(s)) Year Semester Summer
- I cannot hire more interns because \_\_\_\_\_
- I would like to interview Technology students for a permanent position with my company.

Return completed form to:  
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FAX: 828 265 8696  
[www.tec.appstate.edu](http://www.tec.appstate.edu)  
(828) 262-3111  
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