GORDON AND JILL BOURNS
College of Engineering
California Baptist University

EGR 390 – INTERNSHIP APPLICATION PACKET

INTERNSHIP PROCESS:

1. STUDENT obtains EGR 390 – Internship Packet from their EGR 306 instructor or from the bin outside TEGR 363, Rhonda Clement's Office.

2. Upon successful completion of EGR 306, STUDENT secures an internship that meets the internship criteria (see page 3).

3. STUDENT & SITE SUPERVISOR complete and sign the internship packet (pages 1 – 3), MUST BE SUBMITTED **WITHIN 30 DAYS** OF BEGINNING OF THE INTERNSHIP OR TERM FOR HOURS TO BE VALID FOR CREDIT.

4. STUDENT returns completed packet including an attached job description to TEGR 363 or coeint01@calbaptist.edu. Incomplete packets will be returned.

5. Internship packet is processed by Liaison office for final completion and forwarded to the registrar for course enrollment.

6. STUDENT completes internship within the semester or shows satisfactory progress, must be completed within three semesters of registration.

7. STUDENT informs coeint01@calbaptist.edu once they've completed 200 hours.

8. Evaluations sent via email to STUDENT and SITE SUPERVISOR for completion.

9. STUDENT completes executive summary (see EGR 390 Executive Summary Assignment for details), submits two copies to site. SITE SUPERVISOR reviews providing feedback, returns signed copy to the STUDENT.

10. STUDENT submits signed copy (keeps original for EGR405) of Executive Summary to TEGR 363 or coeint01@calbaptist.edu

11. Once Executive Summary and Evaluations have been received the course is complete and STUDENT will receive their grade for their course.

Questions? Contact coeint01@calbaptist.edu

Need help finding an internship? Meet with the Career Center or check COE Blackboard *(course-College of Engineering /Internship tab)*

EGR 390 - Internship Registration & Learning Agreement

Course: EGR 390	Section: IN	Units: 0	Semester/Year:	Instructor:

STUDENT INFORMATION:		
First Name:	Last Name:	CBU ID:
Address:		
City:	State:	Zip:
Phone:	Email:	
Degree (circle one): Biomedical Chemical Civil Computer Science Construction Management Electrical & Computing Engineering Industrial & Systems Mechanical Software		

SITE/SUPERVISOR INFORMATION:		
Company/Organization:		
Address:		
City:	State:	Zip:
Site Supervisor:	Title:	
Supervisor Phone:	Supervisor Email:	

INTERNSHIP INFORMATION: *(Attach a written job description)*			
Internship Title:			
Start Date:	End Date:	Hours Per Week:	Compensation:

Objectives: (*Student & Site Supervisor to develop two additional objective of what skills/knowledge and/or experience to be addressed during the internship.)*

1. Manage personal resources under actual industry or research time and/or budget constraints.
2. Analyze a company's expectation of its engineers regarding honesty, morality, and ethics (as referenced in 3 Types Article)
3.

4.

These objectives and the goals for the internship have been developed in accordance with internship requirements.

Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

CBU OFFICE USE ONLY:	
Internship packet has been reviewed for content and I certify the internship meets academic guidelines. Dept. Chair/Dean Signature: _____ Date: _____	
CoE – Packet Prepared & Reviewed By:	Date:
REGISTRAR - Approval:	Entered Date:

EGR 390 –Company/Organization Information

SITE INFORMATION:			
Company/Organization Name:			
Address:			
City:	State:	Zip:	Country:
Phone:	Website:		
Type: ___ For Profit ___ Government/Non-Profit		# of Employees:	
Brief Company/Organization Description:			

The above site intends to host a CBU College of Engineering student, has reviewed the internship application and requirements and understands the following expectations:

- Professional Development: Attention should be given to help the student develop a sense of professionalism. Assignments and supervisor meetings with the student might include what is expected of new applicants/entrants and typical career path in your particular field.

- Supervision and Evaluation: A supervisor should plan regular one-on-one sessions with the intern in order to provide the student with valuable feedback and to discuss the student's observations and feelings about the internship/cooperative experience. Upon completion of the intern experience an evaluation will be provided to rate how they meet the academic outcomes of their internship.

- Productivity: Though periods do occur when the workload is minimal, every effort should be made to keep the student occupied with enough, productive assignments. Student assignments should mirror those normally given to new, inexperienced, entry-level professionals, and clerical tasks should be limited to 20% or less of the overall responsibilities.

- Communication: If a student is unable to complete their total hours, site is asked to notify the College of Engineering that the internship has ended prior to the completion of 200 hours.

- Student Executive Summary: Upon completion of the internship, the student will be developing an executive summary of their internship. The student will provide the site with two copies of their final draft; one for your records, and the other for your feedback and signature to be returned by the student to the University.

Company/Org. Representative signature: _____ Date: _____

Title: _____

EGR 390 ACADEMIC - INTERNSHIP DEFINITION & CRITERIA

Definition: An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Criteria: To ensure that an experience—whether it is a traditional internship, or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship, all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

**This language was adopted by the CBU Faculty Internship Advisory Board August, 2011, from the Position Statement released July, 2011by the National Association of Colleges and Employers' Principles for Professional Practice Committee.*

EGR 390 – Student Internship Agreement of Understanding

I, _____, understand and agree to the following regarding the completion of EGR 390 for the required College of Engineering internship:

- To obtain, complete, and submit the proper documentation supplied by the College of Engineering in order for my internship to be considered towards the EGR390 requirement.
- To represent California Baptist University and the College of Engineering, upholding student code of conduct while completing my internship hours.
- To report any change in status of internship/cooperative position obtained, including but not limited to termination prior to completing total hours or issues on site.
- To respond to any inquiries from the College of Engineering requesting a status update of the internship and hours worked.
- To provide my site supervisor with any relevant information from the College of Engineering regarding my internship, including but not limited to distribution of evaluation and a final copy of my executive summary.
- To notify the College of Engineering once hours have been completed.
- To grant permission for my site supervisor to complete an evaluation on my performance that will be submitted to the College of Engineering, as part of my permanent record.
- That failure to comply with internship/cooperative expectations could results in the loss of privileges for future internships.

Student Signature: _____ Date: _____

EGR390 -Syllabus

Course Title: EGR390, Internship, 0 credits.
Required Course, All Engineering Majors.

Course Description (from CBU University Catalog):

A required internship with industry, research, nonprofit or other experience with a minimum of 200 hours of supervised work. A learning contract signed by the student and supervisor is required at the beginning and an executive summary written by the student and signed by the supervisor is required at completion. Other requirements as outlined in internship application packet.

Prerequisite: EGR306

Textbook: None.

Course Learning Outcomes:

The student will have gained an understanding of actual engineering practice through experience.

The student will become aware of and have the opportunity to practice the skill sets needed to be a successful engineer in the workplace. (Communication, teamwork, diligence, initiative, in addition to technical skills)

The student will gain additional focused practice in writing an executive summary, specifically of work they have done.

Topics Covered: NA (depends on the internship)

Class/Laboratory Schedule: NA

Contributions of Course to Meeting the Requirements of the ABET Criterion 5:

Estimated content: NA 0 unit course

Relationship of Course to Program Outcomes:

This course addresses the following CBU (BME/ChE/CE/CM/CS/SE/ECE/ME/ISE) program outcomes:

This course contributes to the following CBU BME Student Outcomes: 3, 4, 7, and 9

This course contributes to the following CBU ChBE Student Outcomes: 3 and 7

This course contributes to the following CBU CE Student Outcomes: 4,7, 8 and 9

This course contributes to the following CBU CM Student Outcomes: 1, 2, 6, 7, and 9

This course contributes to the following CBU CS Student Outcomes: 3

This course contributes to the following CBU SE Student Outcomes: 3 and 7

This course contributes to the following CBU ECE Student Outcomes: 1, 2, 3, 5, 6, and 9

This course contributes to the following CBU ME Student Outcomes: 2, 3, 4, 6 and 7

This course contributes to the following CBU ISE Student Outcomes: 2, 3 and 7

Prepared by: Anthony Donaldson **Date:** June 26, 2019

Note: Since it is a core course shared by each degree program, each department chair (Dr. Anklam, Dr. Bai, Mr. Clement, Dr. Lee, Dr. Ni, Dr. Si or Dr. Zhao) submitted to Dr. Donaldson their student outcome mapping for the course.

The course schedule and requirements are subject to change based on the progress of the class and industry policy. Instructor will post all course changes in class on Blackboard.