

Internship Packet Helpful Tips

This packet is for students that want to count this internship as their official required internship (EGR390). They must have completed their junior courses including EGR306 Internship Prep to apply for this internship.

Approved *EGR390 Internship Registration* packets need to be turned in to Rhonda Clement's office, TEGR363 to be submitted to the Registrar within thirty (30) days of the beginning of the internship or summer term.

1. STUDENT obtains an *EGR390 Internship Registration* packet from EGR306, the wall bin outside of room TEGR363 Liaison's office or CoE Dept. Chair.
2. STUDENT completes *EGR390 Internship Registration* packet. NOTE: Packets will **NOT** be processed if the information and/or signatures are missing.

Be sure to:

- a. Complete Objectives #3 and #4 on EGR390 Internship Learning Agreement Form
 - b. Attach internship job description
 - c. Obtain Internship site supervisor's signature, Company/Organization Rep. signature
 - d. Obtain Department Chair's signature
 - e. Submit either in person to Industry Liaison's office, TEGR363 or via email to coeint01@calbaptist.edu
3. STUDENT will complete the internship within the semester that has been selected or show satisfactory progress. Course must be successfully completed within 3 semesters of registered semester.
 4. STUDENT will provide the EGR390 Employer Evaluation of Student Intern form (in packet or online) to employer to be completed upon **200 hours of internship service**. As noted on the bottom of the form, EMPLOYER will submit evaluation online or return evaluation to Rhonda Clement via email or mail. Receipt of the employer evaluation and executive summary will initiate the student's EGR390 grade.
 5. Upon completion of internship:
 - a. STUDENT will submit EGR390 Student Evaluation of Internship form online or to Rhonda Clement via email to coeint01@calbaptist.edu or in person to TEGR363.
 - b. STUDENT will be required to submit an executive summary of the work that he/she did signed by their **supervisor**. See EGR390 executive summary assignment for full details.



EGR 390 INTERNSHIP REGISTRATION

form updated 8.31.17

Student Name

CBU ID#

Semester/Year of Internship

Daytime Phone Number (with area code)

Major	Course #	Employer	Units	Instructor
	EGR 390		0	Donaldson

- ➔ **Syllabus** (provided in packet): outlines the learning activities and objectives including: internship goals, assignments, meeting schedule and grading elements.
- ➔ **Job description MUST be attached.**
- ➔ **All documentation must be submitted within thirty (30) days of the internship start date.**
- ➔ **Students cannot register themselves for EGR 390 through web registration.** See process below:
 1. Submit completed internship registration packet includeing Department Chair signature to Rhonda Clement, TEGR363 or via email to CoEint01@calbaptist.edu
 2. Liaison office reviews packet and submits for Dean's signature.
 3. Approved packets are forwarded to Registrar's office.
 4. Registrar enrolls student in EGR390 and informs student via email.

Department Chair

Date

Dean, Dr. Anthony Donaldson

Date

Registrar

Date

EGR 390 ACADEMIC INTERNSHIP STUDENT APPLICATION FORM

First Name:	Last:	MI:	Student I.D.#	Date:
Current Address:				
City:		State:		Zip:
Permanent Address:				
City:		State:		Zip:
Local Phone:		Permanent Phone:		Graduation Date:
E-Mail Address				
CBU Gordon and Jill Bourns College of Engineering:				
Degree: (check one)	Biomedical	Chemical	Civil	Computer Science
Electrical & Computer	Engineering	Industrial & Systems	Mechanical	Construction Management
Software				

Voluntary Self-Disclosure: This data is used only for statistical purposes and will not be divulged to employers or in selection procedures. Please enter the letter which best describes your ancestry in the following box:

- | | | |
|------------------------------|-----------------------------------|-------------------|
| A. African American | D. Hispanic/Mexican/Spanish/Latin | Check if you are: |
| B. Asian or Pacific Islander | E. Anglo/White/Caucasian | [] Disabled |
| C. Native American | F. Other (Please Specify): | |

This academic program is a vital part of your learning experience and must be considered as important as your classes. The University has specific expectations required for your participation. Please read carefully and sign.

I understand and agree that for each internship/cooperative position I obtain, I must complete all required documentation, such as a "Learning Agreement" and an "Evaluation Form" supplied by the Office of Career Services. I also understand that my Site Supervisor will complete an evaluation on my performance and that information will become a part of my permanent records. If I choose to receive academic credit for an internship, I understand that the Faculty Internship Advisor will have access to the above-referenced evaluation and will also complete an evaluation, becoming a part of my permanent records. Additionally, I will report any information regarding problems and/or circumstances regarding the status of positions so that they can be corrected. I understand that to not comply with the above expectations, I could lose my privileges for future internship/cooperative education opportunities.

Student Signature _____ **Date** _____

FOR OFFICE USE ONLY
Notes/Referral Information:
Employer: _____ Title: _____
Email: _____ Phone: _____
<input checked="" type="checkbox"/> Internship <input type="checkbox"/> Cooperative Education <input type="checkbox"/> Credit – 0 units

EGR 390 INTERNSHIP LEARNING AGREEMENT

Student I.D. _____ Name _____
Last First Initial
Student Address _____ Student Telephone _____
Instructor's Name Dr. Anthony Donaldson Subject Area EGR390 Internship Number of Units 0
Name of Company _____ Site Supervisor _____
Supervisor Email _____ Supervisor Telephone _____
Hours Per Week _____ # of Weeks _____ = 200 Hours Compensation (if any) _____
Internship Start Date: _____ Internship Position Title: _____

Internship Proposal/Learning Objectives: **Attach a job description of your internship** and describe below what skills, knowledge and/or experiences do you want to encounter or develop? **Add at least two more** (and not more than four) objectives of your own:

1. Manage personal resources under actual industry or research time and budget constraints.
2. Analyze a company's expectations of its engineers regarding honesty, morality, and ethics (3 types from online article.
- 3.
- 4.

Student's Signature _____ Date _____
Site Supervisor's Signature _____ Date _____

The job description for the internship has been reviewed with the Dean and a copy is attached:

Yes ☐ Dean initials: _____

I certify that this internship meets academic guidelines:

Dean's Signature _____ Date _____

EGR 390 ACADEMIC INTERNSHIP DEFINITION AND CRITERIA

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, 2011 by the National Association of Colleges and Employers' Principles for Professional Practice Committee.*

COMPANY/ORGANIZATION APPLICATION

Company/Organization: _____

Address: _____

City: _____ Zip: _____

Phone: _____ FAX: _____

Contact Person: _____ Title: _____

Email Address: _____ Web Site Address: _____

1. Check one: _____ We are a for-profit organization _____ We are a government/ non-profit organization

2. Site Agreement – Please sign and date the following:

We intend to host a CBU student intern for the term indicated.

We are an Equal Opportunity Employer. Interns will be accepted and assigned to job opportunities and otherwise treated without regard to race, color, religion, national origin, sex, marital status, veteran status or disability, as well as other classifications protected by applicable state or local laws.

Company/Organization Representative: _____ **Date:** _____

3. Internship Position Title: _____

4. Briefly describe your company/organization:

5. Number of employees: _____

PRODUCTIVITY – Though periods do occur when the workload is minimal, every effort should be made to keep the student occupied with sufficient, 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.

PROFESSIONAL DEVELOPMENT – Attention should be given to help the student develop a sense of professionalism. Assignments and supervisor meetings with the student might relate to what is expected of new applicants/entrants and typical career paths 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 your student intern's experience, fill out and sign the evaluation form and return to the student.

Note: the student is required to submit an executive summary of the work that he/she did. The student should provide you with a final draft for your feedback and present a copy for you to keep for your records as well as have you sign a copy that they will submit to the school.

EGR390

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/E) program outcomes:

This course contributes to the following CBU BME Student Outcomes: 6, 7, and 9

This course contributes to the following CBU ChE Student Outcomes: 6, 7, and 9

This course contributes to the following CBU CE Student Outcomes: 9, 10, 12, and 13

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: 1, 9, and 10

This course contributes to the following CBU SE Student Outcomes: 1, 9, and 10

This course contributes to the following CBU ECE Student Outcomes: 3, 6, 7, 9, and 13

This course contributes to the following CBU ME Student Outcomes: 6, 7, 9, 10, 11, and 12

This course contributes to the following CBU ISE Student Outcomes: 6, 7, and 9

This course contributes to the following CBU E Student Outcomes: 6, 7, and 9

Prepared by: Anthony Donaldson **Date:** January 4, 2019

Note: Since it is a core course shared by each degree program, each Program chair (Dr. Rickard, Dr. Bai, Dr. Anklam, Dr. Perkins, Dr. Ni, and Dr. Si) 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.

EGR 390- EMPLOYER EVALUATION OF STUDENT INTERN

Complete online at <https://goo.gl/forms/LsplYJXxC6zQO3dv1> or written below

Student/Employer Information

Student: _____ Student ID#: _____

Company/Organization: _____ Supervisor/Title: _____

Email: _____ Phone: _____ Other: _____

Briefly describe the type of work the intern performed:

Briefly describe any engineering design or analysis content of the internship:

EVALUATION

5 – Excellent • 4 – Good • 3 – Average • 2 – Poor • 1 – Bad

Rating of Student's Performance

- _____ The student displayed effective **design** skills
- _____ The student displayed ability to successfully **conduct experiments**
- _____ The student displayed ability to successfully **design experiments**.
- _____ The student demonstrated effective **writing** skills.
- _____ The student effectively **communicates orally**.
- _____ The student demonstrated effective **problem solving skills**.
- _____ The student demonstrated effective use of **software tools**.
- _____ The student demonstrated effective use of **hardware tools**.
- _____ The student works well within a **team**.
- _____ The student demonstrated **leadership** qualities.

Additional Comments: *(Please use the reverse side of this document if necessary)*

Do you have suggestions for changes or improvements in CBU's engineering programs?

If you had the resources and a position would you want to hire a CBU engineering intern in the future?

Signature: _____ Date: _____

Please return written evaluation to:

Attn: Dr. Anthony Donaldson, Dean, College of Engineering
California Baptist University, 8432 Magnolia Ave Riverside, CA 92504
By email rclement@calbaptist.edu; questions 951.552.8787.

EGR 390 STUDENT EVALUATION OF INTERNSHIP

Complete online at <https://goo.gl/forms/KhweBIAwmtVzZfgp1> or written below

Student/Employer Information	
Student:	Student ID#
Company/Organization:	Supervisor/Title:
CBU Faculty Instructor: Donaldson	Academic Major: EGR 390
Internship Period: From: To:	

The primary objective of the Internship Program is to provide students with a significant and practical learning experience within the field of engineering and career pursuits.

EVALUATION					
5 – Excellent	4 – Good	3 – Average	2 – Marginal	1 – Unsatisfactory	
	1	2	3	4	5
Orientation to the Assigned Position					
Assignment of Tasks and Activities					
Task and Activities Training					
Quality of Tasks and Activities					
Communication with Supervisor					
Acceptance by Co-Workers					
Educational Value					
Career Exploration					
Physical Environment of the Internship/Cooperative Education					
Overall Rating					

Would you recommend this internship opportunity to your fellow students? If applicable, please note any improvements that could be made to better this internship program. May we use your name and/or excerpts from your evaluation to promote this program? Please circle YES or NO.

Please return written evaluation to:

Attn: Dr. Anthony Donaldson, Dean, College of Engineering
California Baptist University, 8432 Magnolia Ave Riverside, CA 92504
By email rclement@calbaptist.edu; questions 951.552.8787.