



**LIVE
YOUR
PURPOSE**



EGR 405D Internship Report and Presentation (1 unit)

Fall 2025

Instructor: Dr. Mark Anklam
Office location: TEGR 356B
Telephone: 951-552-8731
Email: manklam@calbaptist.edu
Office hours: T: 12:30-1:30PM, 3:30-4:30PM; W: 1:30-4:30PM; R: 12:30-1:30PM

Course Meeting Times: R, 3:45-4:45PM in TEGR 221

Course Description

Students will report on their internship experiences. Each student will submit a written report and give an oral presentation. Students will receive faculty and peer evaluations of their presentations.

PREREQUISITES – Permission of Department Chair (students need to have submitted their internship packet and will need to have completed 100 hours of internship)

REQUIRED TEXT AND OTHER MATERIALS

Michael Alley's materials for effective presentations and writing.

<https://www.youtube.com/watch?v=d04w4vvByDI>
http://www.writing.engr.psu.edu/teaching_slide_design.html

COURSE GOALS & STUDENT LEARNING OUTCOMES (SLOs)

Upon successful completion of this course, students should have the ability to

1. More effectively summarize their work in an executive summary and in an oral presentation.
2. Articulate some of the variety of opportunities that exist for work in engineering companies.
3. Improve on their ability to give and effectively evaluate an oral presentation, with specific attention given to the techniques researched by Michael Alley at Penn State.

ASSIGNMENTS AND GRADING

Report/Executive Summary:

Due by 10/3/25 (5:00 pm) (See Blackboard/Handout for details – should already have been completed and signed to fulfill the internship requirement)

Presentation:

- See handout for details
- 3 Parts – description of company/organization, description of your responsibilities, reflection of your experience
- Presentation should be 8-10 minutes
- Grade based on instructor evaluation combined with peer input

Peer Assessments:

Students are expected to evaluate each student speaker. Students are expected to have thoughtful marks and comments. If your evaluation is overly generous (or harsh), especially for areas that are clearly seen, then you will lose points for your evaluations.

One-on-One Feedback:

Students must meet individually with the instructor to receive feedback on their presentation after they have watched the video of their presentation. This needs to happen in the week following the posting of link to the presentation.

Late Policy

Peer evaluations must be turned in within two hours of the end of class to get credit for attendance. There will be no make-up presentations for unexcused absences. **If you miss class on the day of your presentation due to an unexcused absence, you will receive a zero for the presentation and you will not pass the course.** Late reports will be penalized 10% per week.

Make-up Policy

Makeups for missed presentations will be allowed in the event of an illness or emergency, but the instructor **must** be notified and approve it **before** the class (in the case of an emergency, notify the instructor within 24 hours after the class takes place). In all cases the student must show evidence from a doctor, police, or other relevant agencies as proof of illness or emergency. **There**

will be no makeups for absences notified after 24 hours of the class time for presentations (and as above, there will be no makeups for unexcused absences).

If a student needs to miss their presentation for an official, unavoidable university event (e.g. athletic competition or choir performance) or job interview, it is the student's responsibility to swap presentation times with another student at least a week before the class time and notify the instructor.

The policy for making up absences on days other than the student's presentation day is discussed below in the section on attendance.

Grading Policy:

Individual Report/Summary	30%
Presentation	40%
Peer Assessments	20%
Meet with Instructor	10%

Grading Scale: The following grading scale will be used. Students must complete all assignments to successfully complete the course.

93%-100% : A	90%-93% : A-	
87%-90% : B+	83%-87% : B	80%-83% : B-
77%-80% : C+	73%-77% : C	70%-73% : C-
67%-70% : D+	63%-67% : D	60%-63% : D-
Below 60 : F		

EXPECTATIONS

Academic Integrity - All work submitted for grading must be your own. Any evidence of plagiarism, academic dishonesty, or other violations of the CBU Honor Code may constitute grounds for a failing grade in the course and will at the least lead to no credit for the assignment or presentation in question. The course penalty for violating the Honor Code will be determined by the instructor. Any incident of academic dishonesty (cheating, plagiarism, copying, and other forms) must be reported to the Dean of Students. A first incident of cheating may be handled at the discretion of the instructor in consultation with the Dean. Judicial sanctions may include, but are not limited to, reduction of letter grade or failure in the course in which the offense occurred, suspension, and/or dismissal from the University. A detailed discussion of academic dishonesty

appears in the CBU *Student Handbook*. For further guidance please refer to the CBU Student Handbook for the CBU Honor Code and to the College of Engineering Policy on Academic Integrity.

Plagiarism refers to representing work as your own without giving credit to the original author. Paraphrasing another person's work without citing the author is also plagiarism. For this course turning in work that you completed for another course is unacceptable. Also, turning in work that has been copied from a solution key or another student's assignment is unacceptable. All university policies pertaining to plagiarism will be enforced in this course. As a point of information and clarification, you may wish to visit the following website: <http://www.plagiarism.org>

Generative Artificial Intelligence (GenAI) is a set of tools (such as ChatGPT) that will likely become an important part of your future careers. As with any tool, you need to be careful about how and when it gets used. For this course follow these guidelines unless otherwise instructed for an assignment (and if the course AI policies need to be adjusted, you will be notified by an announcement in Blackboard):

- For the written report and one-page summaries used for make-up work, tools like Grammarly or Word's Editor may be used to revise grammar, clarity, and style; the tools should not add new ideas, sentences, or citations.
- For presentations, students may use AI to draft slide structure, visuals, and design based on their own report. Any AI use must be referenced on the final slide.
- GenAI may not be used to create or revise peer evaluations.
- GenAI may not be used to "listen to videos" and generate automatic summaries of the content for students to then submit as their own work for make-up work.

Students should remember that any information submitted to a generative AI site becomes PUBLIC DOMAIN. Students should NEVER willingly paste anything that is proprietary and subject to copyright.

Academic Environment - Students are expected to encourage and maintain a positive learning environment that is reflective of a "Christian community of learners." Actions and behavior that distracts fellow students or is disruptive in the classroom will not be tolerated. To help maintain a positive learning environment, the following policies will be enforced:

- Cell phones should only be used to complete peer evaluations during class time.
- Laptops and tablets should only be used to complete peer evaluations during class time.
- No food or drink during class.

- At the end of class, all students are expected to clean up after themselves. If moved, desks and classroom furniture are to be arranged as they were found at the beginning of class.
- Students are expected to be on time, pay attention to the speakers, and not work on unrelated material.

Inability to follow these rules or other actions that distract students and disrupt the learning environment could lead to removal from the classroom for that day (and this would count as an unexcused absence).

Electronic Communication (Email/Blackboard/InsideCBU) - It is my expectation that you will check your CBU e-mail address at least once every 24 hours during the week.

Students with Disabilities - Students who have qualified disabilities and wish to arrange the appropriate accommodations, in addition to the general academic support services coordinated by the Academic Resources Center, must identify themselves to the Director of Disability Services. Disabled students who wish to arrange appropriate accommodations must complete and submit a Request for Accommodations form and provide recent (not older than 3 years) diagnostic test results. Students must also notify the instructor at the beginning of the course, indicating his or her desire to receive appropriate accommodations.

Attendance and Participation - Students are expected to attend class, **be on time**, pay attention to the speakers, and participate in peer assessments. Students are allowed one unexcused absence without penalty (but students will still need to make-up class – see below). After that, students will be penalized 5% from their total course grade per unexcused absence. At the discretion of the instructor, tardiness may be counted as unexcused absences. Excused absences are allowable, but the instructor **must** be notified and approve it **before** class (in the case of an emergency, notify the instructor within 24 hours after class and show evidence from doctor, police, or other relevant agencies). In the case of absence due to an official university event, the instructor needs to be notified by both the student and a university official prior to the event (see above). **For both excused and unexcused absences, the student is responsible to make up the class.** To make-up an absence the student

1. must watch the videos of speakers for that day (links to these presentations will be placed on Blackboard)
2. must complete the peer assessments for those speakers using the online forms

3. must complete one one-page executive summary on the presentation of their choice from those speakers and email it to the instructor (1.5 spacing, 12 point font)
4. has one week after presentations are posted to complete the make-up.

Students not completing the make-up work within one week will be penalized 5% from the total course grade (on top of the 5% if it is their second or more unexcused absence) in addition to getting a zero that week for their peer evaluations.

Attempting to get credit for attendance by submitting a peer evaluation without attending class will result in an unexcused absence and will be considered academic misconduct.

Recording Class Sessions - Recording of class sessions without the prior express written permission of the instructor is prohibited. Any permission granted shall include the requirements that a recording may only be used for content study purposes only and sharing a recording with anyone outside of the course and/or posting on social media are strictly prohibited. This includes any recordings that the instructor shares with students. This course policy is in alignment with Student Handbook and the Standard of Student Conduct. Refer to Student Handbook policies 15.6, 15.7, and 15.8 for more information.