

**ET 420 SENIOR INTERNSHIP
SPRING 2011**

SYLLABUS FOR Jane Doe

PROJECT: Chamisa Village Dormitory

INSTRUCTOR: Sonya L. Cooper, NMSU

OFFICE: Engineering Complex 3, Room 386
Telephone: 646-3848
Consultation time: Individual appointments

MENTOR: Fred Briscoe, Project Manager for Sundt Construction

REFERENCES: Project Contract Documents

COURSE OBJECTIVE:

The primary objective for this three-credit project course is for the student to participate in an internship with a company related to the civil engineering field, observing various techniques, methods, and trades, and performing actual work tasks as stated below. Approximately 140 clock hours are required at the job site.

COURSE REQUIREMENTS AND POLICY:

A. The student will be available at the job site at agreed upon times:

Mondays and Wednesdays 12-3 p.m., Tuesdays 8-12.

Follow all job site rules. As a minimum, perform the following functions: Update record drawings, write or assist with daily logs; help implement safety rules and regulations; assure quality control; assist with and/or initiate problem solving, value engineering, and teamwork activities; perform inspections; assist with submittals; perform inventory control.

ET 420 Doe syllabus continued

- B. Fill out a timesheet and personal daily log for each day you are on the site. Keep these bound. Include tasks you performed that day, activities performed on the project, what you learned, what you may do different, problems encountered, decisions made, communications, and any other information you may want to recall for future reference while working at the site.
- C. Attend project meetings as your schedule permits. These include meetings with subcontractors, client representatives, city officials, etc. The student is responsible for knowing the times and places of these meetings.
- D. Design a safety meeting using any aids or topics you think are necessary for the one who will conduct the meeting. Your mentor and supervisor will help you with this requirement.
- E. Meet at scheduled times with instructor to discuss progress and review daily logs and reports.

COURSE GRADE:

The final course letter grade will be based on satisfactory completion of all tasks above, and motivation and enthusiasm in achieving professional development goals defined below.

Description

The professional development section of this course is designed to provide guidelines for developing skills necessary in achieving success on the job. The categories listed below outline the areas on which you will be evaluated.

Human Relations – This category is based on your ability to work with others. How will do you present yourself when working on joint projects? Can you take suggestions and criticism from your peers and supervisors? Do your co-workers and supervisors feel conformable coming to you for assistance in getting the job done? Honesty is a very important element of human relations. Can your peers and supervisors trust you to be fair and honest in your working environment? Appearance, cleanliness, and work habits are important factors of this category.

Dependability – This category evaluates the factors of dependability and motivation. Can you be depended upon to get to work regularly and on time? Deadlines are an ever-present part of our technical world. Can you be depended on to meet these deadlines? Can your co-workers and supervisors depend on you to do what ever it takes to get the job done?

Contribution – In this category we look at some other aspects of self-motivation and initiative. Are you involved in your job? Do you look for ways to improve your performance and environment? Do you seek out good ideas and share them with others? Are you willing to give assistance when needed?