

ITT 440

PROFESSIONAL INTERNSHIP MANUAL

The College of Science, Technology, and Health

University of Southern Maine

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PURPOSE

The purpose of the professional internship is to provide students with the opportunity to advance and refine technical and supervisory competencies during employment with a business or industry.

THE HOSTING FIRM

The company who accepts and works with a student during the internship plays a vital role towards the success of this program. Their dedication and support of this educational process is greatly appreciated. The hosting firm is requested to assign the intern professional responsibilities under the guidance of an experienced employee.

The student will report to the hosting firm at pre-arranged hours, properly dressed, ready to work and learn. It is expected that the intern will be exposed to various aspects within the company and will be paid at a level agreed upon by the hosting firm. It is understood that no permanent employment is being offered to the intern and that the hosting firm may discontinue the process at any time.

THE INTERN STUDENT

The student intern will demonstrate professionalism and accountability in all aspects of their agreement. They will fulfill their commitments to the best of their ability, and make consistent contributions to the hosting firm. In addition to the hosting firm's technical and supervisory responsibilities, the intern shall integrate formal internship assignments into daily routines.

The internship is structured around self-directed learning experiences that will allow each student to transfer academic knowledge and skills into competencies required for successful careers. Each student is expected to take control of the learning experience and manage the learning process. The self-directed experience develops critical management abilities such as decision-making, time management, and scheduling, in addition to developing technical job-related competencies.

The intern student shall submit brief activity logs to the Internship Coordinator every week. A copy of this activity log is also to be included in Section "C" of your portfolio. It is essential that the internship coordinator be kept informed of your progress and your activities. The internship student needs to insure their hosting firm's supervisor mail the "Supervisory Evaluation Form" back to the USM Internship Coordinator (IC) at the end of the Professional Internship session.

THE INTERNSHP COORDINATOR (IC)

The College of Science, Technology, and Health's Internship Coordinator (IC) will assist in maintaining a high quality, productive experience for both the intern and the hosting firm. This involves evaluating the professional merits and suitability of the position; evaluating the intern's portfolio; and assigning the internship grade (pass / fail).

PROFESSIONAL INTERNSHIP

COURSE REQUIREMENTS

Each Intern will develop a comprehensive, indexed portfolio (notebook) containing all the required assignments. The quality of the portfolio (spelling, grammar, format, and appearance) is very important. The major sections of the portfolio are below.

MAJOR GOALS

1. Provide the opportunity to integrate and apply the knowledge, skills and attitudes developed at the University of Southern Maine.
2. Provide the opportunity to work within an on-going business enterprise, meeting the performance standards set for regular employees and management, as well as completing the learning experiences that are integrated into the daily work routines of the organization.
3. Refine planning, communication, and technical abilities in real world situations while establishing resume-worthy experience for future reference.
4. To demonstrate professionalism and accountability in meeting all commitments required of the intern and make consistent contributions to their employer.

THE INTERNSHIP PROCESS

All professional internships must be approved by the School's IC. Send the IC a comprehensive job description of the proposed internship. The IC will evaluate the professional merits of the position and determine its suitability. If approved, the IC will grant permission to register for ITT 440.

Be sure to indicate three (3) credits if that is your intent. A three credit internship requires 200 hours on the job; submission of a professional portfolio containing the assignments identified in this resource manual; supervisory evaluations; and

a 12-15 minute presentation discussing the experience. The IC will notify the intern of the date, time, and location of their presentation, or recorded presentations are approved.

A six (6) credit internship requires 400 hours on the job; submission of a professional portfolio containing the assignments identified in this Professional Internship Manual; supervisory evaluations; and a presentation discussing the experience. The IC will notify the intern of the date, time, and location of their presentation, or recorded presentations are approved.

Based on the IC's approval, a student may elect to accomplish a three credit internship in one semester (ITT 440) and, upon completion, register for a second, three credit internship in another semester. The total number credits that can be earned is six (6).

Electrical and mechanical engineering majors can only use three credits in their degree plan (professional practices thematic cluster), but may register for additional credits that cannot be used. It is the student's responsibility to keep their advisor informed.

COURSE REQUIREMENTS

1. Each student will obtain employment with a reputable business or industry. This employment must be approved by the IC. The firm should be willing to allow the student to carry out a wide range of responsibilities. Interns are required to work a minimum of 200 hours but are strongly encouraged to work more than this minimum.
2. Each student will enroll in ITT 440 the Related Occupational Experience/ Internship course and must provide evidence of health coverage.
3. The final grade will be determined by the IC. It will be based on the student's Professional Portfolio, positive, professional approach to the internship and by the timeliness and quality of performing all obligations and assignments. In addition, the grade will reflect the confidential employer evaluations based on the included performance goals.
4. Generally, a site visit is not required by the IC. However, the IC has the prerogative to request (and if agreeable with the hosting firm) make a site visit.
5. General Assignments - The professional internship provides an opportunity for the student to link theory to practice and to reflect on situations outside the classroom where problems are real, solutions complex, and individualized

challenges possible. In order to meet the requirements for the internship, the student must complete the following assignments.

Complete a minimum of 200 clock hours of appropriate supervised work experience for three (3) credits. Complete a minimum of 400 clock hours of appropriate supervised work experience for six (6) credits.

Complete all assignments given by the on-site supervisor in the manner prescribed and follow the standards for professional practice set by the on-site supervisor.

Complete all assignments identified in the Professional Internship Manual in the exact manner prescribed, demonstrating high levels of quality and involvement.

Submit the professional portfolio to the IC prior to the beginning of final exams.

6. Specific Assignments

- a) Upon securing the IC's approval, and obtaining the professional employment, the intern will register and pay tuition for ITT 440.
- b) Before registering for ITT 440, the intern shall immediately submit the completed "Internship Employment Agreement" (found in this Professional Internship Manual) to the IC.
- c) A comprehensive, indexed portfolio (notebook) containing all assignments are required of each intern. This portfolio is kept by the School as documentation for awarding credit. You may wish to develop a duplicate portfolio for yourself.
- d) The quality of the portfolio (spelling, grammar, format, and appearance) is very important. The major sections of the portfolio assignments are found on the next page. More in-depth discussions of each assignment can be found on subsequent pages.

PROFESSIONAL INTERNSHIP PORTFOLIO SECTIONS

Table of Contents

(will resemble this page, use this as a template)

A. Credentials

1. Resume
2. Transcript
3. Internship Employment Agreement

B. Demographic

1. Community
2. Firm's History
3. Chart Showing Organizational Structure
4. Mission Statement
5. Analysis of Company Policies

C. Activity Sheets

1. Weekly Activity Logs

D. Internship Analysis

1. Analysis and summary of Activity Logs

E. Special Topic Papers

1. Special topic paper number one
2. Special topic paper number two
3. Special topic paper number three
4. Special topic paper number four

F. Conclusions

1. Significance of the Internship Experience

This is an extremely important document. It is read by many individuals. Please take your time and wordsmith an outstanding endorsement of the Internship Program.

2. Closure Letter to Hosting Firm

Not needed if you plan to continue working for the hosting firm.

Explanation of the Professional Portfolio's Content

A. CREDENTIALS

Begin with a current resume that includes work experience, related course work, honors received, extracurricular activities, and career goals. Although not required, an updated transcript can be included in this section. The "Internship Employment Agreement" can be found in this manual and is a very important document. Please the IC a copy of this agreement during your first week of employment, and include a copy in this section. The "Networking Document", also found in this manual, can be used to notify you of future job opportunities.

B. DEMOGRAPHIC INFORMATION

Describe the community in which you are located, the firm's history, general philosophy, the firm's organizational structure (chart), and their mission statement or goals. Provide an analysis of the company's methods of promotion and publicity, personnel and safety practices and procedures, an inventory of the various services and products provided by the company, and any problems or weakness that have been identified.

C. ACTIVITY SHEETS

Keep written notes that will help you analyze your progress and evaluate your experience. These daily logs should identify the intern's activities and responsibilities including daily procedures, significant and on-going events, and work accomplished towards the course assignments. They will be e-mailed to the IC twice a month.

D. INTERNSHIP ANALYSIS

This assignment involves the analysis of the "Activity Sheets" and a description of the most significant "Learning Experiences" obtained during the internship.

Also include an overview of problem areas; appropriate solutions to complex and on-going problems; a self-assessment of your strengths and weaknesses in different situations during the employment period; specific responsibilities you enjoyed and those you didn't enjoy doing; as well as strengths and weaknesses in the organization you observed during the employment period.

E. SPECIAL TOPICS PAPERS

There are four special topics papers required of each intern. These papers are to be Three to five pages in length plus a cover sheet and citations page, typed, single spaced, 12 pt font, very neat and professional. The intern, in consultation with their supervisor, can choose the topic for each paper. The intent is to investigate something related to your job; a project the supervisor has been meaning to investigate; or the implementation / refinement of a new technology / procedure.

F. CONCLUSIONS

There are two topics in this section. The first is a one to two page discussion of the Significance of the Internship Experience. The second topic (if appropriate) is a Closure Letter to the Hosting Firm.

1. Significance of the Internship Experience

Describe the type of impact this Internship Experience has provided for your undergraduate education. Discuss the value of the learning experience, the importance of internship program, and your professional growth. Relate the Internship Experience to your career goals.

2. Closure Letter to Hosting Firm

Include a copy of the letter you write to the hosting firm that: 1) thanks them for the opportunity to gain outstanding experience and; 2) identifies the last day you will be at their facility working for them. This letter should be submitted to your employer two weeks in advance of your last day. It is appropriate to complete this closure letter only if your employment with the hosting firm is terminating.

INTERNSHIP EMPLOYMENT AGREEMENT

College of Science, Technology, and Health
UNIVERSITY OF SOUTHERN MAINE

William Pooler MS
Professional Internship Coordinator

Please type all documents

Student Name _____

Address _____

Home Phone () E-Mail: _____

Work Phone () E-Mail: _____

Cell Phone () Do you text? _____

Do you have health insurance? _____

USM Advisor _____ Intern Must Keep Advisor Informed

Employer _____
Address _____

Phone () E-Mail: _____

Immediate Supervisor of Intern _____

Title _____

Phone () E-Mail: _____

I have read and understand the entire "Professional Internship Manual" and will submit the required notebook prior to final exams.

Signature of intern _____ Date _____

After reading the guide and completing the agreement email this page to the Instructor. (William.g.Pooler@maine.edu)

The College of Science, Technology, and Health

Confidential Supervisor Evaluation Form

Intern's Name: _____

Position: _____

Company: _____

Intern Supervisor: _____

Date of Evaluation: _____

This evaluation is designed to assess the competency of participants enrolled in the College of Science, Technology, and Health's Internship Course. It is used for program improvement and to identify areas in which student competency may vary. An accurate assessment will permit attention to be directed towards needed areas. This completed form will be confidential and the intern will not have access to the responses.

Please rate the intern on a scale of 1 to 5 with 5 being a high level of competence and 1 being low. Indicate N/A if the particular area of competence was not observed as part of the internship experience.

Thank you for your participation

1 2 3 4 5 N/A

1. Communication The student possesses a level of understanding and skill to effectively communicate verbally, in writing, and graphically.
Comments:

1 2 3 4 5 N/A

2. Quantitative Methods The student possesses a level of understanding and skill necessary to use and apply principles of mathematics and statistics. Comments:

1 2 3 4 5 N/A

3. Scientific Principles And Methodology The student possesses a level

of understanding and skill necessary to use and apply scientific methodology and analytic techniques. They should also understand the nature of science and scientific inquiry. Comments:

- | | | | | | | |
|---|---|---|---|---|-----|---|
| 1 | 2 | 3 | 4 | 5 | N/A | 4. <u>Business And Economics</u> The student possesses a level of understanding and skill related to business and economic principles that apply to operating an industry in today's global economy. Comments: |
| 1 | 2 | 3 | 4 | 5 | N/A | 5. <u>Management & Supervision</u> The student possesses a level of understanding and skill related to modern day management and supervisory principles and practices. Comments: |
| 1 | 2 | 3 | 4 | 5 | N/A | 6. <u>Health And Safety</u> The student possesses a level of understanding and skill related to the legal and technical aspects of creating and maintaining a healthy and safe environment. Comments: |
| 1 | 2 | 3 | 4 | 5 | N/A | 7. <u>Technological Principles and Systems</u> The student possesses a level of understanding and skill related to the management and operation of technical systems. This includes concepts related to product and/or service life cycles; planning and development; processes, resources, materials, equipment used in production and service systems; contemporary strategies for operation; and related information/computing systems. Comments: |
| 1 | 2 | 3 | 4 | 5 | N/A | 8. <u>Professional and Personal Development and Responsibility</u> The student possesses a strong educational foundation that prepares them to be a world-minded, intentional, life-long learner and practitioner. Comments: |

Please evaluate the intern's performance on the following indicators:

- | | | | | | | |
|---|---|---|---|---|-----|---|
| 1 | 2 | 3 | 4 | 5 | N/A | 9. Punctuality |
| 1 | 2 | 3 | 4 | 5 | N/A | 10. Dependability |
| 1 | 2 | 3 | 4 | 5 | N/A | 11. Creativity and innovativeness |
| 1 | 2 | 3 | 4 | 5 | N/A | 12. Ability to work independently |
| 1 | 2 | 3 | 4 | 5 | N/A | 13. Ability to work under supervision |
| 1 | 2 | 3 | 4 | 5 | N/A | 14. Ability to work as a member of a team |
| 1 | 2 | 3 | 4 | 5 | N/A | 15. Meets deadlines |
| 1 | 2 | 3 | 4 | 5 | N/A | 16. Is faithful to responsibilities |

1	2	3	4	5	N/A	17. Is intellectually alert
1	2	3	4	5	N/A	18. Interacts easily with peers
1	2	3	4	5	N/A	19. Is congenial
1	2	3	4	5	N/A	20. Shows leadership ability
1	2	3	4	5	N/A	21. Shows initiative
1	2	3	4	5	N/A	22. Seeks additional work experience
1	2	3	4	5	N/A	23. Is motivated toward the profession
1	2	3	4	5	N/A	24. Readily accepts challenges
1	2	3	4	5	N/A	25. Takes education seriously
1	2	3	4	5	N/A	26. Readily applies instruction
1	2	3	4	5	N/A	27. Wholesome attitude toward learning
1	2	3	4	5	N/A	28. Dedicated to self improvement
1	2	3	4	5	N/A	29. Readily accepts constructive criticism
1	2	3	4	5	N/A	30. Appreciates the importance of the internship

Relative to the tasks assigned, what were the intern's strengths?

Relative to the tasks assigned, what were the intern's weaknesses?

General comments (*attach additional sheets if needed*):

Please E-mail completed evaluation to: william.g.pooler@maine.edu

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