

**CSTM, ET, 493 – INTERNSHIP SYLLABUS**  
(Last Revised: January 2023)

### **I. Introduction**

The Internship provides qualified students with a supervised professional experience in areas related to continuous improvement, best production practices, management techniques, research applications, and other activities within Construction and Facilities Management and Engineering Technology. This syllabus contains the guidelines for the course and it is intended to clarify all requirements. Students must thoroughly examine and follow the contents of the syllabus.

### **II. Objectives**

An internship is a unique educational event and offers the opportunity to experience specific goals, directly related to the student's achievements, as follows:

1. Promotes the ability to search for, and find employment in industry
2. Provides a relevant, and professional, experience about Construction and Facilities Management and Engineering Technology within a work environment
3. Develops consciousness about the physical, technical, academic, and environmental requirements of the chosen career path
4. Contributes and enhances the development of technical writing skills
5. Validates the significance of responsibility and personal interactions in the work place

### **III. Minimum Competencies to obtain Special Permission to enroll for an Internship**

In order to receive special permission to enroll for an internship on STARS, the student must:

1. Be a major in the School of Engineering and Technology
2. Have completed a minimum of 60 semester-hours (s.h.) of credit; 12 in the major
3. Have a cumulative **GPA of 2.0** and **major GPA of 2.0**
4. Complete the Pre-Registration Review Checklist (page 7) with the Academic Advisor, Application Form (page 8), and obtain School approval for enrolling in the course
5. Find a participating company and interview with the company at own expense
6. Agree to be graded on a Satisfactory/Unsatisfactory basis
7. Pay tuition and University fees corresponding to the number of hours of the internship
8. Complete prerequisite requirement of ENG 280

*See Section XIV for any exceptions to items 1 through 7*

## IV. Requirements

### A. Internship Weekly Reports

Each intern is required to produce and submit a **Log of Activities** and answers to two *recurring Questions* on a weekly basis.

The two *recurring* questions are:

1. What mistakes did you make and how did you handle the situation?
2. What was the most interesting incident or experience you had during the week?

Weekly Logs, and other documentation, are to be submitted to the Company Supervisor and assigned Internship Coordinator, at the beginning of the following week after completion, using the provided forms. Documentation should be typed or digitally produced. **HAND WRITTEN DOCUMENTS WILL NOT BE ACCEPTED.**

#### – Week One (1) Report

The Week One report must include:

##### a. Internship Agreement (page 9)

The Internship Agreement is one of the most important documents of the internship and must be accurately completed in its entirety by the intern and then signed by the participating Company's Supervisor. The Internship Agreement provides a summary of the responsibilities and objectives (Job-related Objectives) for the intern.

##### b. Company Description (page 10)

The description should encompass information such as the intended market, type of customers, items and services provided, created, designed, or produced, and methods of development, construction, production, or disseminating information. If the company has a webpage, brochure, or a booklet covering these matters, submit the URL or published material in place of re-writing the description.

##### c. Company Organizational Chart (page 11)

An organizational chart, or organogram, is a diagram that shows the hierarchy structure of an organization and the relationships and relative ranks of its affiliates, duties and position. For small companies, the diagram should cover the entire organization. For large corporations, the chart needs to indicate only those areas related to the intern's work. Be sure to indicate where your responsibility, or assignment during the internship, is on the chart.

##### d. Log of Activities and answers to the *recurring* Questions (page 12)

#### – Week Four (4) or Six (6) Report –*Midway Report*–

The Midway report must include:

- a. Log of Activities and answers to the *recurring* Questions (page 12)
- b. Company's Supervisor *midway* evaluation (page 13)
- c. Student's *midway* Job-related Objectives progress (page 15)

– Week Seven (7) or Ten (10) Report –*Technical Report Review*–

The Week Seven (7) or Ten (10) report must include:

- a. Log of Activities and answers to the *recurring* Questions (page 12)
- b. Internship Technical Report Draft for review (see page 16 for recommendations)

This course has been designated to meet the Writing Instruction in the Disciplines (WID) graduation requirement. WID courses provide instruction in the processes and formats for the writing content and style needed to be an effective professional in a student's chosen field. The Internship Technical Report draft is to be submitted electronically and will be reviewed and returned with suggested corrections. If corrections are to be made, they must be made within one week and returned to the Internship coordinator. This process will be repeated until the report is satisfactory.

The report should be in 3rd person, past tense, using APA formatting for references and citations –*reference Purdue OWL website for information on APA if needed*–.

– Final Week, either Eight/Nine (8/9) or Eleven/Twelve (11/12) Report –*Final Reports*–

The Final Week Eight/Nine (8/9) or Eleven/Twelve (12) report must include:

- a. Log of Activities and answers to the recurring Questions (page 12)
- b. Company's Supervisor *final* evaluation (page 13)
- c. Student's *final* Job-related Objectives achievements (page 15)
- d. Student's Final Self Evaluation report (page 17)

– **ALL** other Weekly Reports

Supplementary Weekly reports, in between those previously cited, will only include:

- a. Log of Activities and answers to the *recurring* Questions

**SPECIAL NOTE**

Reports are to be sent to the assigned Internship Coordinator, preferably electronically, but if hard copies are sent via parcel mail, be sure to post them to:

School of Engineering and Technology  
Western Illinois University  
1 University Circle, KH 135  
Macomb, IL 61455  
Attn: Internship Coordinator

**V. Faculty Visitation or Telephone/Video Conference Call**

Each intern will receive a visit through one of the following: a site-visit by the assigned Internship Coordinator; a conference telephone call among the Company Supervisor, the intern, and the assigned Internship Coordinator; a video conference among the Company Supervisor, the intern, and the assigned Internship Coordinator before the end of the internship period. There will be no unannounced visits.

Interns will receive a letter, phone call, or email to arrange the date and time of the appointment. When the intern receives this communication, he/she must set up the conference with the Company Supervisor and confirm the date and time with the assigned Internship Coordinator.

If the Faculty Visitation is a site visit, the Internship Coordinator could spend up to two hours at the site. The visit should include a short tour of the facilities, an interview with the site supervisor and a short visit with the intern, which could be done concurrently.

## **VI. Final Evaluation**

The intern will be graded on a satisfactory (S)/unsatisfactory (U) basis. A satisfactory grade denotes that all objectives and protocols have been fulfilled and that the intern has completed all requirements. An unsatisfactory grade represents failing the internship.

An incomplete (I) grade will be issued if the internship is not completed by the end of the academic term when the internship is being conducted. Once all conditions are fulfilled the School will issue a change of grade.

The following criteria will be used in determining the intern's final grade:

1. Accuracy, quality, and promptness of the Weekly Reports
2. The recommendation of the Company Supervisor, based on *midway* and *final* evaluations
3. Student's *midway* and *final* Job-related Objectives and Self Evaluation reports
4. The Internship Technical Report
5. Recommendation of the assigned Internship Coordinator

## **VII. Additional Course Work**

The internship is a time and energy demanding experience. Be advised NOT to take another course concurrently with the internship. Under extremely unusual circumstances, another course may be taken, but only with written permission of the Company Supervisor and the assigned Internship Coordinator.

## **VIII. University Housing Contracts**

If the intern has a Residence Hall room Contract and will not be completing the contract due to an off-campus internship, it will be the intern's responsibility to review the contract with University Housing and Dining Office in order to avoid payment of penalties.

## **IX. Next Semester Registration**

Interns need not return to campus to complete the pre-registration process for the semester following an internship. In lieu of a campus visit, students may call the Knoblauch Hall Advising Center, 309-298-2100, and set up a telephone advising/registration appointment with the School's Academic Advisor. Students must be free of all University encumbrances before being allowed to register.

## **X. Payment of Fees**

The Billing and Receivables Office compiles information from University offices (i.e. Financial Aid, Registrar's, and University Housing and Dining) and prepares monthly billing statements. Billing statements are sent electronically to the student's wiu.edu e-mail address as well as any parent/guest e-mail on file when the bill is ready to view on STARS. The e-mail will include account balance and due date. Any questions regarding balances or payment options and procedures should be directed to Billing and Receivables Office at 309-298-1831 or at [billings@wiu.edu](mailto:billings@wiu.edu).

## **XI. Dropping the Internship**

In the event that an internship is not obtained, please consult the Course Search screen, available through STARS, to verify the last day to process a drop. It is the intern's responsibility to drop the internship prior to this date in order to avoid being assessed tuition for the class and receiving an unsatisfactory grade. Contact your assigned Internship Coordinator and Academic Advisor PRIOR to dropping the class.

## **XII. Communication**

One of the most important aspects of the internship is the ability to clearly communicate with the assigned Internship Coordinator. Keep the Internship Coordinator apprised of any issues that may arise during the internship including getting laid off, fired or other events that could affect the outcome of your internship. Keep turn-around time on written and electronic correspondence to the minimum amount and within agreed established deadlines.

The following telephone number may be used when needed for prompt responses or actions:

- School of Engineering and Technology: 309-298-1091
- Knoblauch Hall Advising Center: 309-298-2100

## **XIII. Duration**

Internships represent 3 to 12 s.h. (in 3 hour blocks), with a maximum of 9 s.h. applied towards major requirements. 9 s.h. internships are equivalent to 360 work hours, while 12 s.h. are equivalent to 480 work hours.

Working over 40 hours a week will allow finalizing the internship requirements faster, while working less than the standard-work-week hours will require a longer time.

## **XIV. Exceptions**

Any request for exceptions to any condition or requirement set forth in this syllabus must be made in writing to the assigned Internship Coordinator at least one semester in advance of the internship.

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## INTERNSHIP FORMS

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## Pre-Registration Review Checklist

\*add required content in form fields

Name: \_\_\_\_\_ WIU ID: \_\_\_\_\_

In order to receive special permission to enroll for an Internship, students must first complete and submit pages 7 and 8, with the following items as a packet to the School's Academic Advisor during a scheduled internship appointment time, please call (309)298-2100 to schedule:

- 60 hours complete/12 hours in Major (confirmed on WARD report with Academic Advisor)
- WIU Overall GPA 2.0 (confirmed on WARD report with Academic Advisor)
- Major GPA 2.0 (confirmed on WARD report with Academic Advisor)
- Graduation Application filed (confirmed on WARD report with Academic Advisor)
- Professional Cover Letter (addressed to Participating Company)
- Professional Resume and Reference Page (most recent documents)
- Complete Application for Internship (page 8)
- Application form requires a Headshot Photo, which can be a hardcopy attached to the form (glued or stapled) or a digital picture/image pasted on the form

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once the Internship packet is approved by the Academic Advisor, please complete the following requirement:

- Schedule a meeting with the School Director/Coordinator by contacting (309)298-1091 to discuss and receive approval for Special Permission to register

School Director/Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Return to Knoblauch Advising Center, KH 110 (Shortly following, a confirmation e-mail will be sent to the student's wiu.edu e-mail address with registration confirmation)



School of Engineering and Technology

1 University Circle                      Tel: 309-298-1091  
Knoblauch Hall 135                      Fax: 309-298-1061  
Macomb, IL 61455-1390

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## Internship Application

Name: \_\_\_\_\_ WIU ID: \_\_\_\_\_

Expected Internship Term: Spring 20\_\_ Summer 20\_\_ Fall 20\_\_

Semester Hours:  3 hrs /  6 hrs /  9 hrs /  12 hrs

Major:  Construction Management  Engineering Technology

Macomb  Quad Cities

WIU e-mail: \_\_\_\_\_

Local Address: \_\_\_\_\_

\_\_\_\_\_

Local Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_



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## Internship Agreement

This form must be completed and returned to the assigned Internship Coordinator  
BY THE END OF THE FIRST WEEK OF THE INTERNSHIP

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Address during Internship: \_\_\_\_\_

STREET

CITY

STATE

ZIP

Local Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

3. Participating Company: \_\_\_\_\_

4. Company's Address: \_\_\_\_\_

STREET

CITY

STATE

ZIP

Company's Phone: \_\_\_\_\_

5. Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_

Will there be any Holidays, Vacation, or Shutdowns during your internship? Yes  No

If yes, when: \_\_\_\_\_ Will you be working during downtimes? Yes  No

7. Monthly Salary (if hourly, convert by using gross for 40 hrs.  $\times$  4.3) \$ \_\_\_\_\_

8. Internship Semester Hours:  3 hrs /  6 hrs /  9 hrs /  12 hrs

9. Internship Job-Related Objectives, as defined with Company's Supervisor during the first two days of work (4-5 objectives) –Use an additional page if preferred–

10. Company's Supervisor Name: \_\_\_\_\_

11. Company's Supervisor Title: \_\_\_\_\_

12. Company's Supervisor Signature: \_\_\_\_\_

13. Intern's Signature: \_\_\_\_\_

14. Internship Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Internship Company Description

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Provide ONE of the Following:

1. Company's Webpage URL: \_\_\_\_\_
2. Brochure, pamphlet, booklet, or printed material (or copies) describing the Company's general information.
3. A brief description of the Company, to include at a minimum of:
  - a. Intended market, type of customers, items and services provided

b. Products and/or methods of development

c. Methods/strategies, or practices

d. Company's Supervisor Signature: \_\_\_\_\_

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Internship  
Company Organogram

Name: \_\_\_\_\_ Date: \_\_\_\_\_



# Internship Weekly Activity Log

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Week #: \_\_\_\_\_ Dates: \_\_\_\_\_

Day	Job Performed (hours worked)	Analysis of Job Performed (specifics/work details)	Learning/Accomplishments
Monday			
Tuesday			
Wednesday			

Thursday			
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Friday			
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Weekend			
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Total Week Hours: \_\_\_\_\_

Total Work Hours: \_\_\_\_\_

1. What mistakes did you make and how did you handle the situation?

2. What was the most interesting incident or experience you had during the week?

**Internship**  
Company's Supervisor                      Evaluation

Intern: \_\_\_\_\_ Major: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: The immediate Company supervisor will evaluate the Intern objectively. Comparing the intern to other personnel assigned the same or similarly classified jobs, other interns of comparable level, or with individual work standards. Personal comments are most helpful.

Please check only one box for each category:

**RESPONSIBILITY**

- Deliberately avoids responsibility
- Reluctantly accepts responsibility
- Accepts responsibility well
- Readily accepts duties
- Actively seeks new responsibilities

**QUALITY OF WORK**

- Very poor
- Below average
- Average
- Very good
- Excellent

**ATTITUDE – APPLICATION TO WORK**

- Definitely not interested
- Somewhat indifferent
- Average in diligence and interest
- Very interested and industrious
- Outstanding in enthusiasm

**WRITTEN COMMUNICATION**

- Vague, disorganized
- Not what is expected of a college graduate
- Average expression
- Concise, factual, effective
- Outstanding

**INITIATIVE**

- Must be pushed frequently
- Hesitates
- Does all assigned work
- Goes ahead independently at times
- Proceeds well on one's own

**DEPENDABILITY**

- Unreliable
- Sometimes neglectful or careless
- Usually dependable
- Above average in dependability
- Completely dependable

**ORAL COMMUNICATIONS**

- Poorly conveys ideas
- Sometimes ambiguous
- Average expression
- Clearly communicates ideas
- Very articulate

**RELATIONS WITH OTHERS**

- Works poorly with others
- Has difficulty working with others
- Gets along satisfactorily
- Works well with others
- Exceptionally well accepted

**ABILITY TO LEARN**

- Very slow to learn
- Rather slow in learning
- Average in understanding work
- Learned work readily
- Learned work exceptionally well

**MATURITY – POISE**

- Timid     Brash
- Seldom asserts oneself
- Average maturity and poise
- Has good self-assurance
- Quite poised and confident

**PERFORMANCE**

- Low output, slow
- Below average
- Normal amount
- More than average
- Usually high output

**TECHNICAL KNOWLEDGE**

- Lacking in even the basic fundamentals
- Not what is expected of a college graduate
- Average
- In tune with technical time
- Outstanding

**JUDGMENT**

- Consistently uses bad judgment
- Often uses poor judgment
- Average judgment
- Usually makes the right decisions
- Exceptionally mature in judgment

**ATTENDANCE**

- Regular
- Irregular

**PUNCTUALITY**

- Regular
- Irregular

**OVERALL PERFORMANCE**

<input type="checkbox"/>	+ <input type="checkbox"/>	- <input type="checkbox"/>	+ <input type="checkbox"/>	- <input type="checkbox"/>	+ <input type="checkbox"/>	- <input type="checkbox"/>	<input type="checkbox"/>
Outstanding	Very Good		Average		Marginal		Unsatisfactory

The student's outstanding personal qualities are:

The personal qualities which the student should strive most to improve are:

The recommended areas of further study for the student are:

For additional remarks, please use back or more page(s)

Has this evaluation been discussed with the intern? Yes  No

Supervisor's Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Internship  
Job-related Objectives**

Intern: \_\_\_\_\_ Major: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Company Supervisor Name: \_\_\_\_\_

Company Supervisor Signature: \_\_\_\_\_

**OBJECTIVE 1:**

How accomplished:

What progress are you making toward this objective?

**OBJECTIVE 2:**

How accomplished:

What progress are you making toward this objective?

**OBJECTIVE 3:**

How accomplished:

What progress are you making toward this objective?

**OBJECTIVE 4:**

How accomplished:

What progress are you making toward this objective?

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**OBJECTIVE 5:**

How accomplished:

What progress are you making toward this objective?

\* If needed, add page(s) for additional Objectives

What Job-related Objectives were you unable to accomplish and why?

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## Internship Final Self Evaluation

Intern: \_\_\_\_\_ Major: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Company Supervisor Name: \_\_\_\_\_

Provide a self-analysis of the Internship experiences containing the following items:

1. A summary of what you learned during the internship
  
  
  
  
  
  
  
  
  
  
2. Tell us about the special highlights of your internship.
  
  
  
  
  
  
  
  
  
  
3. Are there any areas in which you believe you need improvement?
  
  
  
  
  
  
  
  
  
  
4. What area of study at Western helped you in your internship?
  
  
  
  
  
  
  
  
  
  
5. How do you suggest we improve the internship?
  
  
  
  
  
  
  
  
  
  
6. How do you suggest the Program be improved?
  
  
  
  
  
  
  
  
  
  
7. To you, what are the overall strengths of the internship?
  
  
  
  
  
  
  
  
  
  
8. To you, what are the overall strengths of the Program?

*The Final Self Evaluation report must be received by the assigned Internship Coordinator no later than one week following completion of the internship. The Final Self Evaluation report is the culmination of the Internship.*

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## Internship Technical Report

WID (Writing in the Disciplines) requirement of the University

Length Requirement: 7 – 10 double-spaced pages; 12 pt. font; 1 inch margins

### Types of Reports (some examples)

Process	This produces this
Application	This does this
Technique or Skill	This is a way to do this
Quality	This is the preferred way to do this –this is what is looked for in this– this is the action to counteract for this – this is the standard for this
Procedural	These are the steps or sequence to do this – include why
Product	This was created for this, by this, to do this
Policy, Regulations, Safety	This governs this – could be government, customer, company
Problems, Opportunities, Issues/Challenges, Concerns	This affects this - this is difficult to achieve because of this – this causes this – this results in this
Comparative Analysis	This versus this – benefits and drawbacks

### Recommendations:

Pick something easy for you to write on – usually an aspect of the work you have completed yields more information (the more information you have, usually the easier).

If your company allows images, you can use these as examples.

Avoid Plagiarism	Do not copy Company documents or copyrighted materials. If you use sources, be sure to cite using APA style
Spell Check	Spell check any writing submitted in college-level course work
Avoid Ambiguity	Avoid "it, its, this, these, etc." Do not use words or variations of words that promote ambiguity in writing. For example, using "IT" forces the reader to refer back to previous documentation; this can lead to assumptions by the reader
Avoid Time Elements	Do not use "Today", "Last week", "This morning" in your writing; You can place a date to your writing
Avoid Multiple Quotes	If quoting is used, be sure to express the point you are trying to make and use the quote for support. Quotes must be cited. Quotes should be used when there is no better way to express an idea
Avoid Pronouns	Be sure writing is technical; do not use pronouns like "my", "we", "our", "I", etc. in writing. Write from a 3rd person point-of-view (outside → looking in). Do not write a “diary”

The Technical Report will be revised and re-written until deemed acceptable by your assigned Internship Coordinator

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