Murray State University

Department of Industrial and Engineering Technology

Internship/Co-op Packet

Engineering Technology

- *Architectural Engineering Technology*
- *Civil Engineering Technology*
- *Construction Engineering Technology*
- *Electromechanical Engineering Technology*
- *Environmental Engineering Technology*

Industrial Technology and Design

- *Engineering Graphics and Design*
- *Interior Design*
- *Manufacturing Technology*

Telecommunications Systems Management

www.murraystate.edu/iet

Internship Program
Student Responsibilities

Contacts for your Internship or Coop:

Engineering Technology Majors contact: (Civil, Construction, Architectural, Electromechanical and Environmental Engineering Technology)

Mr. Rudy Ottway
Office: (270) 809-6897
Email: rudy.ottway@murraystate.edu
Fax: (270) 809-6919

Industrial Technology and Design, Graphic Communications Management contact: (Engineering Graphics and Design, Interior Design and Manufacturing Technology)

Mr. Rudy Ottway
Office: (270) 809-6897
Email: rudy.ottway@murraystate.edu
Fax: (270) 809-6919

Telecommunication Systems Management Majors Contact:

Mr. John Hart
Office: (270) 809-6907
Email: john.hart@murraystate.edu
Fax: (270) 809-6919

If you have problems contacting Danny Claiborne, John Hart, or Rudy Ottway. You may also contact Diane Thiede in the IET Office at (270) 809-3392.

1. You must register for IET 488 (1 or 3 hours); IET 489 (1 or 3 hours); OR TSM 488 (3 hours) or TSM 489 (3 hours) depending on your major. You must register for these classes during the semester of your actual internship/coop. Which class your register for depends on the hours needed in your program. See your advisor for clarification.

2. ***Your advisor is the person that will approve your internship (NOT Danny Claiborne, John Hart, or Rudy Ottway unless they are your academic advisor). You must gain approval from your advisor before you accept the internship. There is a place on Form A for them to sign. We must have their signature before you begin your internship/coop.***

3. You must complete 350 clock hours in order to receive class credit.

4. You are expected to work hard, and be professional at all times.

5. Contact Danny Claiborne, John Hart, or Rudy Ottway if any conflicts or problems occur during your internship or coop (whichever one is your internship supervisor).

6. Immediately notify your company supervisors of any sickness or emergencies that will prevent the performance of assigned duties. This should be followed by a written confirmation to both the company and MSU/IET Department.

7. Email your faculty contact within the first week to let him know you have started :

8. Complete ***Internship Information*** form (Form A). If you are not sure of some of the information before you start your internship, you may mail it or fax it back (270-809-6919). If you did not get your advisor to sign the form before you left town, you need to get your advisor to email the faculty in charge of your internship for approval. All forms may be found at our web site:

   http://www.murraystate.edu/iet

9. All interns must complete a ***Daily Log*** by reporting each day's activities in a professional manner. Email your report each Monday (or Friday) during the internship experience (Form B). For those that complete an internship during a fall/spring semester may complete a report twice monthly at the first and middle of the month.

   A sample Daily Log may be found in this packet. You email your report as a word document or type your log into the body of the email.

10. At least two weeks before the end of your internship, you should ask your company supervisor to complete a supervisor's evaluation form (Form C). This form MUST be sent directly to us from your supervisor in company stationary. Your supervisor may go to our web site, fill in the web form, and submit it to the appropriate faculty. Evaluation forms may also be printed from web site, filled in, and mailed to the appropriate faculty. This form SHOULD NOT be mailed by you or hand delivered by you, but come directly from the company supervisor.

11. YOU also must complete an intern evaluation (Form D), which is also on our website. This evaluation will be read only by your faculty advisor and either Danny Claiborne, John Hart, or Rudy Ottway. It will not be sent to your workplace supervisor.

IMPORTANT: **Both evaluation forms must be submitted before the end of the semester or you will receive an incomplete or failing grade for the internship/coop. Be sure to give this form to your supervisor so they will have time to complete it. When your supervisor completes the web based form an email will be sent to your faculty automatically at the same time, therefore, this will serve as their signature on the form.**

12. A faculty member from the department MAY visit your work place during your internship. With the overwhelming number of students working during the summer, this is not always possible.

We may be out of the office periodically throughout the summer. If we am not available, please email your faculty contact, or leave a complete message on their voice mail, or with the secretary and we will get back to you as soon as possible. Email is the BEST way to catch us through the year.

Good luck!

Danny Claiborne *John Hart* *Rudy Ottway*

Internship Information — Form A

Note: All internship/coop forms may be found at: http://www.murraystate.edu/iet

Your Name: _____ M #: _____

Address and contact information during internship:

Street: _____

City: _____ State: _____ Zip code: _____

Phone Number: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Email during internship: _____

Your Major: _____

Advisor's Name: _____

Advisor's Signature for approval: _____

_____

Company Information:

Name of Supervisor: _____ Title: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (_____) _____

Murray State University
Department of IET
253 Industry and Technology Center
Murray, KY 42071

Danny Claiborne
Office: (270) 809-6910
FAX: (270) 809-6919
danny.claiborne@murraystate.edu

John Hart
Office: (270) 809-6907
FAX: (270) 809-6919
john.hart@murraystate.edu

Rudy Ottway
Office: (270) 809-6897
FAX: (270) 809-6919
rudy.ottway@murraystate.edu

You may turn this form in at the Department Office or complete on-line form and submit it.

Daily Log Activities
Weekly Report

FORM B

Name: _____

Reporting Period: from _____ **to** _____

Number of Hours During Reporting Period: _____

Cumulative Hours Worked to Date: _____

Monday, May XX

Tuesday, May XX

Wednesday, May XX

Thursday, May XX

Friday, May XX

You may make this form in a word document and attach it to your email or just write your report in the body of the email text; Be sure to include reporting period and cumulative hours.

Note: Adobe Acrobat pdf form may be found at: http://www.murraystate.edu/iet

SAMPLE

Daily Log Activities
Weekly Report

FORM B

Name: _____

Reporting Period: from _____ **to** _____

Number of Hours During Reporting Period: _____

Cumulative Hours Worked to Date: _____

Monday, May 15

Today I began working on updating the ECO for one of the cam gear. Mark showed me how and where to place updated ECO's in the company's data files. I visited the different work areas in which my supervisor is in charge. I spent the remainder of the day reviewing some drawings of existing parts to determine the methods this company used.

Tuesday, May 16

I was assigned a basic drawing of drilling fixture for the carburetor. I worked directly with the production engineer in charge of the carburator line in determining the specifications needed for this drawing. I used the company's templetes to produce the drawing. It was interesting to actually see how they used the prototype drawing files.

Wednesday, May 17

Today I worked directly with a local machie tool company to produce the drilling fixture that I had drawn yesterday. I was responsible for getting a quote from the company and sharing this with my supervisor and the production engineer. They allowed me the flexible to make mistakes without feeling nervous.

Thursday, May 18

The fixture I drew was completed today. Even though it was finished to setup folks had to make some final modifications on the tooling that was to be place on the fixture. I basically hung out with the setup people to see how and what took place in preparing this tooling. They let me do some of the work. They were pleased that I actually had some machining experience and were very complimentary of my skills. It made me feel really good.

Friday, May 19

This was the day that we actually put the fixture in place. Everyone gathered around to see if it was actually going to work. I felt like a proud parent as the tooling was put in place and production was tested on the new station. No time to waste we started another project right away. As they say, back to the drawing board (computer screen).

SAMPLE

Supervisor's Evaluation

FORM C

Note: Adobe Acrobat pdf form may be found at: http://www.murraystate.edu/iet

Intern: _____ Date: _____
Student's Name

Employer: _____ Supervisor: _____
Company Name Name

Directions: Please evaluate the intern's performance, compared to other student employees with similar academic preparation. Please use the scale below:

5 – Excellent
4 – Above average
3 – Satisfactory
2 – Below average
1 – Unsatisfactory
N/A – Not applicable

Performance	Rating	Comments
Quality of Work (Accuracy and thoroughness)		
Quantity of Work (speed and timeliness)		
Completion of Assignments		
Use time effectively		
Oral Communication skills		
Written Communications Skills		
Acceptance of Responsibilities		
Response to Constructive Criticism		
Cooperates with co-workers and supervisor		
Self-motivation, seeks assignments		
Interest in work, enthusiastic		
Appropriate dress and appearance		
Demonstrates creativity, originality		
Adherence to company rules and procedures		
Overall Performance Rating (from 5 to 1)		

Supervisor's Evaluation

1. What benefits did you personally, or your organization derive from the present internship experience?

2. Does your organization typically groom interns for full-time positions? Yes ☐ No ☐

   Comments:

3. Were there any deficiencies in the current internship program? Yes ☐ No ☐

   Comments:

4. Would you consider mentoring other interns in the future? Yes ☐ No ☐

   Comments:

_____	_____	_____	_____
Supervisor's Signature	date	Student's Signature	date

Return completed evaluation to your internship class instructor through the form on the website or by printing it and mailing/faxing it in.

Intern Evaluation
Murray State University
Department of IET
253 Industry and Technology Center
Murray, KY 42071

Intern's Evaluation

FORM D

Note: All internship/coop forms may be found at: http://www.murraystate.edu/iet

Intern: _____ Date: _____
Student's Name

Employer: _____ Supervisor: _____
Company Name Name

Directions: Please evaluate the internship/coop experience using the scale below:

5 – Excellent 3 – Satisfactory 1 – Unsatisfactory
4 – Above average 2 – Below average N/A – Not applicable

Work Experience	Rating	Comments
Relationship of work to career goals		
Training received		
Supervision Received		
Level of responsibility assigned		
Abilities utilized		
Overall rating of Performance		

Learning Experience	Rating	Comments
Learned information, skills or techniques not learned in class		
Gained career and professional knowledge		
Relationship of academic preparation to work assigned		
Overall rating of Learning		

Professional Development	Rating	Comments
Gained greater self-confidence		
Improved understanding of strengths and weaknesses		
Met people who contributed to my professional growth		
Overall rating of Professional Development		

Overall rating of Internship/Coop experience (rate 1 to 5): ☐

Intern's Evaluation

1. What did you like most about you internship/coop experience?

2. What did you like least about you internship/coop experience?

3. What would you do differently about your internship/coop if you could do it over again?

4. How did the internship/coop affect your educational or professional plans?

_____ _____
Student's Signature date

Return completed evaluation to your internship class instructor through the form on the website or by printing it and mailing/faxing it in.

Intern Evaluation
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Department of IET
253 Industry and Technology Center
Murray, KY 42071

Murray State University
Department of Industrial and Engineering Technology

Internship/Coop Checklist

- ☐ Registered for IET 488 or IET 489 OR TSM 488 or 489 (depending on Major). (Ask your advisor if you are not sure)
- ☐ Paid tuition for course.
- ☐ Completed Intern Information Form (Form A).
- ☐ Faculty Advisor signed Form A before turning it in or email instructor of approval.
- ☐ Contact Claiborne, Hart, or Ottway by email within two weeks of starting (whichever one is your internship supervisor).
- ☐ Contacted Claiborne, Hart, or Ottway within last two weeks of internship period.
- ☐ Completed student intern evaluations and mailed in plenty of time to receive.
- ☐ Supervisor evaluations must be mailed in time to receive before grades are due.
- ☐ Met with supervisor about your evaluation.
- ☐ Completed 350 work hours
- ☐ Completed Daily Logs and mailed them in each Monday (Form B).

Note: An Adobe Acrobat pdf form may be found at: http://www.murraystate.edu/iet

Department Web Site: www.murraystate.edu/iet