

## Business / Industry Internship Policies and Procedures St. Cloud State University

ETS 444/544 – offered only to students who hold internships with external organizations for which advanced approval has been given by the department. It may be repeated; however, these maximums apply:

- Technology Management – 9 credits
- Environmental Studies/Science – 9 credits
- Manufacturing Engineering Technology - 4 credits
- Graduate Programs – 4 credits

1. The number of hours of occupational experience required per credit varies from 50 to 80. This number is determined by the faculty supervisor.
2. A full time internship in the Environmental & Technological Studies department is considered to be a full academic load for most students even though the intern may be earning less than a full 12-credit load.
3. The student applies for a position with an organization as though for a regular job. If the organization is interested in employing the student according to the university internship conditions, the Internship Application Form is completed by the student at that time. Salary is determined during the interview by mutual agreement of the organization and the intern.
4. Before a student begins an internship, the Internship Acceptance Form is signed by the workplace supervisor and/or another person of authority in the organization. This agreement must be made at least two weeks prior to the internship experience.
5. Near the conclusion of the internship, the intern's workplace supervisor should complete the Employer Survey and the appropriate Competencies Survey (based on major), then return it to the Environmental and Technological Studies department chair.
6. A complete file is kept for each internship containing:
  - Internship Application Form
  - Internship Acceptance Form
  - All weekly Internship Reports
  - Final term paper signed by the employer
7. Communication should be maintained with the faculty supervisor throughout the internship, preferably via weekly e-mails.

### Intern Requirements Checklist

- Complete these forms and secure required approvals
  - Internship Application Form
  - Internship Acceptance Form
- Register for Internship, ETS 444 (Graduate Students use ETS 544)
- Complete weekly reports and send to faculty supervisor (see template in this packet)
- Complete final term paper and submit to faculty supervisor one week before end of term (See Report Guidelines in this packet)
- Give employer surveys to the work supervisor before the end of the term (the supervisor will return this directly to the ETS department, not to the student)



**INTERNSHIP APPLICATION FORM**  
Environmental and Technological Studies Department

\*\* Attach the Internship Acceptance Form with required work supervisor signature and submit to supervising faculty. \*\*

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Tech ID \_\_\_\_\_ Email \_\_\_\_\_ @ stcloudstate.edu

Select one:     ETS 444 (undergraduate programs)     Semester \_\_\_\_\_  
                        ETS 544 (graduate programs)                             (Fall, Spring, or Summer and Year)

Number of credits \_\_\_\_\_

I understand:

- I am required to complete weekly reports for my faculty supervisor due EVERY Friday.
- I am required to complete a final term report to be submitted **one week prior** to the end of the term.
- I will be representing St. Cloud State University and will therefore follow professional behavior at all times.

\_\_\_\_\_  
Student Signature

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*.....Faculty supervisor to complete this portion .....*

This internship satisfies the State Plan Regulation: "Occupational experience requirements may be met by substituting one hour of direct work experience in a program conducted through an approved teacher education institution for each two hours of regular work experience."

Supervising Faculty (Print) \_\_\_\_\_

Supervising Faculty (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Course id \_\_\_\_\_

Grading option: \_\_\_\_ ABCDF \_\_\_\_ S/U

Dates:  to

### INTERNSHIP ACCEPTANCE FORM

To be completed and signed by work supervisor or other company representative and returned to intern coordinator prior to starting internship.

Last Name	First	Middle
Home address (Street, City, State, Zip):		
College address:	Home Phone :	Cell phone:
Internship address (if Known):	Internship phone:	
Company name:	Company phone:	E-mail:
Company address (Street, City, State, Zip):		
Primary products and/or service:		
Department:	Job Title:	
Job description or intern program:		
Salary:	From	To
Supervisor:	Phone:	
Attach additional information if necessary. Complete and duplicate (1. Company 2. University)		

INTERNSHIP WEEKLY REPORT

St. Cloud State University

Intern \_\_\_\_\_ E-Mail: \_\_\_\_\_@stcloudstate.edu

Week \_\_\_\_\_ To \_\_\_\_\_

Company \_\_\_\_\_

Company Address \_\_\_\_\_

Company Supervisor: \_\_\_\_\_ Phone \_\_\_\_\_

SUMMARY OF WORK EXPERIENCE

DAY	REGULAR HOURS	AFTER HOURS*	PRIMARY JOB/OPERATIONS PERFORMED
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

\*After hours time includes plant conducted meetings, seminars, conferences, and training sessions not held during the regular work day.

TOTAL WORK HOURS FOR WEEK \_\_\_\_\_

### **SUMMARY OF WORK EXPERIENCE**

1. What new knowledge, technical or related information, did you gain from your work experience this week?
  
2. What new skills did you develop during the week?
  
3. Briefly describe any specific incidents (Good or Bad) worth remembering.
  
4. Were there any human relations incidents that you observed or were involved in which were significant to you as an employee? (Attitudes of management/unions, methods of supervision, communication problems, or other incidents)
  
5. What meetings, seminars, conferences, or training sessions did you attend this week?
  
6. How do you rate your work experience for the week in terms of skills learned, work habits developed, and/or technical information acquired?  
EXCELLENT \_\_\_\_\_ GOOD \_\_\_\_\_ AVERAGE \_\_\_\_\_ POOR \_\_\_\_\_

I hereby sign this report knowing that it is correct information for my week's work experience.

Intern Signature \_\_\_\_\_ Date: \_\_\_\_\_

**REPORT GUIDELINES**  
**Environmental & Technological Studies 444/544**  
**Occupational Internship**

**INTRODUCTION:**

Each individual registered for ETS 444/544 at St. Cloud State University is required to submit to their faculty supervisor a summary report on his or her internship experience. The report is due prior to the last week of the internship experience. The report must be typed and delivered digitally to the faculty supervisor.

**PURPOSE:**

1. To provide a means for closure and summarization of the internship experience.
2. Provide an additional means for evaluation of the experience as it relates to the intern's major, the organization, the University, and future employment.

**REPORT STRUCTURE:**

It is expected that reports will vary widely from one intern to another. However, each report must use the following template and should contain at least the elements listed below. Typical reports are 3- 5 pages, single spaced.

Use these sections:

- Introduction
- Experience Summary
- Evaluation

Use subsection headings as needed to make it easy for the reader to find the information they need.

**Title Page**

Include all information needed for identifying the report source and location:

Informative Descriptive Title  
Internship Report

Intern Name  
Company Name  
Semester/Year

In Partial Fulfillment of the Requirements  
of  
ETS 444/544  
Environmental & Technological Studies  
St. Cloud State University

An example:

LIGHT COMMERCIAL CONSTRUCTION  
Internship Report

Fred Farkle  
Windfall Construction Company  
Summer 2018

In Partial Fulfillment of the Requirements  
of  
ETS 444/544  
Environmental & Technological Studies  
St. Cloud State University

### **Introduction**

Introduce the reader to your internship position. You might include such items as:

1. How the position was obtained.
2. How it relates to your immediate and future goals.
3. Information about the employer, i.e., what makes the agency/company special or unique.
4. What talents or experiences did the company provide that made the experience particularly valuable?

### **Experience Summary**

**Definitely use subheadings in this section so the reader can find information more easily!**

The main portion of the report is the actual summary of the experiences encountered. This may include such things as:

1. Discussion of general job progression over internship period.
2. Highlights of the internship (incidents which stand out as unusual or exceptional).
3. Charts, tables, or lists enumerating the skills learned and the degree of proficiency.
4. Tables or charts showing tools and machines used and/or observed.
5. Photographs or accompanying slides which tell a story about some phase of the internship. Ask your work supervisor for permission before taking pictures.
6. Where feasible, samples of work may be included. This is particularly helpful for those working in the graphics industries. (Please! No concrete blocks or road sections.) If work samples are included, their significance to the experience should be clearly explained.

### **Evaluation**

In this section include an honest evaluation of:

- a. the experience
- b. the agency/company supervision
- c. the faculty supervision

Take this opportunity to suggest ways in which the employer can improve the experience (i.e. more frequent rotation), how the university might improve its service (i.e., better timing, etc.), and how future interns might do a better job for the organization and/or gain more for themselves.

To avoid a failing grade (F), reports must be submitted for evaluation **prior to the last week of the term.**

**Near the end of the internship, have your employer complete the Employer Survey and appropriate Competencies Survey. The surveys should be returned to the department by the supervisor and not given to the student intern.**



## EMPLOYER SURVEY Internship Evaluation

St. Cloud State University  
Department of Environmental and Technological Studies

Your company or business has hired one of our majors as an intern from St. Cloud State University. We would appreciate your cooperation in providing the following performance assessment of this person near the end of his/her time working for your organization. Please place an X in the column that best represents this person's performance with each of the "Work Competencies and Skills" listed below.

WORK COMPETENCIES AND SKILLS	Top	Next Highest	Middle	Next Lowest	Bottom	Not Observed
Oral Communication						
Written Communication						
Problem Solving Skills						
Interpersonal Skills						
Creative Thinking						
Technical Skills						
Computer Literacy						
Safety Knowledge						
Critical Thinking						

Using all of the qualities evaluated above, provide an estimate of this person's future potential with your company or business.

Outstanding [ ] Above Average [ ] Average [ ] Below Average [ ] Weak [ ]

Please use the space below to provide any additional information you may wish to share about this intern or the knowledge, skills, and/or abilities of the intern.

The information gained from this assessment will be used for both revision of our program as well as for meeting certain national accreditation guidelines and standards. Thank you.

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

Name (please print): \_\_\_\_\_

Position: \_\_\_\_\_

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

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

**Return to:**  
 Dr. Kurt Helgeson  
 ETS Department, 216 HH  
 St. Cloud State University  
 720 4<sup>th</sup> Avenue South  
 St. Cloud, MN 56301-4498

**or FAX to:**  
 320 308-5122



## TECHNOLOGY MANAGEMENT: Industrial Technology Competencies Survey

As part of the continued assessment of our programs at St. Cloud State University, we ask that you as an employer of a student enrolled in an internship take a few minutes to review the information on the competencies of our program. Please evaluate the importance of each competency at the completion of the Technology Management major. Circle the appropriate code below.

**C** = Critical    **VI** = Very Important    **I** = Important    **SI** = Somewhat Important    **NI** = Not Important

- |              |     |   |
|--------------|-----|---|
| C VI I SI NI | 1.  | Students will use Microsoft Word, Excel, PowerPoint, Access, and CAD/CAM/CIM application software to complete assignments.  |
| C VI I SI NI | 2.  | Students will identify (basic) the physical and mechanical properties of metals, plastics, ceramics, and composites and understand the design aspects that are involved in making products. |
| C VI I SI NI | 3.  | Students will use (basic) mathematics/science to analyze and solve technological and management problems.   |
| C VI I SI NI | 4.  | Students will demonstrate their use of basic engineering drawing to work and solve technological problems.  |
| C VI I SI NI | 5.  | Students will use computers to do engineering, drawing, and manufacturing operations.   |
| C VI I SI NI | 6.  | Students will prepare written and oral technical reports (both group and individual).   |
| C VI I SI NI | 7.  | Students will use CAD application programs for the design of products and buildings.  |
| C VI I SI NI | 8.  | Students will determine and calculate the forces that affect basic mechanical devices and how basic systems should be designed.   |
| C VI I SI NI | 9.  | Students will transfer part descriptions into a detailed process plan, tool selection, and NC codes to produce parts on CNC mills and lathes.   |
| C VI I SI NI | 10. | Students will successfully apply Statistical Process Control (SPC) procedures for the production of a product by understanding manufacturing concepts.                                      |
| C VI I SI NI | 11. | Students will develop problem solving skills as applied to manufacturing processes and concepts   |
| C VI I SI NI | 12. | Students will demonstrate their skills working in groups to identify, analyze, and solve problems, and will report their findings.  |

*Environmental & Technological Studies 444/544*

- C VI I SI NI 13. Students will identify the rationale, benefits and drawbacks, and problems of using data management in technological systems that is provided by computer networks.
- C VI I SI NI 14. Students will select, organize appropriately, and successfully use manufacturing processes, materials, tools, and systems to produce products.
- C VI I SI NI 15. Students will apply manufacturing concepts for planning, organizing, staffing, implementing, and controlling manufacturing operations.
- C VI I SI NI 16. Students will use entry level engineering project management concepts and teamwork to design products, processes, tooling, and systems for the manufacturing of products.
- C VI I SI NI 17. Students with limited or no construction experience in a technical field, as well as students with appropriate technical knowledge and professional traits will have the opportunity to apply their technical knowledge in construction setting through internship opportunities.
- C VI I SI NI 18. Students will identify the importance of safety on the construction site and practice safe working habits in all ETS laboratories.

Comments:

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

Thank you for your time and evaluation of the competencies. If you have questions please contact the department chair.

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## TECHNOLOGY MANAGEMENT: Construction Management Competencies Survey

As part of the continued assessment of our programs at St. Cloud State University, we ask that you as an employer of a student enrolled in an internship take a few minutes to review the information on the competencies of our program. Please evaluate the importance of each competency at the completion of the Technology Management major. Circle the appropriate code below.

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- C VI I SI NI 1. Students will use Microsoft Word, Excel, PowerPoint, Access, and CAD/CAM/CIM application software to complete assignments.
- C VI I SI NI 2. Students will identify (basic) the physical and mechanical properties of metals, plastics, ceramics, and composites and understand the design aspects that are involved in making products.
- C VI I SI NI 3. Students will use (basic) mathematics/science to analyze and solve technological and management problems.
- C VI I SI NI 4. Students will demonstrate their use of basic engineering drawing to work and solve technological problems.
- C VI I SI NI 5. Students will use computers to develop understanding of engineering, drawing, and construction processes.
- C VI I SI NI 6. Students will prepare written and oral technical reports (both group and individual).
- C VI I SI NI 7. Students will use CAD application programs for the design of products and buildings.
- C VI I SI NI 8. Students will identify and resolve construction management problems related to quality control and product reliability.
- C VI I SI NI 9. Students will identify the rationale, benefits and drawbacks, and problems of using data management in technological systems that is provided by computer networks.
- C VI I SI NI 10. Students will select, organize appropriately, and successfully use construction materials, tools, and systems to produce products.
- C VI I SI NI 11. Students will apply construction concepts for planning, organizing, staffing, implementing, and controlling project operations.
- C VI I SI NI 12. Students will develop knowledge of the latest constructions regulations and practices.
- C VI I SI NI 13. Students with limited or no construction experience in a technical field, as well as students with appropriate technical knowledge and professional traits will have the

opportunity to apply their technical knowledge in construction setting through internship opportunities.

- C VI I SI NI 14. Students will identify the importance of safety on the construction site and practice safe working habits in all ETS laboratories.

Comments:

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

Thank you for your time and evaluation of the competencies. If you have questions please contact the department chair.

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## MANUFACTURING ENGINEERING TECHNOLOGY Competencies Survey

As part of the continued assessment of our programs at St. Cloud State University, we ask that you as an employer of a student enrolled in an internship take a few minutes to review the information on the competencies of our program. Please evaluate the importance of each competency at the *completion* of the Manufacturing Engineering Technology major. Circle the appropriate code below.

**C** = Critical    **VI** = Very Important    **I** = Important    **SI** = Somewhat Important    **NI** = Not Important

- |   |    |   |    |    |     |   |
|---|----|---|----|----|-----|---|
| C | VI | I | SI | NI | 1.  | Understanding of common manufacturing processes and materials.          |
| C | VI | I | SI | NI | 2.  | Engineering problem-solving skills applied through a hands-on approach. |
| C | VI | I | SI | NI | 3.  | Understanding of lean manufacturing principles and their application.   |
| C | VI | I | SI | NI | 4.  | A continuous improvement mindset.                                       |
| C | VI | I | SI | NI | 5.  | Ability to work with CAD/CAM software.                                  |
| C | VI | I | SI | NI | 6.  | Application of statistical process control.                             |
| C | VI | I | SI | NI | 7.  | Basic project management skills.  |
| C | VI | I | SI | NI | 8.  | Ability to read a print.  |
| C | VI | I | SI | NI | 9.  | Solid oral and written communication skills.                            |
| C | VI | I | SI | NI | 10. | Effective teamwork skills   |
| C | VI | I | SI | NI | 11. | Ability to economically justify a project.                              |
| C | VI | I | SI | NI | 12. | Behaves consistent with professional ethical codes.                     |

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**or FAX to:**

320 308-5122

Comments:

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

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

Thank you for your time and evaluation of the competencies. If you have questions please contact the department chair.





## ENVIRONMENTAL STUDIES Competencies Survey

As part of the continued assessment of our programs at St. Cloud State University, we ask that you as an employer of a student enrolled in an internship take a few minutes to review the information on the competencies of our program. Please evaluate the importance of each competency at the completion of the Environmental Studies major. Circle the appropriate code listed below.

**C** = Critical    **VI** = Very Important    **I** = Important    **SI** = Somewhat Important    **NI** = Not Important

- |              |    |   |
|--------------|----|---|
| C VI I SI NI | 1. | Compare and contrast all technological systems used in society and how each of these technological systems relates to environmental problems.   |
| C VI I SI NI | 2. | Apply the scientific and quantitative literacy principles and concepts to real-world environmental problem solving experiences.   |
| C VI I SI NI | 3. | Apply state-of-the-art environmental measuring instrumentation to the solution of common environmental problems.  |
| C VI I SI NI | 4. | Apply sound research principles to the solution of environmental problems in society.   |
| C VI I SI NI | 5. | Research scientific literature and develop writing skills to enhance environmental research projects and problems in both the private and public sector of society.                   |
| C VI I SI NI | 6. | Apply an engaging and comprehensive professional growth program to improve the effectiveness and quality of environmental work within the private and public sector of society.       |
| C VI I SI NI | 7. | Demonstrate effective and successful disposition in teamwork and leadership skills to improve the effectiveness of environmental work within the private and public sector of society |

Comments:

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

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

Thank you for your time and evaluation of the competencies.  
If you have questions please contact the department chair.

*Rev. Aug 2018*

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