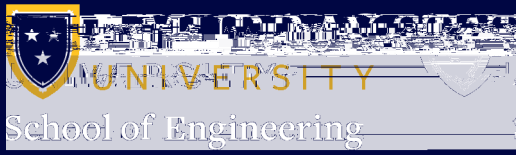# Summer Internship Course Requirements

IOE 488/489
CNM 488

Canvas instructor – Jeremiah Arnett

- Construction Management

- IOE 48894 (1 credit hour)

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Canvas instructor – Rudy Ottway

- Design Engineering Technology

- IOE 48891 (1 credit hour)
- IOE 48893 (3 credit hours)
- IOE 48991 (1 credit hour)
- IOE 48993 (3 credit hours)

Contact information: jottway@murraystate.edu or (270) 809-2897

Canvas instructor – Brandon Dixon

- Cybersecurity and Network Management

- CNM 488-01 (1 credit hour)
- CNM 488-02 (2 credit hours)
- CNM 488-03 (3 credit hours)

  Contact information: bdixon2@murraystate.edu or (270) 809-2

- The 488/489 course will be conducted via Canvas.

- Internship course requirements will be completed in Canvas when the course starts, not when you start the internship.

- Login and check Canvas frequently.

- Discuss the internship course and internship course requirements with your academic advisor prior to accepting the internship.
- Your academic advisor, not the Canvas instructor, must approve your internship.
- Depending on your major, you will register for:

    IOE 488 (1 or 3 hours); OR

    IOE 489 (1 or 3 hours); OR

    CNM 488 (1 or 3 hours)

- You must register during the semester of your actual internship/coop

- 488 is a pass/fail class
- 489 is a graded class. Must take 488 before 489
- During the summer session, students pay for courses based on the number of credit hours
- Minimum $382 per credit hour

- Your academic advisor must approve the internship.
- Your internship must be closely related to your major and promote career development.
- You should have approval from your advisor BEFORE you accept the internship.
- Your academic advisor must email the faculty member monitoring the internship stating approval.

- You must work at least 20 hours to receive class credit.

- After enrolling in 488/489, you need to complete the Internship Requirements training in Canvas.

Pre-Internship Meeting

- Prior to, or within the first week of starting your internship, schedule a meeting with your direct supervisor and/or a representative from Human Resources (HR).

- Objective: To understand expectations, rules/policies, culture, behavior, dos/don'ts, etc.

- Use the pre-internship meeting guide document to drive the meeting.

Internship Information Form

- Complete the INTERNSHIP INFORMATION quiz in Canvas before you begin your internship

   Note: Remember to get your academic advisor to send approval email to the Canvas instructor.

Weekly Work Logs

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- Each WORK LOG must contain:
    - Well written, grammatically correct, DETAILS of your day-to-day activities
        - Names and job titles
        - Places: cities, towns, job sites, buildings, etc.
        - Hardware/software names and functions
        - Specific duties you perform
        - How the internship relates (or doesn't relate) to class
        - How the internship relates to your career goals

    - A weekly take-a-way statement
    - At least 3 bullet points per day

- Each WORK LOG should be saved using the following format:

YourName_WorkLog_weekending date.doc

For example:

JohnDoe_WorkLog_74-1776.doc

- We need an understanding of what you're doing each day so that we ca
clearly articulate that to someone else.

- Find a balance between too few of details and too many details.

- When work details are repetitive you must get very specific. Do not write

Poor work responsibility details:

"Spent the first half of the day dead tired, so the latter half was spent going as fast as I could manage to catch up."

"We were giving the instruction by Jim Carroll, Project Manager, on where to position them."

"The person who made the Change Task did not ensure the drawing markup was up to date upon assignment."

"I attended a Design Team meeting at 10am."

Excellent work responsibility details (ACTION VERB)

"Finished building the shelving to hold the brake line fittings first thing this morning."

"Deleted the old pipe run, copied the new line to the second vessel, deleted the secon old line and fixed the line numbers."

"Edited the hinge and panels assembly for our pin constraint project."

"Designed aluminum mounting brackets to fit the carts and hold a large piece of bent acrylic."

- Begin submitting WORK LOGS from week 1, even if you haven't started working.

- If you haven't started working:
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Supervisor's Evaluation Form

- At least two weeks before the end of your internship, you should ask your supervisor complete the SUPERVISOR'S EVALUATION FORM.

- This form must be submitted as a PDF attachment via email from your supervisor to Canvas instructor.

- Send your supervisor this link: CLICK HERE

  - Supervisor's Evaluation Form

Note: You will receive an INCOMPLETE if your supervisor does not submit an evaluation form.

Intern's
Evaluation Form

- Complete the INTERN'S EVALUATION quiz in Canvas before you stop w
for the summer.
  - This can be completed with 2 or 3 weeks remaining in your internship.

Note: You will receive an INCOMPLETE if you do not complete the evaluati
form.

Internship Photos

- Upload high resolution photos of yourself to Canvas.
- DO NOT upload a selfie, ask someone to take your photo.
- Some locations to include are:
  - In front of your company logo
  -

- A faculty member from the department MAY visit your work place during your internship.
- Check your Murray State email regularly throughout the summer.
  - Do not use other email accounts
- Email us with questions/comments.
- Immediately notify your company supervisor of any sickness or emergencies.
- PLEASE help us build good relationships with our industry partners

Exit Interview

- During the last couple weeks of your internship, schedule an exit interview with your supervisor.
- During the interview, some items to discuss may include:
  - Strengths
  - Weaknesses
  - Areas of improvement
  - Future opportunities
- Thank the supervisor for the internship experience.
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Internship class checklist

‰ Academic advisor approval

‰ Enroll in proper 488/489 class

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