

Department of Technology and Environmental Design



APPALACHIAN STATE UNIVERSITY

Internship Program Guide

TEC 5900

Department of Technology and Environmental Design
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828-262-3110
www.tec.appstate.edu

FOR STUDENTS: STEPS IN SETTING UP AN INTERNSHIP

1. Read carefully through this internship information packet **and** the course syllabus. You are responsible for meeting all requirements for setting up and completing the internship successfully. If you have any questions about this process, see your program coordinator.
2. Identify a suitable internship placement site. Placements that are unrelated to the disciplinary field, that include family member supervisors, or that are done from home will not be considered suitable for the internship experience. The number of work hours awarded per semester hour of internship credit may vary, so review the course syllabus carefully to make sure your placement will allow you to satisfy the course requirement.
3. When a suitable site has been identified, review the internship contract and form with your internship employer. He/she must read and sign the contract, as well as provide you with the necessary information for the internship form. Make sure to discuss with him/her what your job duties will be and what training opportunities will be part of the internship.
4. If you are seeking an international internship, the next step is to certify the placement through the Office of International Education and Development (OIED) located in the new wing of the Student Union. You must complete required paperwork, purchase international health and accident insurance as required by the UNC System, attend a mandatory pre-departure orientation session, and pay an administrative fee.
5. Make an appointment to meet with your program coordinator. Bring the completed internship packet to this meeting. The packet must include a: (a) proposal cover sheet, (b) 2-page typed, written proposal, (c) signed internship contract, (d) signed copy of this verification form, (e) completed internship form, and (f) map with driving directions to your internship site.
6. Once the program coordinator has loaded your information to the ASU Internship Inventory, it may take 3-5 business days or more before your registration in Internship is complete. For insurance purposes, work **may not** commence at the internship site until you are registered in the course.
7. Throughout the internship, turn in all Internship assignments and conduct yourself professionally on the job. Internship credit is not awarded until and unless all course requirements have been met.

VERIFICATION & SIGNATURE: I verify that I have read and understand the terms of this internship packet, and that to the best of my knowledge have met the requirements for enrolling in Internship hours. I verify that I have a minimum GPA that is above 3.0, and that there are no holds on my account at this time:

Print name

Signature

Date

INTERNSHIP OVERVIEW

BENEFITS OF AN INTERNSHIP

The primary benefit of pursuing an internship is to gain experience applying the concepts and skills you have gained through course work in your major field. An internship can provide valuable work experience that will better prepare you for employment after graduation. Graduate students can earn 3 sh of academic credit for an internship. Students must work a *minimum* of 50 hours *per semester hour of credit received*, although time beyond this minimum is considered beneficial and is encouraged whenever possible. Internships are graded on an S/U basis, to be entered by the faculty supervisor upon intern completion of all internship requirements, as detailed in the TEC 5900 course syllabus.

WORKING WITH YOUR INTERNSHIP EMPLOYER

Students are responsible for securing the internship position. Resources for identifying an appropriate employer include the ASU Career Development Center (<http://internships.appstate.edu/pagesmith/10>), use of key professional contacts, online job search engines, and your program advisor or coordinator. All internship placements must be approved by the academic program coordinator and the department chairperson or assistant chairperson. Although it is difficult to put a monetary figure on the value of the internship experience, most internships are paid positions. The salary amount is a personal matter between you and the employer.

MINIMUM REQUIREMENTS FOR STUDENTS SEEKING INTERNSHIP CREDIT

In order to qualify for internship credit at the graduate level, you must:

1. Be a degree-seeking student.
2. Have a cumulative GPA of 3.0 at the time you apply for the internship.
3. Meet the minimum GPA requirements of the department or program.
4. Remove any holds that may be on your student account.

PROFESSIONAL LIABILITY INSURANCE

Appalachian State University participates in a student insurance program with other constituent institutions of the University of North Carolina. Appalachian State University requires coverage for all students enrolled in internship or practicum courses. The cost of this liability insurance is approximately \$15-20 per semester, and will be added to your student account when you are registered for the internship. For more information, see: <http://www.registrar.appstate.edu/internship.html>.

OTHER INTERNSHIP REQUIREMENTS

1. Internship credit will **not** be granted retroactively; you must have your internship approved in advance and be registered for internship credit at the time of the internship. Internships with members of your immediate family are **not** allowed.
2. The maximum credit for an internship that can be applied toward your graduate program of study is 3 s.h. Internships are typically completed during the summer session, but can take place during any semester.
3. All interns must have a faculty supervisor and a separate supervisor at the field site (i.e., the employer). The faculty supervisor will visit each field placement to meet with the intern and the field site supervisor at least once each term, unless prohibited by budget or distance.
4. International internships *must* be certified by the Office of International Education and Development (OIED). Students must complete the required paperwork, purchase international health and accident insurance as required by the UNC system, attend a mandatory pre-departure orientation session, and pay an administrative fee.

INTERNSHIP CONTRACT

RESPONSIBILITIES OF THE STUDENT

1. Complete all of the departmental prerequisites of the internship program.
2. Provide the employing organization a copy of this document. If requested, provide a resume and any other necessary documentation.
3. Meet with the program coordinator and the employer to develop appropriate learning objectives.
4. Abide by the personnel policies of the employing organization; maintain regular and prompt attendance; contact the appropriate supervisor when questions arise.
5. Perform all of the duties and responsibilities of the position in a professional manner.
6. Maintain confidentiality with regard to sensitive information gained in the work environment.
7. Participate openly and honestly in the evaluation process.
8. Complete all of the written assignments described in the course syllabus and submit them within the time specified. As specified, maintain contact with the faculty supervisor on a weekly or bi-weekly basis, and assist him/her in arranging site visits.
9. Maintain adequate health/medical insurance, as well as adequate automobile insurance (if applicable) for the duration of the internship. The mandatory professional liability insurance purchased through the University will only cover liabilities incurred by you while on the job.

RESPONSIBILITIES OF THE PARTICIPATING ORGANIZATION

1. Assign a supervisor to work directly with the student to achieve the educational and professional goals of the internship by assigning appropriate work duties.
2. Provide the student with an orientation to the work-site duties, hours, and organization expectations.
3. Schedule regular meetings with the student intern and provide appropriate evaluations of the intern's performance, including the mid-term and final evaluations stipulated by the faculty supervisor.
4. Provide a safe, secure, and non-discriminatory workplace at which the intern can meet his/her educational objectives.

RESPONSIBILITIES OF THE UNIVERSITY AND THE UNIVERSITY SUPERVISOR

1. Provide the student with a pre-internship orientation.
2. Participate in developing the learning objectives and the methods of evaluation for the internship.
3. Supervise the internship experience through site visits and/or email, telephone contact, and written communication with the employer and intern on at least a bi-weekly basis.
4. Provide the field-site supervisor with assessment instruments for evaluating the student intern.
5. Assist the student in developing topics for research projects, readings, and/or written papers relating to the organization and the internship experience.

This agreement is subject to the specified educational objectives, duties, learning outcomes, and evaluation methods on the accompanying page(s). This agreement may be terminated by either the University or the Employing Organization with two weeks' notice. The University or Employer has the right to terminate a student's experience if either party determines the student is not performing satisfactorily.

NOTE: This contract *must* be accompanied by a completed internship packet as described in the course syllabus. All students participating in an internship will be automatically enrolled in the mandatory liability insurance arranged by the University. Cost is approximately \$15-\$20 per semester, and will be added to the student's account.

SIGNATURES:

Student: _____ Date: _____

Employer: _____ Date: _____

Academic Department Representative: _____ Date: _____

(Under signature authority granted by the Provost)

INTERNSHIP INFORMATION FORM

Course and Term Information

Term: _____ Course Prefix & Number: _____ s.h. Credit: _____

Internship Start Date _____ End date: _____ Average Hours per Week: _____

Student Information

Name: _____ Banner ID: _____
(First) (Middle) (Last)

ASU email: _____@appstate.edu Expected graduation: _____ GPA*: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Concentration: _____ I verify that there are no holds on my account at this time: ☐
(initial)

Emergency Contact – Name: _____

Relationship to you: _____ Emergency Contact Phone: _____

Internship Details

Location of Internship: ☐ Domestic ☐ International ** OIED Signature: _____
(OIED signature required)

If in NC: ☐ Eastern ☐ Western Date: _____

Compensation: ☐ Unpaid ☐ Paid Pay Rate (specify if per hour): _____

Employer Organization Details

Name of Organization: _____ Phone: _____

Address: _____ City: _____

State: _____ Zip: _____ Province/Territory/Country*: _____

Location of Internship, if Different from Organization (Address, City, State, Zip, Etc.): _____

Site Supervisor Details

Name of Site Supervisor: _____
(First) (Last)

Supervisor's Work Title: _____

Site Supervisor's Location, if Different from Above (Address, City, State, Zip, Etc.): _____

Phone: _____ Email: _____ Fax: _____

*GPA should be verified in Degree Works or Appalnet:

Program coordinator verification (signature) _____

International internships **must be certified by the Office of International Education and Development (OIED) at Appalachian State University. See page 3 of this document and: <http://international.appstate.edu/travel>.

FOR DEPARTMENTAL USE ONLY: