

**TECH 4390 Internship
Internship Approval Meeting
(Student Copy)**

Student: _____

Internship Semester: _____

Directions: READ and SIGN before your scheduled internship meeting. These directions will form the framework for your internship. This copy will be placed in the student's internship file.

1. **IMPORTANT:** Your internship must directly relate to your area of specialization or major.
2. The summer session internship must consist of at least 50 contact days and be at least 400 hours in duration. Any variation in the number of days (not hours) must be authorized by your faculty advisor.
3. The internship must fit within the official days of the summer session beginning the first day of the summer session and ending the last day of the summer session. Interns can begin working before and continue working after the official internship period, but no internship credit will be given for this time.
4. Absolutely no late assignments will be accepted. If you submit an assignment after the accepted deadline, please prepare to drop the course unless prior arrangements have been made with your Faculty Supervisor. Assignments must be emailed, faxed (512-245-3052), submitted on TRACS, or hand-delivered to the Engineering Technology Office by 10:00 Monday morning or as instructed by your Faculty Supervisor.
5. Appendix forms, along with all internship related material, must be typed, grammatically accurate, written in complete sentences, and received by the university coordinator on time. The internship is a senior level course and no less than senior level work will be accepted.
6. The Industrial Internship must include academic and professional experiences in your field of study. The intern is responsible for being certain that the company understands this and is willing to meet the academic and professional requirement criteria. The intern and the company supervisor will establish an Internship Plan consisting of a list of goals and objectives that will be followed during the internship (Appendix D). This list of goals and objectives will be used to establish the direction of the internship and must be carefully and comprehensively completed. Appendix D will be due at the end of the first week. The internship program will be accommodating of company needs.
7. A company organizational chart (Appendix F) must be submitted at the end of the first week. This chart should outline the company's management hierarchy and show your position in the company.
8. Weekly Summary Reports (Appendix E) must be completed for each day of the internship. Be sure to comprehensively complete the logs. Note that the goals and objectives from Appendix D correspond to each activity on your log sheet. Weekly Summary Reports are to be emailed, faxed (512-245-3052), submitted on TRACS, or hand-delivered to the Engineering Technology office by 10:00 Monday morning or as instructed by your Faculty Supervisor.

Office Location: RF Mitte Building, Room 2240
Department of Engineering Technology
Texas State University-San Marcos
601 University Drive,
San Marcos, TX 78666

9. Download appropriate form from the Engineering Technology website. Reports must be submitted on the appropriate forms.
10. Student and employer evaluation forms are usually due the end of the 5th & 10th weeks.
11. You must abide by all policies and criteria in the TECH 4390 syllabus, no exceptions.
12. The Faculty Supervisor, as well as the company, must be informed prior to absences due to illness or emergency. Contact your Faculty Supervisor via email, phone (512-245-2137) or fax (512-245-3052) informing him/her of your situation.

**Typical Date Due Schedule for a 50 Day/400 Hour Summer Session
The Student's Internship Supervisor Sets the Final Schedule**

ONE	1) Weekly Summary Reports (Appendix E) 2) Training Plan (Appendix D) 3) Company's Organizational Chart (Appendix F)	1.1
TWO	1) Weekly Summary Reports (Appendix E)	1.1
THREE	1) Weekly Summary Reports (Appendix E)	1.1
FOUR	1) Weekly Summary Reports (Appendix E)	1.1
FIVE	1) Weekly Summary Reports (Appendix E) 2) Company Supervisor's Evaluation of Intern, Mid-Term (Appendix H) 3) Self-Evaluation, Mid-Term Report (Appendix G)	1.1
SIX	1) Weekly Summary Reports (Appendix E)	1.1
SEVEN	1) Weekly Summary Reports (Appendix E)	1.1
EIGHT	1) Weekly Summary Reports (Appendix E)	1.1
NINE	1) Weekly Summary Reports (Appendix E)	1.1
TEN	1) Weekly Summary Reports (Appendix E) 2) Company Supervisor's Evaluation of Intern, Final (appendix H2) 3) Final Self-Evaluation of Internship Assignment (Appendix G2) 4) Summary Paper (Appendix M) 5) Outcomes Assessment Form (Appendix U, V, or W)	1.1

Student's Signature

Date