



ENGR 495

Engineering Internship

Term XXXX

Instructor:

TBA

Office Address TBA

Phone Number TBA

Email address

Class Times:

TBA

Description:

ENGR 495 Engineering Internship (1-10 credits). (Course Restrictions: permission of major advisor and approved contract) Students are professionally supervised in an approved external or campus-based organization while working 50 hours during a semester for each credit hour enrolled. Three forms must be appended to this syllabus for a complete internship application. Students are required to read and sign form; ***Code of Professional and Ethical Conduct for Student Interns***. Students must complete and sign the ***Internship Learning Contract***, and obtain signatures from the Employer Supervisor and Faculty Advisor OR Engineering Program Director. Finally, Students must obtain a ***Memorandum of Understanding*** signed by their Employer Supervisor and Academic Advisor or Engineering Program Director. During the internship period, students are required to maintain an ***Engineering Workplace Competencies Gap Analysis Worksheet*** and ***Internship Work Hours Log***. The Employer Supervisor will also complete the ***Engineering Workplace Competencies Gap Analysis Worksheet*** to assess the student's performance. The course may be repeated for up to 10 total credit hours. F, S, Su.

Forms Process:

The following steps will assist in the efficient processing of the application for internship placement (**read all steps carefully before starting the process**):

1. Obtain _____ forms _____ from <https://www.coastal.edu/internships/academicrequirements/> or click [here](#)
2. Carefully read and sign the ***CODE OF PROFESSIONAL AND ETHICAL CONDUCT FOR STUDENT INTERNS*** (**only your signature is required on this form**)
3. Student and the Employer Supervisor must carefully complete the ***INTERNSHIP LEARNING CONTRACT*** (**multiple signatures required on this form: student's, Employer Supervisor and Student's Faculty Advisor OR Engineering Program Director**)
4. Student and the Employer Supervisor must carefully read and complete the ***MEMORANDUM OF UNDERSTANDING***. (**multiple signatures required on this form: Employer Supervisor and Student's Faculty Advisor OR Engineering Program Director**)
5. Return all three forms and this syllabus to your Faculty Advisor **OR** the Engineering Program Director

6. Your Faculty Advisor **OR** the Engineering Program Director will forward completed to Director of Internships (Career Services Department - LJSU A-203C) at rbulsza@coastal.edu.

Objectives:

Students will:

1. Acquire knowledge of a particular engineering job or industry and the profession
2. Gain practical work and resume-building experience within the industry where the internship is done
3. Apply knowledge and skills learned in the classroom in a work setting
4. Have opportunities to develop business contacts (networking)
5. Conduct himself/herself responsibly, safely and ethically in a professional environment

ABET Outcomes: This course supports the attainment of **ABET Student Outcome seven (7)**:

1. an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
3. an ability to communicate effectively with a range of audiences
4. an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in a global, economic, environmental, and societal context
5. an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
6. an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
7. ***an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.***

Assignments:

Weekly mentor meetings: During the internship period, student and Employer Supervisor will arrange and hold a brief weekly meeting, to discuss the nature of the work, the skills the students are working on developing at the job site (as listed on the ***Engineering Workplace Competencies Gap Analysis Worksheet***) and the overall quality of the experience.

Written Report: Students will write a summary report of the experience at the conclusion of the internship, reflecting on **section 1.7 of the Engineering Workplace Competencies Gap Analysis Worksheet** as self-reported and assessed by their Employer Supervisors.

Oral Report (for Honors): Students will complete an oral report on the process and results of their internship experience, to be presented publically. This report will be graded based on the Oral Report Rubric established by the department.

Other: Students must submit a completed ***Internship Work Hours Log***.

Grading:

Grades will be assigned based on performance on assigned tasks discussed above. Weighting of learning tasks is as follows:

Weekly mentor meeting: 50% (or 25% if for honors)

Written Report:	25%
Oral Report (for honors):	25%
Other: Work Hours Log:	25%

Grading Scale:	A	89.5% and above
	B+	84.5% — 89.4%
	B	79.5% — 84.4%
	C+	74.5% — 79.4%
	C	69.5% — 74.4%
	D+	64.5% — 69.4%
	D	59.5% — 64.4%
F	59.4% and below	

Attendance: STUD-SENA-332: Unexcused Absence Penalties – an instructor is permitted to impose a penalty, including assigning the grade of F, for unexcused absences in excess of 25 percent of the regularly scheduled weekly mentor meetings.

STUD-SENA-332 also lists the valid circumstances for an excused absence, notably:

- Incapacitating illness
- Official representation of the University (excuses for official representation of the University should be obtained from the official supervising the activity)
- Death of a close relative, and
- Religious holidays

Honesty: **Coastal Carolina University’s Statement of Community Expectations:**

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. Members of this community are accountable for their actions and reporting the inappropriate action of others and are committed to creating an atmosphere of mutual respect and trust.

Contingencies: If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.

Communication: I will try to respond to emails within one business day. Please use your @coastal.edu email.

ADA statement: Coastal Carolina University is committed to equitable access and inclusion of individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals seeking reasonable accommodations should contact Accessibility & Disability Services (843-349-2503 or <https://www.coastal.edu/disabilityservices/>).

Revisions: This syllabus describes the course as best it can. The instructor reserves the right to make changes in its content. If changes must be made to it during the semester, students will be immediately notified.