

## ET400 Internship Guide

Internship is an optional but important component of your course work that is intended to prepare you for your career. It can count as a technical elective course if you complete the paperwork properly.

### Finding an internship

Finding an internship is the responsibility of the student. Based on your concentration, you can approach some employers through their websites, LinkedIn profiles, or physically communicate with them during the Fall Career Fair, or the Spring TechConnect fair. You can access your account and update your profile at HandShake (account automatically created for you by Southeastern) to explore many career opportunities provided by SELU at: [http://www.southeastern.edu/admin/career\\_srv/handshake/](http://www.southeastern.edu/admin/career_srv/handshake/)

### Internship Paperwork

Once you get an internship opportunity in the field of Engineering Technology, you and your engineering supervisor need to set THREE relevant measurable learning objectives to achieve over one semester (Form 103), and fill the department internship application. Once approved, you will need to register for ET400 as a class, and submit a progress report every 2 weeks to the ET400 instructor.

Here is also the form needed to be completed before starting ET400:

- [ET 400 Internship Form](#)
- [Internship Agreement \(form 408: Host Company\)](#)
- [Internship Agreement \(form 409: Student\)](#)

You will need to complete forms **ET101, 102, & 103 before the start of the intended internship**. The 2 agreement forms (408 & 409) are also required but not necessary for the initial approval. In form 103, you will need to come up with 3 learning objectives that highlight the targeted skills and knowledge that you will get by the end of the internship. Once you write these objectives after discussing them with your supervisor at the hosting company, send it to the internship instructor to make sure they are reasonable and good to continue with the application. This form, 103, will be reviewed and rated by your supervisor by the end of the internship period.

Forms 404 & 405 are for evaluation and will be used by the end of the internship period.

Forms 406 & 407 will be used during the internship on a biweekly basis to report your progress.

Please take a look at ET400 Syllabus for Spring 2022 to get an idea about the class structure.

### Previous internship providers

Below is a list of the companies that offered internships for ET students in the past few semesters:

Company	Field, Relevant Concentration(s)	Website
Smitty's Supply INC	Oil & Gas Production, CET, MET	<a href="http://www.smittysinc.net/">http://www.smittysinc.net/</a>
Brown and Root Industrial Services	Cable Services, CET, MET, CPET	<a href="https://www.brownandroot.com/">https://www.brownandroot.com/</a>
Sun Pro Solar	Solar Energy, MET, EET	<a href="https://www.gosunpro.com/location/louisiana/louisiana-solar/">https://www.gosunpro.com/location/louisiana/louisiana-solar/</a>
Weeks Marines INC	Construction, CET	<a href="https://www.weeksmarine.com/">https://www.weeksmarine.com/</a>
Capstone Building Corp	Construction, CET	<a href="https://capstonebuilding.com/">https://capstonebuilding.com/</a>
StruXure Outdoor Louisiana LLC	Construction Service/supply, CET	<a href="https://struxureoutdoor.com/neworleans">https://struxureoutdoor.com/neworleans</a>
Bernhard MCC	Construction, CET	<a href="https://bernhard.com/">https://bernhard.com/</a>
Excel Modular Scaffold	Construction, CET	<a href="https://excelscaffold.com/">https://excelscaffold.com/</a>
Tech Crane International	Marine Cranes, MET	<a href="https://www.techcrane.com/">https://www.techcrane.com/</a>

Company	Field, Relevant Concentration(s)	Website
Keen Ovens (Henkel Enterprises)	Oven welding, MET	<a href="https://www.keenovens.com/">https://www.keenovens.com/</a>
Barriere Construction	Construction, CET	<a href="https://www.barriere.com/">https://www.barriere.com/</a>
Syncom Space Services (S3)	ET/IT	<a href="https://s3careers.prismhr-hire.com/">https://s3careers.prismhr-hire.com/</a>
Cajun Industries	Construction, CET	<a href="https://www.cajunusa.com/">https://www.cajunusa.com/</a>
ADM	ET/IT	<a href="https://www.adm.com/">https://www.adm.com/</a>
Ash Construction	Construction, CET	

There are many local companies (or branches of national ones) that offered internships in the past and/or collaborated with the department of IET in different occasions. You can contact them directly with your resume, through their websites, and check if they have any available internship openings. If you are junior or senior, once you find an opportunity you can complete the paperwork and get approved to enroll in ET400.

Here are some of the most recent ones:

Interloax/LAitram (<https://www.intralox.com/>), (<https://www.laitram.com/>)

<http://www.boeing.com/> (local branch at NOLA)

<https://www.pipelandsteelindustrial.com/>

<https://www.gaineyconcrete.com/>

<http://www.jreedconstructors.com/> (small company!)

### Further internship search

You can also check the websites of other local engineering companies and find their contact and internship requirement there.

And these are lists of the employers who participated in the most recent virtual/in-person career fairs:

[https://docs.google.com/spreadsheets/d/18CpuGJG2YWSDuQtY2HwvdHwH3EG\\_EnuxNhZNiA54yNc/](https://docs.google.com/spreadsheets/d/18CpuGJG2YWSDuQtY2HwvdHwH3EG_EnuxNhZNiA54yNc/)

[http://www.southeastern.edu/admin/career\\_srv/student\\_alumni/find\\_a\\_job/career\\_fair/EmployerMajorSpreadsheet9-30-20FINAL.pdf](http://www.southeastern.edu/admin/career_srv/student_alumni/find_a_job/career_fair/EmployerMajorSpreadsheet9-30-20FINAL.pdf)

[https://docs.google.com/spreadsheets/d/1uJXmmU5Yc-nE9R5xfY\\_SrAEnB1K6nJcI/edit#gid=774986306](https://docs.google.com/spreadsheets/d/1uJXmmU5Yc-nE9R5xfY_SrAEnB1K6nJcI/edit#gid=774986306)

You can also try the following for online search:

[http://www.southeastern.edu/admin/career\\_srv/student\\_alumni/index.html](http://www.southeastern.edu/admin/career_srv/student_alumni/index.html)

<https://www.indeed.com/?from=gnav-employer--allspark--employer>

<https://www.indeed.com/q-Internship-jobs.html>

<https://www.jobs2careers.com/search?q=Internship>

<https://www.internshipfinder.com/>

<https://www.internships.com/>

Find more resources here: [http://www.southeastern.edu/admin/career\\_srv/](http://www.southeastern.edu/admin/career_srv/)

[Find a Job \(southeastern.edu\)](#)

[Virtual Services \(southeastern.edu\)](#)

[Build a Resume \(southeastern.edu\)](#)