

ET 4000: INDUSTRIAL INTERNSHIP

FALL 2024

I. COURSE DETAILS:

Class hours: TBA

Prerequisites: Junior or Senior standing and permission of the Department Head

II. INSTRUCTOR:

Dr. Ahmad Fayed

Office: CSTB, Room 3040

Office Phone: (985) 549- 2501

Email Address: ahmad.fayed@selu.edu WWW: bit.ly/ProfFayed

Office hours: **Mon Wed: 11:00 AM – 4:00 PM,**

Book an appointment through the QR code

(Must schedule in Google calendar) ➔



To schedule an appointment,
scan the QR code or go to
bit.ly/AFayed

III. COURSE DESCRIPTION:

ET-400 Internship. Credit: 1-6 hours. Prerequisites: Junior or Senior standing and permission of the Department Head. Student must be an integral part of an engineering project team in industry during the semester. Can be counted as technical elective only. (As Needed)

IV. COURSE OBJECTIVES:

The industrial internship is designed to provide an alternation of study on-campus and training off-campus as a superior form of education. Actual industrial experience is an integral part of the student's formal education, and theory is blended with practice. In addition to their regular classroom and laboratory experiences, students gain valuable experiences by working in an industrial environment. Some of the specific objectives of the course are:

1. To provide students with the opportunity to apply the knowledge gained in their coursework in an industrial environment.
2. To provide students with an insight into the myriad of career opportunities available for Engineering Technology graduates.
3. To provide students with experiences in establishing objectives and formulating plans to achieve those objectives.
4. To provide students with the opportunity to develop their leadership abilities in an industrial environment.
5. To provide students with an objective evaluation of their work traits through an external review of their individual performance while working in an industrial environment.

V. EVALUATION PROCEDURE:

1. Grades are determined based on compliance with the stipulations of the learning outcomes specified in the form submitted and approved when registering for the internship and in consultation with the industrial supervisor of the internship. A minimum of 75% of the total score (as described below) must be attained for a passing grade.
2. Basis for assigning grades:

Measurable Learning Objectives	100 pts.
Interim Activity Report & Presentation	100 pts.
Biweekly Log and Time Reports	100 pts.
Employer's Evaluation	100 pts.
Executive Summary	100 pts.
Instructor's evaluation	100 pts.
	<u>600 pts. Total</u>

Note: Any materials submitted late will be penalized **10% per DAY!**

VI. COURSE POLICIES:

1. Students must attend a formal meeting and orientation with Dr. Ahmad Fayed at or before the beginning of the semester.
2. The **Application for Industrial Internship** (form 401) and **Industrial Internship Employer Agreement** (form 402) as well as the **Student's Measurable Learning Objectives** (form 403) must be turned in no later than the first week of classes.

These are done before you were able to register for the class but copies must exist on Canvas. In addition, forms 408 and 409 are required before the course starts.

3. The internship employment must begin on or before the first day of classes.
4. The internship employment ending date is on or after the last day of classes for the semester. Site visits may be conducted in mid-semester. Students will be contacted at a later date to arrange the specific date and time for the visit.
5. The biweekly time and log reporting (406 and 407) start **September 6** and the reports must be submitted on Canvas every other Friday until the end of the semester.
6. Interim Activity Report & Presentation are due on **November 15, 2024**.
These are: a technical report that describes the activities you performed and skills you learned with sample data and graphs, along with a self-narrated PowerPoint presentation (about 10 slides) that contains more details and equivalent to 10-15 min oral presentation.
7. The Executive Report is due on **December 5, 2024**
This is an executive summary that summarizes your experience during the internship, outcomes, and how it relates to your ET classes.
8. Completed (and signed by supervisor as needed) internship Forms (ET): 403, 404, 405, 407 and the final 406 are due by **December 6, 2024**. The form ET 404 in particular must be submitted **by the supervisor** via email to the instructor.

VII. COURSE OVERVIEW:

Internships are electives and so the University does not place students. Obviously, companies do not have available internships on demand and on semester schedules. Students find such opportunities on their own. We just allow for electives of internships if students come across the opportunity. We do have to approve them when they bring them to us. For approval we must ensure that it is a true internship with pertinent learning objectives and not just another job. So, there is a difference between an internship and a regular job.

Students must be approved for internships before they can register for ET-400. The form 101 below requires a few administrative signatures including the Dean's signature. It is therefore important to start the approval process as early as possible so that it is completed by the deadline for classes registration.

The attachments show the paperwork that is required for ET-400. You need to be approved and to be given permission before registering for this course. For the approval process we need the forms 101, 102, 103, 408, and 409. The most important thing is the form 103 that shows learning outcomes from the internship. You will have to articulate at least three major learning outcomes on the ET-103 form. It is not supposed to list job duties, instead, it must list 3 major learning objectives, i.e. what will be the skills that you will learn which will be pertinent to your career. It should say something like "I will learn how to..." and must be general enough to apply to your anticipated career objectives. For example, it would not be ok to say "I will learn how to stuff boxes". Since an internship replaces an elective course, there has to be some appropriate learning; it can't simply be a job that does not teach you anything that would be comparable to what you would learn in a class. The job will have to teach you (by hands-on experience) some skills, competencies, tools (software, methods, etc) that are useful in your intended career. If you will be stuffing boxes then it will not qualify. Of course, your supervisor at the host company will have to agree with the stated outcomes; you can't just do it on your own without their consultation and agreement.

If you like, I am willing to review your objectives for form 103 if you would like to discuss them with me or email them to me <ahmad.fayed@selu.edu>. That way the possibility for non-approval would be minimized.

The company must also be willing to sign the company agreement 409 that is also attached. Before printing that form, it has to be edited to clearly indicate the company and the supervisor. In the two underlined places referring to the [Host Company], the actual name of the company must be printed.

The red fields on the 2nd page of **ET form 408**, **[Host Company]** and **[Authorized Representative Name]** must be replaced with the respective names before printing. This form is available in a separate word file.

VIII. COURSE REQUIREMENTS

Note: Because this class does not meet on a regularly scheduled basis, the following requirements must be closely followed!

1. Students are responsible for obtaining employment for their internship. Their employment must directly relate to their degree and concentration.
2. Students must be employed 40 hours per week to earn three hours of credit in the Summer semester and 20 hours for Fall & Spring semesters to accumulate **a minimum of 300 hours of training and field experience, in the field of study**.
3. Students must either attend a formal orientation meeting that is held at the beginning of the term/semester or if you are working during this time period or in another class please contact Dr. Ahmad Fayed ahmad.fayed@selu.edu. Regardless, you must contact Dr. Fayed.

4. **All paperwork must be received before the official first day of classes.** The following items must be completed, signed by the student and/or employer where applicable, and the **original** copy submitted to Dr. Fayed in CSTB room 3031 or to Ms. Brenda at the main office in order to approve the student for enrollment in the class:
- Industrial internship application, **ET Form 101** (see below)
 - Industrial internship employer agreement, **ET Form 102** (see below)
 - Students measurable learning objectives, **ET Form 103** (see below)
 - Host company internship agreement, **ET Form 408** (see below)
 - Student internship agreement, **ET Form 409** (see below)
 - **NOTE:** you can email (ahmad.fayed@southeastern.edu) these forms to help make the above deadlines BUT I must receive the original copies from you before the beginning of classes (see university calendar). These documents need to be reviewed by the instructor for approval of the proposed activities and clearance to enroll in the course. Some of these forms will need to be submitted again later augmented with applicable reporting and signatures by the student and/or the employer as indicated on the forms.
- Dr. Fayed must review and approve all forms before the student is approved to enroll in the course; only when the student successfully completes this course the internship is official for curriculum purposes.**
5. In consultation with the industrial supervisor, students must develop three different **Measureable Learning Objectives** (form ET-403) with the input and approval of the designated class instructor. Students should meet with the instructor (Dr. Fayed) as soon as possible to discuss the proper form and content of the objectives.
6. *Students* must submit an interim **Activity Report** (narrative format) and interim **Presentation** during the semester. The report must relate to the measurable learning objectives and must fully describe the activities you have been involved in at the job site. Documentation in the form of drawings, safety audits, schedule, estimates, etc. must be attached to the reports and included in the presentation. The report and presentation must be submitted by specific deadlines during the semester (mostly 2 weeks before the end of the semester, see exact dates in the syllabus). The activity report is not the same as the forms 406 and 407; it is supposed to be in narrative form. The presentation should contain synopsis of the work you did, the skills you acquired, and the goals achieved during the internship. It should be self-explanatory and contain more drawings, photos, illustrations, videos, and/or other forms of visual representations. It must be **self-narrated PowerPoint presentation (about 10 slides) that contains more details and equivalent to 10-15 minutes oral presentation.** You will need to upload this Presentation with the Activity Report and be ready to present it in-person or virtual, if requested.
7. Students must maintain a **bi-Weekly Log (Form 406)** and of all work-related activities and corresponding hours (**Form 407**). Copies of the activity log, **ET Form 406** and **407** can be found below. Write approximately three sentences that detail your weekly accomplishments. It is your responsibility to maintain these two logs weekly. Duplicate the form if needed, but the forms should be filled progressively (no need to restart a new form each time). **Students are required to turn in (Canvas) the activity log sheet (form 406) every other Friday (biweekly).** Please copy all of the weeks log sheets into one document and upload that document biweekly. The subject heading **MUST** always contain the indicated identifiers, including **Your Name**. **You must use the supplied sheets for all submissions!** (Note: Form 407 "Time report" is only due at the end of the semester with reporting for the entire semester, but form 406 "Activity Report" is due biweekly AND at the end of the semester)
8. **During the last week of classes,** students must COMPLETE and SUBMIT the following to Dr. Fayed (via Canvas):
- Completed weekly activity logs **ET Form 406** (see below) that reports the last segment of the semester
 - Time report **ET Form 407** (see below) that reports the time log for the semester
 - Student's evaluation of the internship employer **ET Form 405** (see below)
 - Make sure that the employer sends to the instructor (ahmad.fayed@selu.edu) the evaluation of the industrial internship student **ET Form 404** (see below). This form must be completed by the employer and before submitted the supervisor must discuss it with you.
 - Student's measurable learning objectives, **ET Form 103** (see below), with the employer's evaluation of the student's performance
 - An **Executive Summary** of your internship experience. Please relate this to your stated objectives and reflect on how the internship experiences related directly to the ET curriculum. In other words, what experiences did you have at the jobsite that enhanced your classroom coursework? This is more than just a report on daily activities. I am looking for specific ways that the internship activities are directly related to the ET. **Important note:** Besides the evidence that justifies the original learning objectives and outcomes set at the beginning of the course, your report **must** also include a **reflection** section in which you must describe:
 - a. What have you learned after all. Can you articulate the competencies and useful skills that you obtained from this experience? In particular, what competencies have you gained that are more generally and broadly applicable to your field of study and beyond the project specifics of this internship?
 - b. How would you assess the value of this experience? Did the experience provide insights about the potential of

careers in your field and how does it help your career aspirations? In what ways are you better off after this experience?

If you need further information on this please contact me. This will be one of the things that we cover in our initial meeting.

IX. COURSE POLICIES:

1. **Students are responsible for obtaining employment for their internship.**
2. **Internet Access and Computing Facilities:**
Internet access is required for submission of documents, Canvas use, and class communication. The university provides internet access on its facilities but is not responsible for such provisions outside its premises or for any associated costs for third party services. Students are expected to check their SELU-provided email accounts, as well as the class web site on Canvas.
3. Students will **NOT** automatically be withdrawn from this class. Students who choose to withdraw must do so by the semester deadline!
4. If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, **you** are required to **self-identify** with the Office of Student Accessibility Services. No accommodations will be granted without documentation from the Office of Disability Services.”
5. For better management and time-stamping of the materials submitted by students, please use Canvas for submission of course materials (reports etc). You may submit via email if you must but the materials should really be on Canvas.
6. **Academic Integrity:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action as outlined in the [Academic Integrity Policy](#).
7. **Plagiarism:** In the event that essays or papers are required as part of any assignment in this class or the internship provider, you should note that the university personal integrity rules still apply and that plagiarism will not be tolerated. “Students agree by taking this course that all required papers may be subject to submission for textual similarity to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the terms and conditions of Use posted on the Turnitin.com website”
8. **E-mail communication** between Dr. Fayed and the Intern is a crucial component of this course! The students Southeastern Louisiana University e-mail address **MUST** be used for all e-mail communication between students and faculty/administration/staff. Students are encouraged to check their Southeastern e-mail and Canvas frequently for important communications from the university.
9. **Changes in Requirements:** Due date changes, test postponements, etc. will be announced on Canvas. In case of emergencies, I may attempt to contact you by phone, so please make sure that your contact information and phone number is current on LEONET, and let me know if it changes. Notices may also be given by email, or on Canvas. This syllabus will be posted on the Canvas, and that copy will always be the official copy, even if changes are necessary.

X. SCHOOL POLICIES:

Important Semester Information And Critical Dates

1. **Important dates:**

Check the academic calendar (<http://www.southeastern.edu/admin/registrar/dates/calendar/index.html>)

The following dates should be noted:

- August 21 (Wednesday): First day of classes
- September 2 (Monday): Labor Day (No Classes)
- September 16 (Friday): Last day to apply for Fall 2024 graduation w/o late fee
- September 18 (Wednesday): Academic Checkpoint I
- October 9 (Wednesday): Semester Midpoint
- October 10 – 11 (Thursday - Friday): Fall break
- October 16 (Wednesday): Academic Checkpoint II
- November 1 (Friday): Last day to withdraw or resign from the University at 12:30 pm
- November 18 – 22 (Monday-Friday): Priority registration for Spring 2025
- November 25 (Monday): Open registration begins for Spring 2025
- November 27-29 (Wednesday – Friday): Thanksgiving Break
- December 6 (Friday): Last day of classes
- December 9 – 13 (Monday-Friday): Final Examinations

- **Career Fair 2024** is scheduled for **Thursday, 9/26/2024, 9:00 am to 2:30 pm**, in the Pennington Student Activity Center. Business Casual attire is required. All juniors and seniors are encouraged to attend. Local and national employers will be looking for technology major students to fill available positions within their organizations. http://www.southeastern.edu/admin/career_srv/student_alumni/find_a_job/career_fair/index.html.

2. **Student Code of Conduct:**

The Office of Student Advocacy and Accountability (OSAA) is responsible for administering a campus-wide student disciplinary system that is student-centered and based on educational and developmental principles. OSAA strives to uphold community standards while respecting the rights of the individual. Students are expected to familiarize themselves with the [Student Code of Conduct](#) and [University Policies](#) and to conduct themselves in a manner that supports the educational mission of the University, as well as comply with University rules.

3. **Accommodations for Disabilities:**

If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Student Accessibility Services, Tinsley Hall, Room 102. No accommodations will be granted without documentation from the Office of Student Accessibility Services. The deadline for registering or making accommodation changes is two weeks prior to the start of the Final Exam period. Any requests received after the deadline will generally be considered for the following semester.

4. **Collegiate Recovery Program:**

Southeastern Louisiana University LION UP Recovery is a community for students in or seeking recovery from substance use disorders and process addictions. To learn more about LION UP Recovery, go to [LION UP Recovery](#) or email Recovery@southeastern.edu.

5. **Academic Continuity Plan:**

The [Academic Continuity Plan](#) is an action plan to continue meaningful academic instruction in the event of a natural disaster or similar emergency. There are three phases - Monitor, Remote and Closure. When implemented, the course format, or the format of instruction, may be modified to enable completion of the course through other means. **Refer to the University's emergency banner on the main webpage** to determine the status of the Academic Continuity Plan (Monitor, Remote, or Closure). In the event emergency closure, you are directed to follow the course calendar for each week the University remains closed to ensure academic continuity. However, if internet communication is available during the closure, additional information and/or recorded videos will be posted on Canvas and/or emailed to student with detailed assignments. If you need to re-locate to a different location, you should carry out this make-up work when you are able to do so. **At all times, you should put the care and safety of yourself and your family first.**

6. **School Interruption Contingency Planning:**

In case there is interruption of classes such as closure due to a storm, hurricane, or other unforeseen conditions, progress will still need to be made to ensure that we will catch up. In case of emergencies, you need to do what you must to remain safe first and foremost. Then you need to follow the corresponding policies and plans of the host company. If that is not possible, then continue whatever work you can and keep logs of it. For this class in particular, your standard contingency assignment will be to work on your up-to-date progress report which can then be edited to produce your final project report. Also check the Academic Continuity Plan on Canvas and the university website for other instructions.

To ensure the continuity of courses in the event of a natural disaster or emergency, the standard department procedure is as follows:

1. At the start of the semester, students need to download the syllabus and course schedule to their Google drive. Google drive will remain accessible during a disaster.
2. In the event a student must evacuate his/her home, if possible, bring textbooks, notebooks and other class materials (such as reports, assignments that can be stored electronically, etc.)
3. Check your Southeastern email at least once per day. Southeastern email is a Gmail-based and is a reliable, cloud-based email service. Emails will be our primary means of communication.
4. Continue to follow the weekly schedule from the syllabus. This includes reading the chapter, viewing power-point slides, and doing homework and labs.
5. Monitor www.southeastern.edu periodically for information on campus closures.

XI. IMPORTANT NOTES:

Depending on the progress of the course and performance of the class, the instructor reserves the right to modify the course contents and organization as he deems fit. The continued registration of students in the course implies an agreement by the students to abide by the syllabus and its modifications resulting in changes to course contents and organization, if any.

XII. IMPORTANT RESOURCES:

University Counseling Center Student Union Annex Tel: 985-549-3894 slucc@southeastern.edu	Office of Student Advocacy and Accountability (OSAA) Mims Hall, 2nd Floor, Room 207 Tel: 985-549-2213 OSAA@southeastern.edu	Student Accessibility Services Tinsley Hall, Room 102 Tel: 985-549-2247 accessibilityservices@southeastern.edu
Get Microsoft Office for FREE! selu.edu/admin/cc/msoffice/	FREE printing at Southeastern selu.edu/admin/sps/printing/index.html	Academic Resources selu.edu/acad_research/resources/index.html
Tinsley Learning Center https://selu.edu/college-of-honors-and-excellence/tutoring/	Special Offers https://selu.edu/about/outreach/resources/offers/	Loaner Technology Equipment! https://selu.edu/admin/student-technology-center/manimedia/equipment/

Check Canvas frequently for class updates

