

Department of Civil and Environmental Engineering

Civil and Environmental Engineering Internship Guidelines

1. A maximum of 3 credits of CE elective Internship may be used to meet BSCE and BSEnvE degree requirements as a CEE department approved elective.
2. A student must submit the application through HandsOn at 0090912661793 to the CEE Department Chair, in person or by email to 00935EM and faculty instructor before enrolling in Internship for academic credit. The student must enroll in CE 3398 before the semester or summer session in which the student wishes to do the Internship. Credit will not be granted retroactively for work experience.
3. Internship requires an off-campus experience. You cannot do an Internship on campus.
4. Students work minimum of 150 clock hours for 3 hours credit.
5. Students must submit the CEE Internship Proposal form to the CEE Internship Coordinator/Assistant Department Chair with signatures from the student, employer, faculty supervisor, and Department Chair.
6. The faculty supervisor will be responsible for administering the course in accordance with approved department and university policy. All offerings will be in alignment with the academic calendar, specifically semester start and end dates.
7. Forms submitted to the faculty instructor:

CCE Internship Proposal (Completed by student prior to registration)

Mid-term Work Experience Evaluation Form (Completed by student at the middle of the term)



Department of Civil and Environmental Engineering

Guiding Principles for Internship/Co-op Participation Student Responsibilities

Registration: Students approved to receive academic credit for an internship or co-op experience are responsible for ensuring that they correctly register for the course during the associated registration period.

Academic Credit: Students recognize that they are receiving academic credit as part of an internship/co-op course and must ensure that they complete all required course assignments. Failure to do so may result in the forfeiture of approved credit hours and/or a failing or unsatisfactory grade.

Email: Students are expected to review their KSU student email regularly (at least once per week) for any notifications, assignments, or other updates related to their internship/co-op participation.

Supervision: Students are expected to be supervised by an industry-established professional. Students cannot be supervised by a recent graduate (within the past academic year) or a family member. Students are also not permitted to supervise other intern/co-op students.

Working from Home: Students are not permitted to work in a private home or from their own home without specific approval.

Professionalism: Students are expected to behave in a professional manner at all times. Students participating in an internship/co-op experience understand that they represent Kennesaw State University and, as such, are expected to make every effort to meet the standards set forth by the University and the employer.

Rules and Regulations: Students are expected to respect and abide by all regulations and rules established by their on-site supervisors, as well as all organization policies and procedures.

Attendance and Punctuality: Students are expected to be present and punctual for all scheduled work shifts. Should students need to be absent due to illness or family emergency, students are expected to provide as much notice as possible to their on-site supervisors. Should extended absences from the workplace be necessary, students are expected to notify the faculty instructor for their respective internship/co-op course.

Changes in Supervision/Duties: Students are expected to notify their faculty instructors and internship/co-op advisors of any changes in on-site supervisors as well as significant changes in duties/responsibilities from those outlined in their initial applications.

Insurance: Career Services does not provide any type of insurance coverage for students participating in an internship or co-op for academic credit. Students are responsible for obtaining any and all necessary insurance required by their internship/co-op employer.



Department of Civil and Environmental Engineering

employer's decisions. If you are qualified to continue in an alternate internship or co-op, KSU will make reasonable efforts to assist you in securing an alternate internship or co-op.

Employer Expectations

Employers should identify an on-site supervisor to oversee the responsibilities and assigned duties of the intern/co-op student.

Employers are expected to orient intern/co-op students to their organization's policies and procedures, including all necessary safety rules and regulations.

Employers should report any concerns related to a student's internship/co-op participation (including but not limited to inappropriate behavior, excessive absences, violations of rules and regulations, etc.) to the faculty instructor or a Career Services representative so that appropriate action may be taken.

On-site supervisors are expected to complete a performance evaluation sent to the organization for each assigned intern/co-op student for each work term and should return the evaluation promptly.

Employers cannot guarantee academic credit for an internship or co-op experience. KSU reserves the right to disallow future student participation in an employer's internship/co-op activities should it be deemed inappropriate.

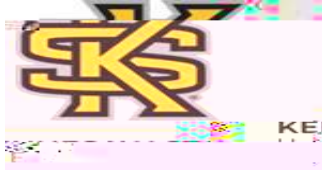
Internship/Co-op Processes and Procedures

To receive academic credit for an internship/co-op experience, students must submit the required application and requested documentation prior to the semester in which they intend to complete the experience.

Applications should be submitted in a timely fashion and students are expected to follow-up on any pending applications. Applications received during the Drop/Add period are not guaranteed to be processed before the end of the registration period. Individual department deadlines may vary and students are responsible for ensuring that all appropriate documentation is submitted by their specific deadlines.

Students should allow at least 1 week for the processing of an internship/co-op application.

Students are responsible for submitting applications and related internship/co-op documentation that is complete and



Department of Civil and Environmental Engineering

INTERNSHIP WORK PROPOSAL FORM

INSTRUCTIONS

Please outline the work experience envisioned for the student's Internship position below.

The employer should keep in mind that the Internship program is intended to have significant academic component. Therefore, in addition to determining work terms and experience, this form outlines the expectations of the student in completing the Internship course work. This Work Proposal Form is to be filled out and signed by both the student and supervisor at the beginning of the first working semester. The form should then be returned to the faculty Internship instructor in the Civil and Construction Engineering Department.

EXPECTATIONS – STUDENT

The Internship student is expected to complete the Internship coursework in a timely manner.

If deadlines are missed, the student should immediately make arrangements with the faculty Internship instructor to complete the work.

The Internship student will receive an incomplete if all of the coursework is not completed by the end of the semester. If no attempt is made to make up the coursework, the incomplete will automatically change to an F after one semester. Details about incompletes can be found on the course website.

If the coursework is not completed according to the arrangements made between student and Internship instructor, the Internship Program Director will contact the student and also the supervisor.

EXPECTATIONS – SUPERVISOR

The faculty supervisor will be asked to review and sign the student's final report

We ask that the items presented to the supervisor be signed off within a week after they are received by the supervisor. If this isn't feasible, another company representative should be designated.



Department of Civil and Environmental Engineering

CEE INTERSHIP PROPOSAL FORM

(Completed and signed by student, employer supervisor, faculty advisor, and dept. chair)

Student Name (Please Print): _____ Student Signature: _____

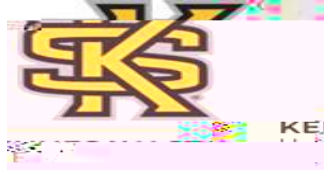
KSU ID: _____ KSU Email: _____ Date: _____

Proposed Work Assignment:

Fall Spring Summer

Dates: _____ to _____
Month, Day, Year Month, Day, Year

Company Name and Address: _____



Department of Civil and Environmental Engineering

Midterm Critical Reflection of Internship

Use this form to evaluate the quality of your Internship work: (Student Completes)
This form is due before the eighth week of the academic term

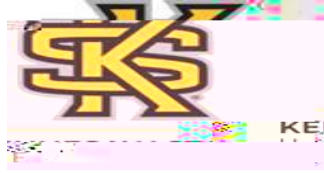
Name:



Department of Civil and Environmental Engineering

Employer Evaluation of Internship Student (Page 1 of 2)

The Internship student's employer supervisor should complete this form and discuss it with the student near the end of each working term. Frequent communication (with or without the form) is encouraged to enhance understanding regarding performance, and to facilitate develop



Department of Civil and Environmental Engineering

Employer Evaluation of Internship Student (Page 2 of 2)

Judgement

**Exceeds
Standards:**

**Meets
Standards:**

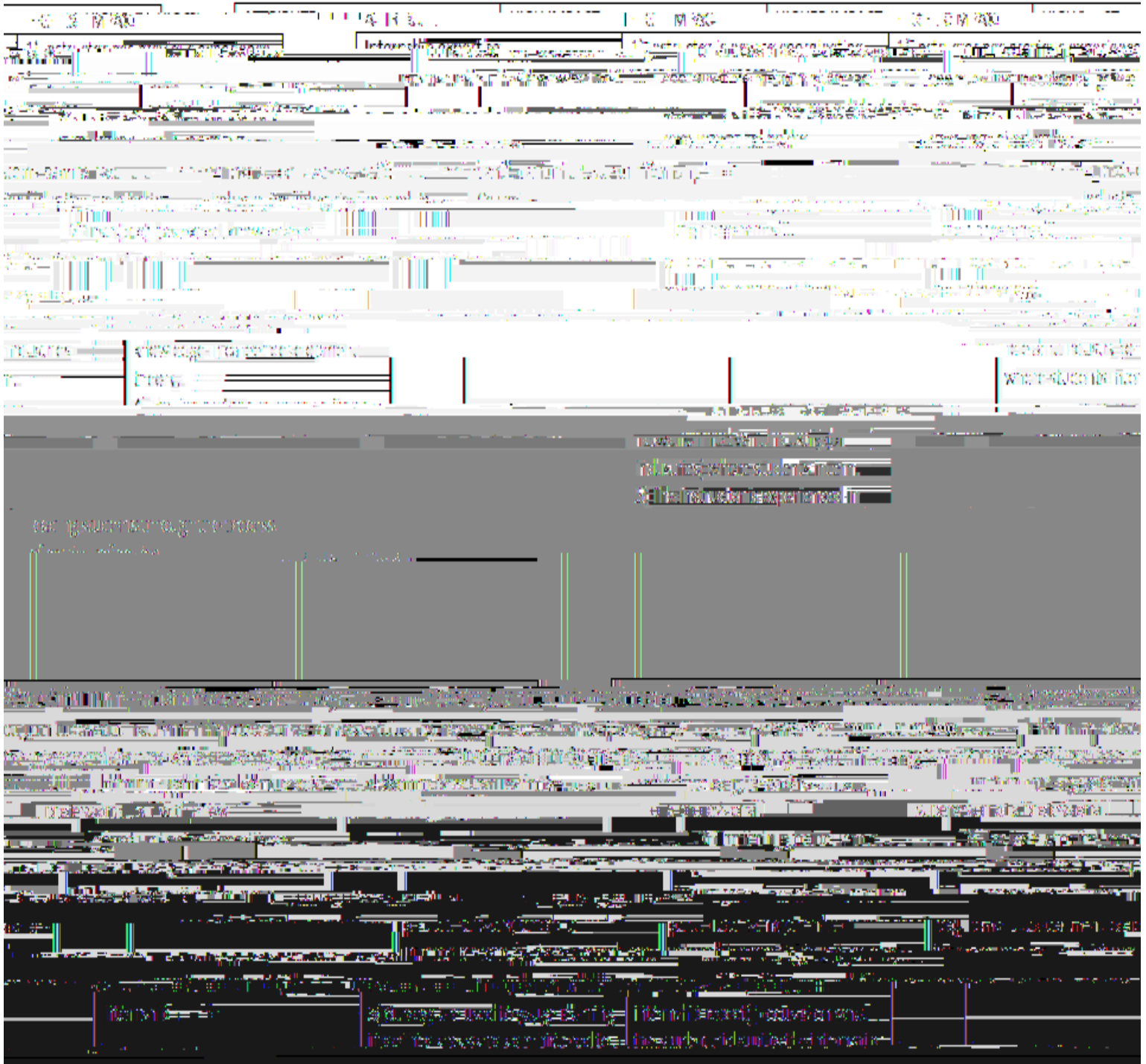
**Needs Some
Improvement:**

**Needs Much
Improvement:**



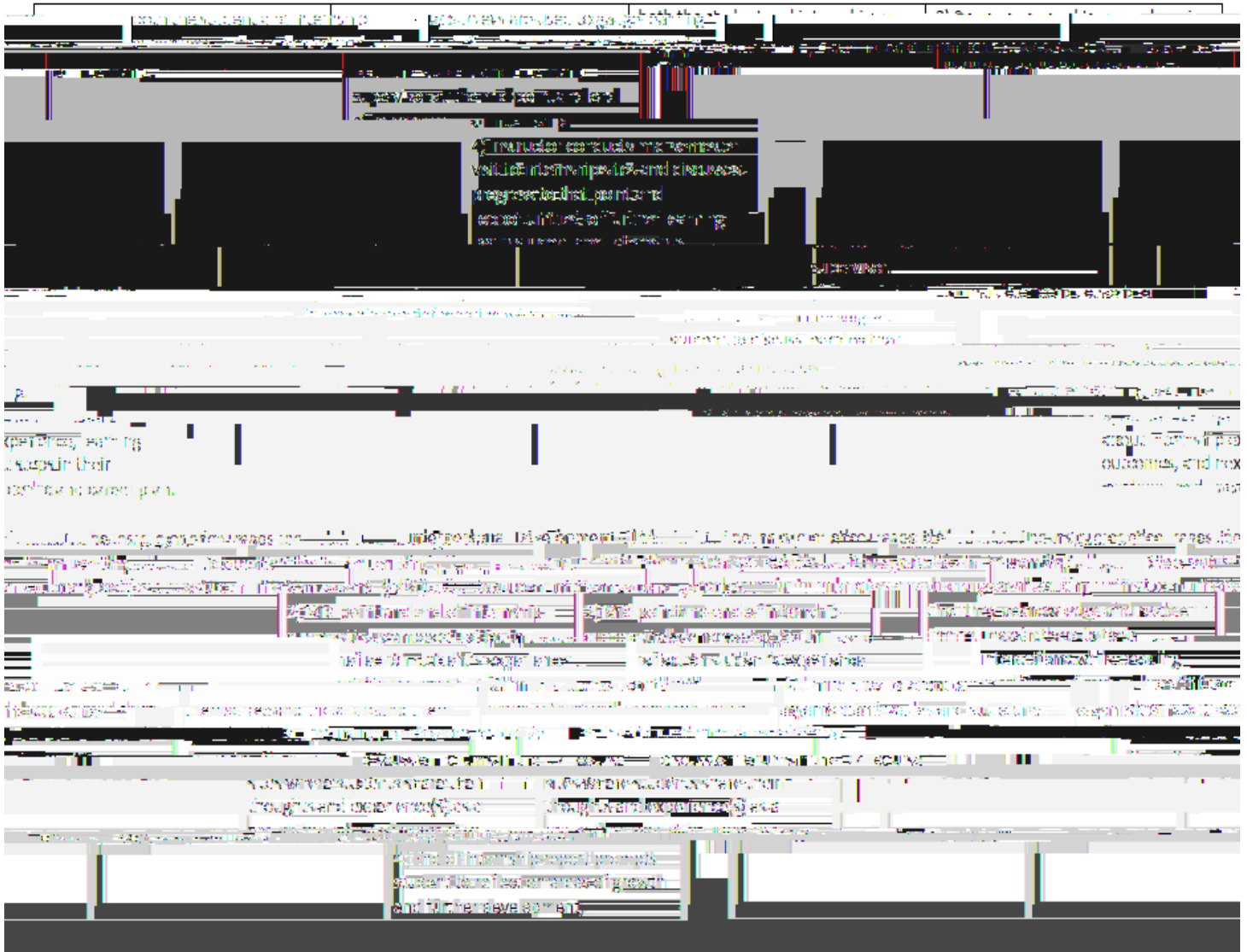
Department of Civil and Environmental Engineering

Partnership Learning





Department of Civil and Environmental Engineering





Department of Civil and Environmental Engineering

			particularly in areas of organizational communication and leadership.
--	--	--	---

