

CAL POLY
IME 596 Internship/Team Project
INTERNSHIP GUIDELINES AND PROCEDURES
for EMP and ITM Program

An Internship and Team Project with an industrial sponsoring organization are important components of the Engineering Management Program (EMP) and the Integrated Technology Management (ITM) program. These have proven to be valuable learning experiences that enable students to go beyond what is attainable in the classroom. Specific guidelines and procedures for the Internship follow. Team Project Guidelines are found in a companion document.

INTERNSHIP GUIDELINES AND PROCEDURES

The Internship component of IME 596 for the EMP and ITM program is normally completed during the summer between the first and second year of the EMP program, or near the end of the ITM program. Specific guidelines and procedures for the Internship follow in the form of answers to frequently asked questions.

1. Who Identifies the Internship Position and Job Assignment?

Normally, the company or sponsoring organization identifies the position and develops the specific requirements of the job. To receive course credit, however, the Internship must be consistent with the **Internship Guidelines and Procedures** provided herein.

2. Who Selects the Intern? When?

The company hires the student for the Internship period based on the mutual interests of the student, the firm, and the Internship Guidelines and Procedures.

3. What are the Internship Guidelines?

The following Internship Guidelines have been established for EMP and ITM program students to receive course credit for the Internship.

- Internships should require the integration of knowledge and skills from both engineering / technical and business/management disciplines.
- Internships should be focused on management of technology, management of technological-engineering change, or other issues associated

with technological-engineering change in an enterprise.

- Internships should involve an unstructured problem or opportunity.
- Internships should require significant analysis and creative thinking, and be valuable to managerial or business decisions.

4. Who Ensures that Internship Guidelines are Followed?

The Internship and Team Project components of the EMP and ITM program will be coordinated with an Internship/Team Project Faculty (ITPF) Advisor(s). The ITPF Advisor(s) will normally consist of one or two faculty members from the College of Engineering (CENG). The ITPF Advisor(s) will ensure that the Internship and Team Project Guidelines are followed by reviewing the **Internship / Team Project Proposal Summary** and the **Final Internship Report**.

5. What are the Student Responsibilities?

For the EMP and ITM program students to receive academic course credit, the student intern must do the following:

- Satisfy himself or herself and the ITPF Advisor(s) that the Internship assignment is consistent with the Internship Guidelines and Procedures.
- Prepare an **Internship / Team Project Proposal Summary** and have it approved by the ITPF Faculty Team.

- Complete the **Internship Contract Agreement** (see attached) before starting the internship.
- Enroll in IME 596 during the quarter the Internship will be completed.
- Conduct the Internship position and responsibilities in a professional manner and consistent with the sponsoring firm's expectations.
- Complete all deliverables of the Internship assignment so as to fully meet the stated requirements of the sponsoring firm and the **Internship / Team Project Proposal Summary**.
- Propose a follow-on Team Project working in collaboration with sponsoring firm representatives and as appropriate CENG faculty. The project should focus on delivering benefits to the sponsoring firm and on being consistent with the IME 596 Team Project Guidelines.
- Complete and submit the **Student Final Internship Report** (see attached) on the Internship assignment at the conclusion of the Internship
- Provide to your supervisor in the sponsoring firm the **Employer Feedback on Internship** form (see attached), and follow up to make sure that it has been completed and sent to your ITPF Advisor(s).
- Confirm that all materials are received by your ITPF Advisor(s) so that a grade may be assigned for the Internship.

6. What are the Sponsoring Firm Responsibilities?

To facilitate the overall Internship process and Internship assignment, we ask that the company or sponsoring firm representative do the following.

- Identify internship positions and assignments as early as possible.

- Provide an Internship assignment that is consistent with the **Internship Guidelines above**.
- Help the student identify desired deliverables so the student can prepare the **Internship / Team Project Proposal Summary**.
- Complete and sign the **Internship Contract Agreement** (see attached) before the start of the Internship.
- Assign a supervisor/mentor for the student intern to facilitate the experience and to provide a focal point for the Internship.
- Complete the **Employer Feedback on Internship form** (see attached) at the conclusion of the Internship, and return it as indicated.

7. What are the Faculty Responsibilities?

Cal Poly faculty involved with the EMP and ITM program believe that the Internship is a critical component of both programs. As such, we are extremely interested in ensuring that the Internship: provides a rich experience for the student, provides useful outcome(s) for the sponsoring firms, and operates smoothly for all. The ITPF Advisor(s) will:

- Establish and maintain guidelines and processes for internships to communicate to EMP and ITM program students, and to sponsoring firm representatives.
- Collaborate with students and sponsoring firm supervisors/mentors as appropriate, to achieve consensus by all parties involved regarding the Internship assignment.
- Approve the **Internship / Team Project Proposal Summary** and the **Internship Contract Agreement** (see attached) before the start of the internship so the student may receive academic credit for the internship.
- Review the student's final report on the Internship (see the attached **Student Final**

Internship Report) at the conclusion of the Internship.

- Review the employer's final report on the student's Internship assignment (see attached **Employer Feedback on Internship**).
- Be available to answer questions and to help resolve potential problems should the need arise.
- Assign a grade (i.e., A, B, C,...) for each intern enrolled in IME 596.
- Identify and implement continuous improvements to the EMP and ITM program Internship process.

8. How is Satisfactory Completion and Grade of the Internship Determined?

EMP and ITM program students enroll in IME 596 for the Internship. Receiving credit for the Internship requires the successful and timely completion of all of the following:

- **Internship / Team Project Proposal Summary** due before the Internship starts (see attached).
- **Internship Contract Agreement** due before the Internship starts (see attached),
- **Student Final Internship Report** on the Internship assignment (see attached) due before end of Internship quarter.
- **Employer Feedback on Internship** (see attached) due before end of Internship quarter.
- Receipt of the above by student's ITPF Advisor(s) for the Internship on or before above due dates.

The student grade for the IME 596 Internship will be based on all of the above feedback. Also, adhering to due dates will be a factor in determining grades.

FINAL REMARKS

The EMP and ITM program faculty appreciate the willingness of firms to sponsor Internship opportunities for the students in the Cal Poly EMP and ITM program. We encourage you to ask any questions that may arise before or during the Internship, and we also welcome additional dialogue and / or suggestions regarding the programs, the Internships, and the subsequent Team Projects.

For further information, please contact:

Dr. Don White
Professor and Chair, Industrial and Manufacturing Engineering
Coordinator, EMP and ITM Programs
Cal Poly, San Luis Obispo, CA 93407

805-756-2418 Direct
805-756-2342 IME Office
805-756-5439 Fax
Email: dwhite@calpoly.edu

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INTERNSHIP CONTRACT AGREEMENT

This agreement entered into this _____, by and between _____
date *company*
employer, and _____, employee, student in the EMP or ITM program at Cal Poly.
name

1. The employee is to serve in the capacity of an intern with general responsibilities consistent with the **Internship Guidelines and Procedures** for EMP and ITM programs, and otherwise agreed upon by the Cal Poly ITPF Advisor(s) and the employing firm.
2. **Attached is the Internship / Team Project Proposal Summary** of the intern's responsibilities, and overall goals, expected deliverables during the Internship, proposed scope of Team Project (if known), and proposed distribution of a 10 units between Internship and Team Project.
3. The intern will be employed with the above stated employer from: _____ to _____.
start date *end date*
4. At the end of this Internship employment period, the student employee will submit a **Student Final Internship Report** to the ITPF Advisor(s) in accordance with the **Internship Guidelines and Procedures**.
5. A representative (e.g., supervisor, mentor) is expected to submit a feedback evaluation report (called the **Employer Feedback on Internship**, see attached) to the intern's ITPF Advisor(s) by the end of the Internship period.
6. While the employee is employed during the Internship and working on his Team Project, the student will be eligible to earn 10 units of academic program credit at Cal Poly. These units will be considered earned only upon successful completion of all Internship requirements and the follow-up Term Project.
7. We, both employer and employee, agree to the terms and conditions herein set forth.

Signatures:

Student Intern / Employee

Cal Poly ITPF Advisor Representative

Employer Representative

Employer Organization

Phone

Address

Email

City, State, Zip

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STUDENT FINAL INTERNSHIP REPORT

Student Intern Information:

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Employer Information:

Supervisor's Name: _____

Phone

Email

Organization's Name: _____

Address: _____

Instructions:

The intern should submit, to his ITPF Advisor(s), an essay evaluation of his or her Internship. This evaluation should be a professionally done typed report with a heading **"Student Final Internship Report."**

Report should contain the following three parts:

In PART 1 of the report, the student: (1) should summarize the activities carried out over the Internship, (2) should relate these activities to his or her academic background and career goals, and (3) should provide suggestions or comments on strengths and weaknesses of the Internship.

In PART 2 of the report, the student should respond to the following questions:

1. How were the Internship responsibilities consistent and inconsistent with the Internship Guidelines?
2. In considering your total Internship, what activity or responsibility was most rewarding? Which was least rewarding? Explain each.
3. Would you recommend your employer to another student considering an Internship? Why or why not?
4. Do you feel that, on balance, the Internship provided you with experiences beneficial to your overall educational program? Why or why not?
5. On a grading scale of "A" through "F", please indicate the letter grade which, in your opinion, best provides an overall evaluation of your Internship. Explain.

In Part 3 of the report, the student should attach a copy of the comprehensive report which was or could be submitted to his or her Internship employer.

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EMPLOYER FEEDBACK on INTERNSHIP

Name of Intern _____ Date _____

Name of Evaluator _____ Phone _____

Position of Evaluator _____ Email _____

Name of Employer _____

Address of Employer _____

The Employer Feedback on Internship should be completed for each intern at the conclusion of the Internship. Use the space provided below to provide your feedback evaluation. Then **RETURN THE COMPLETED FORM TO: Dr. Don White, Chair, IME Department, Cal Poly University, San Luis Obispo, CA 93407.**

Part 1: Characteristics of Intern

Please provide your assessments about the following characteristics of the intern.

	Strongly Disagree	1	2	3	4	Strongly Agree
The above intern demonstrated:	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>5</u>
1. Initiative and drive in the performance of assignments	1	2	3	4	5	5
2. The ability to perform analyses and evaluations	1	2	3	4	5	5
3. The ability to complete assignments in a thorough and quality manner	1	2	3	4	5	5
4. The ability to be creative in the way assignments were performed	1	2	3	4	5	5
5. Good oral and written communication skills	1	2	3	4	5	5
6. Good interpersonal and people skills	1	2	3	4	5	5
7. Professionalism in appearance and conduct	1	2	3	4	5	5

Comments:

[continued]

