Internship Program Description

The internship program is designed to provide students with valuable technical and managerial experience in an industry setting through temporary employment while concurrently earning academic credit. The position must utilize skills, ability, and knowledge that the student has gained from his/her studies at MTSU and be in a concrete or construction related field. Since students receive academic credit for an internship, there are some additional requirements. Students will maintain a weekly journal during their internship and submit that as part of their final report to the Faculty Internship Coordinator at the end of the internship. Students will give a presentation highlighting their internship experiences during the semester following their internship. Both the student participant and their supervisor in the workplace must also submit final evaluations at the conclusion of the internship period.

Obtaining an Internship

Students are ultimately responsible for locating and applying for their internship and should be proactive in finding the best opportunity that suits them. Watch for emails to students with opportunities, attend company socials, and network with potential contacts at association meetings and events. If you have specific needs or trouble finding an internship meet with the Marketing & Recruiting Coordinator for guidance.

Timing: Positions can be either full-time or part-time. Most students complete full-time internships over the summer or regular academic semester. In any case, a minimum number hours under direct supervision of an on-site manager in a concrete or construction-related company is required. ENGR 3920, Industrial Safety and CIM 3000, Fundamentals of Concrete are prerequisites and must be completed prior to the start of the internship.

Earning Academic Credit: Internship working requirements are as follows by major:

- Concrete Industry Management majors: 400 working hours = 6 academic hours
- Construction Management Commercial: 400 working hours = 6 academic hours
- Residential Construction Management: 200 internship hours = 3 academic hours

Students should enroll in CIM 3300 or CMT 3300 with the appropriate faculty mentor in the semester during or immediately following the internship. All required materials must be submitted in hard copy to the Faculty Internship Coordinator by the final day of classes of the semester the student is enrolled in the course. The faculty member will review documentation to ensure that work performed was of sufficient quantity and character to qualify for academic credit. Students meeting these requirements will receive a grade of P (pass) in the course. Those who do not will receive an F (fail).

Representing the School within the Industry: Every company has different traditions and policies – from work schedules to dress codes. Regardless of these variations, you should still act professionally and represent the School of Concrete and Construction Management and MTSU in a positive manner. This includes arriving at work on time, staying on task while at work, dressing appropriately for the office and work you are doing, using appropriate language, and treating all other employees with courtesy and respect. Keep personal cell phone use to a minimum. If your phone is used for company business, check any employer policies.

Once a student accepts a position with an employer, either verbally or in writing, it is unethical to back out of that commitment. Even if another opportunity presents itself, students should keep their obligation
with the first employer. Be sure the company you accept is the best one for you and you have worked out arrangements regarding location, start and end dates or potential housing prior to acceptance.

**Required Paperwork**

Aside from the Approval Form, other documentation is due in hard copy to the Faculty Internship Coordinator by the last day of classes in the semester you are enrolled in the course. All related forms and documents can be found on the School website, [http://www.mtsu.edu/ccm](http://www.mtsu.edu/ccm), under Student Resources and then Internship Information.

1. **Approval Form:** This form is available on the website and must be completed prior to enrolling in the internship course or prior to the start of your internship, whichever comes first. You must bring your completed, signed form to the School office in VET 114 in order to receive the departmental permission to enroll in CIM 3300 or CMT 3300. Provide contact information of your employer and supervisor, and a summary of your learning objectives for the internship experience.

2. **Final Report including Weekly Journals:** This final report will contain two parts, a written summary and weekly journals.
   a. Your summary report should be 3-5 typed pages describing your internship, inserted photos or figures are strongly encouraged. The paper should be organized as follows:
      - Introduction: Discuss the relevancy or importance of your work including your own background, overview of the company, how you obtained the internship, and your duties or tasks at the internship.
      - Discussion: Reflect on the goals you outlined in the Approval Form, what skills you had prior to this experience, what skills and abilities you gained at the internship, and the overall value of the experience.
      - Conclusion: Discuss your future career plans and whether the internship experience affected those plans, when in your academic career did you take the internship, was it too early, too late, how will the experience affect how you approach your remaining coursework?
   b. Weekly journals should include your daily or weekly tasks on the job and should be completed each week while working the internship. Work samples or pictures are strongly encouraged, this should serve as a record of your time on your internship.

3. **Supervisor Evaluation:** This form is available on the School website. Your work supervisor will complete this form on your skill level and performance on the job. *(Hint: Have your supervisor complete the evaluation before you leave the job.)*

4. **Student Evaluation:** This form is available on the School website. You will complete this form on your experiences.

5. **Presentation:** You will give a presentation highlighting your experiences the semester following your internship with the time and place decided by the Faculty Internship Coordinator. Your presentation will be PowerPoint and may be judged by a committee of patrons, faculty and students. You should focus your presentation on the highlights of your final report.
Internship Checklist

☐ Take and pass prerequisite courses for CIM 3300, Concrete Industry Internship or CMT 3300, Construction Industry Internship

☐ Obtain an internship offer and work out details on the location, number of hours, start/stop dates, any other benefits and potential housing before accepting the offer

☐ Complete the Approval Form (available on the School of CCM website) prior to registering for the internship course or prior to the start of the internship, whichever comes first.

☐ Bring your completed Approval Form to the Faculty Internship Coordinator for their signature of approval.

☐ Bring your completed and signed Approval Form to the CCM office in VET 114 for departmental permission to be entered for you to register for CIM 3300 or CMT 3300.

☐ During the internship, students must keep weekly journals of tasks completed while on the job, this will be included in the final report along with a summary to earn credit for the course.

☐ All written materials must be submitted to the Faculty Internship Coordinator by the final day of classes of the semester the student is enrolled in the internship course.

☐ The Faculty Internship Coordinator will schedule a presentation time and location upon return to MTSU from the internship experience.

All necessary forms and documents, plus the identity of the current Internship Coordinator, are available at www.mtsu.edu/ccm/ under the Student Resources | Internship Information.