


# Internship Guidelines



Department of  
Industrial and Engineering Technology  
Master of Science in Career and Technical  
Education  
Master of Science in Industrial Technology

**IET Internship Guidelines**  
Available on the World Wide Web at:  
<http://www.morehead-st.edu/colleges/science/iet/>  
Just click  on the "Academic Programs" button.

**Morehead State University**  
**College of Science and Technology**  
**Department of Industrial and Engineering Technology**

**Recommendations for Supervised Internship**  
**IET 690**

I. Conditions

- Only 3 credit hours toward the MSIT accepted.
- Minimum of 60 clock hours of work experience = 1 credit hour

II. Visitations

- At least one visitation per rotation

III. Total number of Internship hours per program

- 3 hours

IV. Length of semester Internship experiences

- Minimum of 10 weeks. This allows a *\*part-time* intern and enables the student to take additional credits. [*\*20 hour/week - 3 weeks to get 1 credit hour; totaling a maximum of 3 credit hours/semester (9 weeks)*]

V. Work station

- May be a for-profit or nonprofit educational/industrial organization

VI. Academic Advisor's role

- Advisors retain final say as to whether or not a particular job is acceptable for Internship credit and the appropriate total number of credit hours for each individual experience.

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**Criteria for Internship Placement**

IET 690 –Supervised Internship. To provide work experience in an occupational area. Advanced credit commensurate with time worked, type of work, variety of work experience, and the quality of research and development project. A person may choose to do the internship in an industrial and/or educational organization, in which case he or she would be assigned to work in an advanced technical-management, supervision and administration, quality control and human resource management capacity. In each case, conditions will be agreed upon by employer - supervisor, student, and graduate advisor prior to registration. Students are responsible for setting up the work site that is approved by their advisor.

In order to be able to register and enroll in IET 690 – Internship, the student MUST be eligible to work in the United State, submit the employers’ official offer, complete and sign the application in page 5 of this document. If you do not have an offer and are not eligible to work, please DO NOT enroll in IET 690.

- 1 Supervision is a key factor in identifying Internship placements. On-the-job supervision should be with the understanding that the student will be working directly under an individual's direction. That supervisor should be recognizable as a professional in the field.
- 2 Internship also implies the student will or may be working more than one semester in his total college career. These work periods usually occur during at least one semester per calendar year frame.
- 3 In reference to progressive placements, the student's responsibility and financial reimbursement should correlate with the student's academic level.
- 4 Locations for placements should be viewed as representative of local and regional industries/businesses that ordinarily employ IET students and graduates so that the faculty can frequently visit the student at work. Specific involvement with day to day routines are better evaluated by faculty having expertise in that particular discipline.
- 5 Final evaluation for job placements appropriate for Internship credit must be mutually agreed upon by Internship staff and academic faculty and/or administrative personnel.

**IET 690 - Internship for Graduate Students**

Procedures for documentation and evaluation of the IET 690 course are:

- I. The student shall write a job description as they envision it (Minimum one paragraph). [Due before approval for registration].
- II. The student shall write a description of the experience hoped to gain and how it will benefit their program of study (Minimum one paragraph). [Due before approval for registration].
- III. The student shall present an internship offer from a local or regional industrial/business or educational organization. [Due before approval for registration].
- IV. The student shall complete an "Internship Application" form available at the IET Office and submit the application to the advisor or the instructor of the Internship course for which the student is registering. . [Due before approval for registration].
- V. Pre-register for the appropriate Internship course. The student must complete on-campus registration on the required date of either the summer term or semester.
- VI. Before registering, the student shall contact the instructor of the particular Internship course for which they are registering to complete all necessary forms prior to registration.
- VII. The student shall keep a "Log" or "Journal" of dates and hours worked with a short description of the work performed. This log or journal booklet should be kept with the student during their work experience and submitted at the end of the summer term/semester.
- VIII. The student shall write a summary and evaluation of their work experience describing how the experience benefited their program of study and career plan. Additionally, the summary should specify whether the student felt prepared for the work experience and what could have been done at the University to better prepare the student for the experience. This summary shall be a minimum of two (2) pages (typed, double-spaced, one-inch margins) and submitted at the end of the summer term/semester.
- IX. The Internship course instructor shall schedule at least one visit with the student and employer during the summer term/semester.
- X. An employer representative (preferably the student's immediate supervisor) shall complete a student work performance evaluation form.



Intern Name

SSN

For the work characteristics below, please circle the appropriate rating with the following score:

	<b>1 - Strongly Disagree</b>	<b>2 - Disagree</b>	<b>3 - Unknown/Unsure</b>	<b>4 - Agree</b>	<b>5 - Strongly Agree</b>
1. Student learns quickly on the job - has above average ability to learn .....	1	2	3	4	5
2. Student has developed good working relationship with other workers.....	1	2	3	4	5
3. Student has "quality" of work .....	1	2	3	4	5
4. Student is highly productive - high quantity of work.....	1	2	3	4	5
5. Student was well prepared for his/her job - good college preparation .....	1	2	3	4	5
6. Student attends work regularly - no unexcused absenteeism .....	1	2	3	4	5
7. Student is punctual - arrives on job and assignments on time.....	1	2	3	4	5
8. Student is highly enthusiastic about job.....	1	2	3	4	5
9. Student actively seeks information/guidance from supervisor.....	1	2	3	4	5
10. Student is mature and uses good judgement on the job .....	1	2	3	4	5
11. Student is highly regarded for future employment (assuming job is available) .....	1	2	3	4	5

What letter grade would you recommend, as student's supervisor, for his/her overall work performance? (Circle one)

A - Outstanding    B – Good            C - Average                      D - Below Average            E - Unsatisfactory

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print)

Supervisor Signature: \_\_\_\_\_

Company Name, Address, Phone: \_\_\_\_\_  
\_\_\_\_\_

Intern's Work Period - Date Beginning: \_\_\_\_\_ Date Ending: \_\_\_\_\_

Intern's Average Number of Worked Hours per Week: \_\_\_\_\_

Please return this form to: **IET Department: Internship**  
**FAX # 606-783-5030**  
**Department of Industrial and Engineering Technology**  
**UPO Box 774, 210 LC**  
**Morehead State University**  
**Morehead, KY 40351**