

**PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF ENGINEERING
COURSE SYLLABUS
CHEG 2156 P01 – Chemical Engineering Internship I**

TIME: Practicum (No Formal Class Meetings)* Credit Hour: 6

DESCRIPTION: Chemical Engineering Internship I. (0, 0) Credit 6 semester hours. This course is an internship program of work experience with an approved engineering firm.
Prerequisite: Consent of advisor.

PREREQUISITE: Consent of instructor and research advisor employment as an engineering intern during the semester enrolled.

INSTRUCTOR: Dr. Michael Gyamerah
Associate Professor of Chemical Engineering
Wilson 200A
Phone (936) 261-9408
Email: migyamerah@pvamu.edu

OFFICE HOURS: Office hours MTWRF 7:00-7:50 a.m.

TEXTBOOK: None.

REQUIREMENTS: Course requirements are as follow:
1) Submit offer letter before enrolling or during first week of class.
2) Submit an internship Data Sheet within the first week of the semester.
3) Submit supervisor's evaluation and a report that describes the internship experience by July 30 (Summer), November 30 (Fall), or April 30 (Spring).
4) Prepare and submit a final report to me by email by July 30 (Summer), November 30 (Fall), or April 30 (Spring) email.

GOALS: To provide practical professional experience to reinforce what is learned during the undergraduate degree program.

* This course is a practicum that appears on the student's transcript and affects the student's grade point average, but does not satisfy any degree requirements. It is part of a 2 course series that may be repeated as often as the student is engaged in an internship. The actual meeting times are variable as arranged each week between student and instructor.

INTERNSHIP DATA SHEET

PRAIRIE VIEW A&M UNIVERSITY
Roy G. Perry College of Engineering

I. STUDENT

Name: _____ Semester/Year: _____

Mailing Address: _____ Student ID # _____

City State Zip No. of Semester Hours Completed

Telephone: _____ Fax: _____ Major: _____

II. SUPERVISOR

Name: _____ Title: _____

Address: _____ Telephone: _____

Fax: _____

III. JOB

Company Name: _____ Dept Name: _____

Job Description: _____

Each internship student must complete the data sheet and send within the first two-week of the semester to

Dr. Michael Gyamerah

Fax: (936) 261-9419

You may scan the completed data sheet and send as pdf file to: migyamerah@pvamu.edu

Dr. Gyamerh's office is located in Room 200A of the C. L. Wilson Engineering Building.

COLLEGE OF ENGINEERING
Prairie View A&M University
P.O. Box 519, Mailstop 2505
Prairie View, Texas 77446

SUPERVISOR'S EVALUATION OF INTERNSHIP STUDENT

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

Please return the evaluation to the Associate Dean of Engineering by July 30 for the Summer Semester, November 30 for the Fall Semester, or April 30 for the SUMMER Semester by FAX:

To: Dr. Michael Gyamerah
Fax No: (936) 261-9419; Email: migyamerah@pvamu.edu

Student's Name _____ Work Period: _____

Brief Job Description: _____

Employer: _____

Location: _____

STUDENT'S PERFORMANCE ON:

Ability to Learn

- Excellent
- Above average
- Average
- Below average
- Very Slow

Attitude- Application to Work

- Outstanding in enthusiasm
- Very interested & industrious
- Average diligence & interest
- Somewhat indifferent
- Definitely not interested

Dependability

- Completely dependable
- Above average
- Usually dependable
- Sometime neglectful/careless
- Unreliable

Quality of Work

- Excellent
- Very good
- Average
- Below Average
- Very poor

This report has been discussed with the Student ____yes ____ no.

Signed: _____
Printed Name Signature Title

REPORT PREPARATION GUIDELINES

Below is guidance that you, as a student enrolled in a co-op or internship course, should use in preparing the report that will be submitted at or near the end of your work engagement.

- 1) Please remember that you should make your report be reflective of the grade that you would like to receive, in both content and appearance. You should not expect an excellent grade for mediocre or even average work.
- 2) Your report should be well organized, including the following components.
 - a) Title Page, including your name, the course number and name, the semester enrolled, the instructor's name, and the date of submission.
 - b) Introduction, explaining the reason for the report, giving any necessary background information, and giving a brief overview of the report.
 - c) Description of the Work Engagement, including such details as the following.
 - i) The company or agency providing the employment.
 - ii) The location or site of the work engagement, and how it relates to the company as a whole.
 - iii) The organization in which the job is positioned, and where in the organizational scheme of the company it falls.
 - iv) The person supervising the intern/co-op student, their job title, areas of responsibility, and how they fit into the organization chart of the company.
 - v) Your job title, position description, and task assignments given and/or completed during the work engagement.
 - d) Summary of Accomplishments and Educational Benefits, describing such outcomes as follow.
 - i) How the work engagement relates to your field of study.
 - ii) Your accomplishments from your work engagement, such as tasks completed, goals attained, milestones successfully achieved.
 - iii) The ways in which the experiences are/have been beneficial to your education.
 - e) Conclusions, or Lessons Learned and Recommendations for the Future, indicating what plans you would make or new goals you would set after having this work experience, such as whether you would like to work another assignment such as this one, or seek a different type of experience based on what you have just learned, and any advice you might give to a future intern following behind you.
 - f) References, if you are making any citations of previously published works, whether in the published literature or company internal documents.
 - g) Acknowledgements, where you express your gratitude for your sponsors, mentors, and anyone else you deem deserving. For example, you may want to thank the company that hired you, those company employees who gave you personal guidance and assistance, your mentor (if any) whether or not they work for your employer, etc.
- 3) You may use equations, tables and figures to help illustrate your points and show your accomplishments.

Remember that such objects should not be simply inserted into (or attached to) your report, but each table and figure should be properly captioned, called out by name just prior to its appearance in the report, and used in discussion somewhere near its appearance.
- 4) The length of reports will vary. However, if you give careful attention to each of the bulleted items on this page, you will not likely end with a report of less than 5 pages. There should be no need for the report to run more than about 15 pages. Choose your figures of merit (tables, graphs, photos, etc.) carefully and selectively; do not think that padding your report with extra pages will improve the quality of the report (or your grade).
- 5) A final point. If you want "free marks" on your report prior to its official submission, then email me a soft copy and I will review it and send it back to you with suggestions for improvement. This review (as is done in industry) will help improve the quality of your report and will likely have a nice effect on your grade.