



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

CVEG 4156 – Civil Engineering Internship I (6 Credits)

Summer 2019

Instructor: **Dr. Emmanuel U. Nzewi**, Professor & Department Head
Department of Civil & Environmental Engineering
110 G Wilson Building
Phone: (936) 261-1658; E-mail: eunzewi@pvamu.edu

Class Time: Internship*

Office Hours: By appointment (virtual/phone)

Catalog Description: CVEG 4156. Civil Engineering Internship I. (0-0) Credit 6 semester hours. An internship program of work experience with an approved engineering oriented firm or agency or consulting firm or engineering public service agency serving the civil engineering profession. A comprehensive written report of the work-learning experience is required. **Prerequisite:** Approval of Department Head.

Prerequisite: Consent of instructor, approval by the Department Head and internship employment as an engineering intern during the semester enrolled.

Textbook: None

Requirements: Course requirements are as follows:
1) Submit **Internship Data Sheet (Due 6/05/2019) (Adobe PDF)**
2) Submit **Supervisor's Evaluation** and a **report (1 document Adobe PDF)** that describes the internship experience (**Tentatively Due by Friday, August 03, 2019, by 5 PM**) via **DropBox**.
A DropBox folder will be created for each student. The DropBox will be established by July 20, 2019 for testing. Each student must provide necessary information for creating a DropBox.
3) Electronic presentation (**MS Powerpoint format and Adobe PDF format**) of student's internship experience (20 slides minimum). **This is also tentatively due by Friday, August 03, 2019, by 5 PM- via DropBox.**

Goals: To provide professional practical experience that reinforces classroom instruction in the Civil Engineering undergraduate degree program.

* This course is a practicum that appears on the student's transcript and affects the student's grade point average. This course does not satisfy any degree requirements.

Access to Learning Resources:

PVAMU Library: phone: (936) 261-1500; web: <http://www.tamu.edu/pvamu/library/>

University Bookstore: phone: (936) 261-1990;

web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

Assessment

Students' performance will be based on the **Supervisor's Evaluation** and the internship **materials submitted** by the student (report and presentation).

Grading Policy

The final course grade will be based on grades received by the student for materials submitted and the Supervisor's Evaluation. The following grading scale will be implemented to determine letter grades.

Grading Scale:

- 90% or more = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- Less than 59% = F

Any form of academic dishonesty with result in a grade of "F."

Important Note:

It is the student's responsibility to comply with all the deadlines and to submit the required documents in a timely manner. If the required materials are not received by the deadline specified, the student may be assigned a letter grade of "F."

INTERNSHIP DATA SHEET

Department of Civil & Environmental Engineering

Roy G. Perry College of Engineering

PRAIRIE VIEW A&M UNIVERSITY

P.O. Box 519, Mailstop 2510

Prairie View, Texas 77446

I. STUDENT INFORMATION

Name: _____ Semester/Year: _____

Mailing Address: _____ ID # [LAST 4] _____

City _____ State _____ Zip _____ No. of Semester Hours Completed _____

Telephone: _____ Fax: _____ Email: _____

II. SUPERVISOR

Name: _____ Title: _____

Address: _____ Telephone: _____

_____ Fax: _____

_____ Email: _____

III. JOB Description

Company Name: _____ Dept. Name: _____

Job Description:

*The student must complete and submit (via email) the **Internship Data Sheet***

Dr. Emmanuel U. Nzewi

DUE: 6/05/2019, by 5 PM (VIA EMAIL)

Email: eunzewi@pvamu.edu

SUPERVISOR'S EVALUATION OF INTERNSHIP STUDENT

Department of Civil & Environmental Engineering

Roy G. Perry College of Engineering

PRAIRIE VIEW A&M UNIVERSITY

P.O. Box 519, Mailstop 2510

Prairie View, Texas 77446

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 Department Head (Instructor) **Tentatively due by August 03, 2019 (5 PM)**
via email to Dr. Emmanuel Nzewi (eunzewi@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
- Slow learner

Attitude and Application to Work

- Outstanding /enthusiastic
- Very interested & industrious
- Average diligence & interest
- Somewhat indifferent
- Quite Indifferent

Dependability

- Completely dependable
- Above average
- Average
- Somewhat dependable
- Unreliable

Quality of Work

- Excellent
- Very good
- Average
- Below Average
- Poor

The Evaluation Report has been discussed with the Student/Intern. Yes ___ No ___.

Please write 10-20 lines about your observations and the internship experience of the student.

Signed:

Printed Name

Signature

Title

Phone No: _____

Email: _____

REPORT PREPARATION GUIDELINES

This guide is for the student enrolled in this internship course. It should be used in preparing the report submitted by the due date established by the Instructor.

- 1) Please remember that the grade you receive is dependent on the materials you submit to document your internship experience. It should provide enough details and provide requisite information related to your internship activities.
- 2) Your report should be well organized, including the following components.
 - a) **Title Page.** This should include your name, the course number and title, the semester enrolled, the instructor's name, and the date of the submission of the report.
 - b) **Introduction.** This section should explain the reason for the report, and provide necessary background information with a brief overview of the report.
 - c) **Description of the Internship Experience.** This section should include the following details:
 - i. The company or agency providing the employment.
 - ii. The location or site of the work engagement, and its relationship to the company as a whole.
 - iii. The organization in which your job is located and its organizational positioning within the company.
 - iv. Your supervisor's name, job title, areas of responsibility, and his/her organizational position in the company's hierarchy.
 - v. Your job title, position description, and tasks you were assigned, responsibilities and/or key experiences during your internship.
 - d) **Summary of Accomplishments and Educational Benefits.** Describe internship outcomes such as:
 - i. How the internship employment is related to your field of study.
 - ii. Accomplishments during your internship, such as tasks completed, goals attained, milestones successfully achieved.
 - iii. Describe how the experience has been beneficial to your civil engineering education.
 - e) **Conclusions, Lessons Learned and Recommendations.** Indicate what plans you would make or new goals you would set following the internship experience. Comment on whether you would like to work on another assignment, seek a different type of experience based on what you learned; and include any advice you might render a future intern.
 - f) **References.** If you made any citations in your write-up, be sure to include a bibliography in this section.
 - g) **Acknowledgements.** In this section you may include appropriate acknowledgements to express gratitude for the opportunities provided you during the internship. You may recognize mentors, and anyone else you deem deserving. For example, you may want to express your gratitude to the company that hired you, to those company employees that gave you personal guidance and assistance, your mentor (if any) whether or not they work the employer, etc.
- 3) You may use equations, tables and figures as aids to illustrate your point of view and highlight your accomplishments. Remember that such objects should not be simply be inserted into (or attached to) your report, but each table and figure should be properly captioned and identified by title just prior to appearance in the report, and referenced in your discussion somewhere near its appearance in your report. Be sure to include a title for each table, figure or graph.
- 4) The length of reports will vary. However, if you give careful attention to each of the items on this page (listed above), you will not likely end with a report of less than 8 pages. The limit is 15 pages. Carefully choose the figures you include (tables, graphs, photos, etc.). The length of your report does not necessarily determine the quality of your report.

Sample Title Page

The title page contains important information about the project including the name of your organization, title of the project, names of members producing the report, name of receiving person and organization, and date of submission. The format should follow that shown in the figure below.

Title for your Report (this should be some project or task that you worked on during your internship)

FINAL REPORT

Submitted by

Name of Student

To

Dr. Emmanuel U. Nzewi
Department Head
(Instructor CVEG 4156 P01/
GNEG Internship)

Department of Civil & Environmental Engineering
Roy G. Perry College of Engineering
Prairie View A&M University

Date

Figure 1 - Sample Format for Title Page

Sample Letter of Transmittal

This is a cover letter used to officially inform the recipient (your professor, boss, client, and customer) of the completion of the project and about the accompanying report. Within the company, it is usually a memorandum. In either case, it introduces the report to the person or group for whom it is intended. It may refer to a request or a contract that initiated the study but should not attempt to summarize the contents of the report. The letter of transmittal should be signed and should follow the example on the next page.

[FIRM Letterhead]

345 Grove Ave Cypress, TX. 77410 (512) 555-1212

Date

Dr. Emmanuel U. Nzewi, PE
Department Head (Instructor)
Department of Civil & Environmental Engineering
Prairie View A&M University
P.O. Box 519; Mail Stop 2510
Prairie View, TX 77446

Sample letter format

Dear Dr. Nzewi:

The attached technical report contains *Civil Concepts'* evaluation of designs that address the water transmission problem you had identified. This report includes the descriptions of each alternative channel design, the evaluation process, and the channel design that *Civil Concepts* recommends *WBX Optimal Realities* use in their new apartment complexes. The solution implements the requirements established by *WBX Optimal Realities* for the evaluation of the four channel designs:

- Trapezoidal cross-section with Resilient channel design
- Triangular cross-section with weirs
- Circular cross-section with weirs
- Triangular cross-section with gates

Civil Concepts recommends that *WBX Optimal Realities* use the triangular cross-section with weirs option in their new apartment complexes. First, triangular cross-section with weirs minimizes the overall cost of the drainage system and ensures complete drainage in minimal time. Secondly, water-logging is drastically curtailed due to the efficient hydraulic channel section implemented. In our overall assessment, this channel design best meets the needs of *WBX Optimal Realities*.

Civil Concepts is available to further discuss the recommended solution and any matters related to this report or the project in general. You can contact *Civil Concepts* at (512) 555-1212 or by e-mail at engineerbest@civilconcepts.com.

Sincerely,

Jeffrey Optimal
Project Engineer Intern

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy:

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.