



PRAIRIE VIEW A&M UNIVERSITY
Roy G. Perry
COLLEGE OF ENGINEERING

COURSE SYLLABUS
ELEG 4156 – Electrical Engineering Internship

TIME: As Arranged *

Credit Hour: 6

DESCRIPTION: Engineering Internship II. (0, 0) Credit 6 semester hours. An internship program or work experience with an approved engineering firm or engineering oriented business agency, planning, public service agency, or consulting firm, providing and introduction to the profession. Prerequisite: Approval by the chairperson of the department.

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

INSTRUCTOR Dr. Kelvin Kirby
Professor of Electrical and Computer Engineering
New Engineering Building, Room 315H
Phone (936) 261-9914
Email: kkkirby@pvamu.edu

OFFICE HOURS: Office hours MTWRF 9:00am-12:00noon.

TEXTBOOK: None.

REQUIREMENTS: Course requirements are as follow:
1) Submit an internship Data Sheet within the first two-weeks of the semester.
2) Submit supervisor's evaluation and a report that describes the internship experience by July 30 for the Summer Semester, November 30 for the Fall Semester, or April 30 for the Spring Semester.
3) Arrange and give an oral presentation with the student's academic advisor.

GOALS: To provide practical professional experience to reinforce learning 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 Number: _____

City State Zip No. of Semester Hours Completed

Telephone: _____ Email: _____ Major: _____

II. SUPERVISOR

Name: _____ Title: _____

Address: _____ Telephone: _____

Email: _____

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. Kelvin Kirby
Email: kkkirby@pvamu.edu*

Dr. Kelvin Kirby office is located in Room 315-H of the New Electrical Engineering Building.

ROY G. PERRY COLLEGE OF ENGINEERING

Prairie View A&M University
P.O. Box 519, Mailstop 2520
Prairie View, Texas 77446

SUPERVISOR'S EVALUATION OF INTERNSHIP STUDENT (The Evaluation may be replaced with a Corporate Evaluation)

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 of Electrical and Computer Engineering by July 30 for the Summer Semester, November 30 for the Fall Semester, or April 30 for the Spring Semester by email:

To: Dr. Kelvin Kirby
Email: kkkirby@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 submitted at or near the end of your work engagement.

- 1) Please remember that your report should 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, responsibilities, 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. For example, 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 items on this page, you will not likely end with a report of less than three (3) pages. There should be no need for the report to run more than seven (7) 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.

Note: The Report may be in Power Point format.