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

COURSE SYLLABUS

ELEG 3156 – Engineering Internship I

TIME:  As Arranged  
Credit Hour:  6

DESCRIPTION:  Engineering Internship I. (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 an 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 315G  
Phone (936) 261-9914  
Email: kkkirkby@pvamu.edu

OFFICE HOURS:  Office hours MTRF 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

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Semester/Year: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address: __________________</td>
<td>Student ID Number: ______________</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Zip</td>
<td>No. of Semester Hours Completed</td>
</tr>
<tr>
<td>Telephone: _______________</td>
<td>Email: _________________________</td>
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<tr>
<td></td>
<td>Major: _________________________</td>
</tr>
</tbody>
</table>

## II. SUPERVISOR

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Title: _________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: _________________________</td>
<td>Telephone: _____________________</td>
</tr>
<tr>
<td></td>
<td>Email: _________________________</td>
</tr>
</tbody>
</table>

## III. JOB

<table>
<thead>
<tr>
<th>Company Name: ____________________</th>
<th>Department: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Description: __________________</td>
<td></td>
</tr>
</tbody>
</table>

*Each student must complete the data sheet and send within the first two-weeks of the semester to:*

**Dr. Kelvin Kirby**  
Email: kkkirby@pvamu.edu

*Dr. Kelvin Kirby office is located in Room 315-G of the New Electrical Engineering Building.*
SUPervisor's Evaluation of Internship Student
(This Evaluation may be replaced with Corporate Evaluation Forms)

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 an internship or co-op course, should use in preparing the report required 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.
      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, Lessons Learned or 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 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 often 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.