

MEMORANDUM

TO: All Interns

FROM: Dr. Cliff Mirman - Chair, Department of Technology

RE: TECH 409/609 REQUIREMENTS

Internships are for a learning experience and not for credit for a full time job you already have.

Prerequisite: Junior standing and consent of major advisor and supervision instructor. A minimum of eight 40-hour work weeks or 320 work hours total is required for 3 semester hours of credit.

All students participating in the Internship Program must do the following:

1. Complete Student Data Form. It **MUST** include your phone number where you can be reached during work and non-work hours. If you have not previously completed the form for this semester, you must do so in order to receive credit. This form can be found on the Dept. of Technology web site. Go to <http://www.niu.edu/tech/> - Advising – Forms – located under Additional Forms section. Use the following address for correspondence:

Dr. Cliff Mirman
Department of Technology Office
Still Gym 203
DeKalb, IL 60115
(815) 753-0531
e-mail: mirman@ceet.niu.edu

2. Complete the attached form and take to your advisor so they can review internship details and approve.
3. **CREDIT HOURS:**

You are required to enroll in TECH 409/609 for the semester you are participating in the internship. TECH 409/609 is a 3 credit hour course.

4. **EARNING A GRADE**

Your grade will be based upon the following:

- a. Keep a daily log of your activities, along with any personal comments. Mail this to me every week (see Department address above) so that I have it by Monday of the next week.
- b. I will visit you at least twice, and I will attempt to set up the visit at least one day prior to my arriving at your workplace.
- c. Turn in a written report at the end of the internship that will include:
 - 1) A detailed analysis of the department that you work in.

- 2) An analysis of how that department relates to other departments to jointly meet company goals.
- 3) How this particular experience will assist your educational experience.

4) **A Typical Report Could Include the Following:**

I. Introduction:

- Company Background
- Product Line
- Company Goals and Objectives
- Competitors

II. Body

- Department Directly Associated With
- Other Departments Affected
- Department Operations
- Special Projects (detailed analysis from planning stage; research; testing; prototype; testing; and uses).
- Problems and Solutions (state examples encountered).
- Company Politics/Norms/Cultures/etc.

III. Conclusion

- Describe the academic preparation that you have had that assisted you in solving problems and adapting to your job (state examples).
- State previous work experience that assisted you in your work.
- Future with company.
- State if the work experience would help in your area of interest.
- Any additional comments.

Every previous point mentioned is justified by stating examples. The report will be typed and double-spaced. You may use brochures, drawings, programs, etc., with the report that will be turned in a letter size file folder.

Please feel free to contact me regarding any and all questions, problems, etc., regarding the internship experience. If you need to contact me, please call my office in Still Gym 203 at (815) 753-0531 or Dept of Technology office at (815)753-1349.

**Northern Illinois University
College of Engineering and Engineering Technology
Department of Technology
Student Employment Record**

Technology Industrial Internship

ADVISOR'S APPROVAL: _____ **DATE:** _____

INTERN'S PERSONAL INFORMATION: Email address: _____
ZID #: _____

Name _____ Home Phone _____

Cell Phone: _____

Home Address _____

Semester enrolling in Internship course _____

INFORMATION ON THE COMPANY:

Name of Employing Company _____

Address of Employing Company _____

Is intern covered by company health insurance? _____ Yes _____ No

Name of Immediate Supervisor _____

Email Address: _____

Telephone Number of Immediate Supervisor _____ Ext. _____

Name of Personnel Director _____

Telephone Number of Personnel Director _____

Department Employed In _____

Job Title _____

Job Description _____

Person Coordinator Should Contact When Visiting Plant:

Name: _____

Email Address: _____

Title _____ Phone _____ Ext. _____

Work Hours _____ Working Days _____

Explain how the job described on the front meets the requirements of an industrial internship by providing positive answers to the following questions:

1. Will there be opportunity for continued participation in, or close observation of, the management process?

2. Will there be opportunity for the application of, or close observations of, principles learned in previous courses?

3. Will there be opportunity for the intern to evaluate his potential employability in this field?

4. Will there be opportunity for the intern to evaluate the relationship of his job to the company's overall functions and goals?
