MEMORANDUM

TO: All Interns

FROM: 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 supervising 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 the 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/](http://www.niu.edu/tech/) - Advising section on the left then it’s located under Additional Forms section on the right. Use the following address for correspondence:

   Course Instructors Name
   Department of Technology Office
   Still Gym 203
   DeKalb, IL 60115
   (815) 753-0531

2. Complete the attached form and take it to your advisor so they can review the 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. Collect these logs as they will be instrumental in producing the final report.
   b. I will visit you at least once, and I will attempt to set up the visit at least three days 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) A detailed analysis of problems & solutions to project worked on.

4) Explanation of how particular internship experiences satisfies the outcome of the course.

5) How this particular experience will assist your education experience.

Every previous point mention is justified by stating examples. The report will be typed and double-spaced. You may use brochures, drawings, programs, etc., with the report, along with the daily/weekly logs within the appendix, this will be turned in via blackboard as an electronic document.

Please feel free to contact your instructor regarding any and all questions, problems, etc., regarding the internship experience. If you need to contact the instructor, contact the Department 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/DEPARTMENT CHAIRMEN’S APPROVAL: ____________ DATE: ____________
*Does the proposed internship align with the student’s degree/program?

COURSE INSTRUCTOR’S APPROVAL: __________________________ DATE: ____________
*Does the proposed internship meet the course requirements?

INTERN'S PERSONAL INFORMATION: Email address: __________________________
Year: Junior Senior ZID #: __________________________
Name ________________________ Cell Phone __________________________
Home Address __________________________
Semester Enrolled: ____________ Major: ____________ If IMT, Area of Study: ____________

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 Instructor 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?