CONS 471.01W  Industrial Internship
Course Syllabus:  Fall 2012
Web Based

Instructor:  Dr. Brent Donham
Department Head & Associate Professor
Department of Industrial Engineering & Technology

Office Location:  Charles J. Austin Industrial Engineering & Technology Building, Room 119

Office Hours:  Monday/Wednesday
8:00 – 8:40 AM or by appointment

This is a web based course.  Instructor will be available via email throughout the day, Monday – Friday and on the weekends.  Times will vary but email will be checked on a regular basis.

Due to administrative responsibilities there will be times the instructor will not be available during the scheduled office hours.  Effort will be made to inform students in advance when there will be a conflict.  Instructor will be available other times during the week by appointment.

Office Phone:  903-886-5474
Office Fax:  903-886-5960 (inform instructor when a fax is sent)
University Email Address:  Brent_Donham@tamu-commerce.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required:  No required textbook.

Required Materials:  Bound notebook, such as a composition notebook.
(Available at the A&M-Commerce bookstore or any office supply stores)

Reference Materials:  Texas A&M University-Commerce (n.d.). Make the connection: Career development handbook, Texas A&M University-Commerce Career Development. Available through A&M-Commerce’s Career Development Services or online at:

Illinois Institute of Technology, (2009), Engineering notebook guidelines for IPRO courses, Illinois Institute of Technology Interprofessional Projects Program, available at:
Course Description:
Occupational experience in construction (minimum of 100 hours). Work experience is cooperatively planned by the department and employer to fulfill the student’s objectives. Weekly conferences, assignments, and reports required. Prerequisite: CONS major, junior standing and consent of the Department Head.

Student Learning Outcomes:
1. Apply classroom and laboratory concepts and principles in an industry work environment.
2. Establish goals by working with supervision to define work objectives for the internship experience.
3. Demonstrate time and project management skills by completing the work objectives within the specified time limits.
4. Demonstrate the ability to effectively present ideas and solutions in the context of written, oral, and electronic media.
5. Demonstrate the ability to work as a team member to successfully complete the assigned work objectives in an assigned company work group.
6. Demonstrate and promote a proper work ethic.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments
This course is a work-based internship in the field of industrial technology or related industry. In addition to the on-site work projects, each student will participate in weekly activities and assignments designed to assist an individual of achieving the learning outcomes for the course.

Work Based Objectives: 60 points (~55% of total course grade)

Student Learning Outcomes #1, #2, #3, #4, #5, #6

Students must work a minimum of 100 hours during the time period they are enrolled in the Industrial Internship course. Each student will work with their supervisor to jointly develop 3 projects / activities, which will be accomplished during the internship program. The projects/activities should be unique and must be related to the knowledge and/or skills attained during their degree program. The projects must be approved by the instructor and/or lead faculty member.

Assessment Method: The approved projects will be selected and documented on the Internship Work Objectives Evaluation Form during the first days of the semester. The form will be signed the student, supervisor, and instructor signifying the agreed upon projects. At the end of the semester, the supervisor will rate the performance of the student as either Satisfactory or Unsatisfactory. A satisfactory rating is worth 20 points. An unsatisfactory rating will receive less than 20 points. The number of points will be based upon the percentage of the task completed, based upon input from the supervisor.
Engineering Notebook & Work Log: 10 points (~9% of total course grade)

Student Learning Outcomes #4, #6

Students will accurately document their industry work experience through a work log and engineering notebook.

Assessment Method: Each student will maintain a descriptive daily log of work activities (minimum 100 hours). The daily log is to be created using a word processor (e.g. Word) or database program (e.g. Excel). The log is to be completed in a professional and organized format. The major activities should be recorded for each day work is performed. The following format is offered as a suggestion (Note: sufficient detail must be provided to adequately describe the work performed).

In addition, each student will keep an accurate record of the internship projects in an engineering notebook. The notebook must be bound with page numbers. The notebook should be used to record key meetings as well as ideas, results, observations, references, and any other information related to a project. This includes all design ideas and tests, whether they were successfully implemented or not. Information should be recorded directly into the notebook in ink rather than writing it on scratch paper and transferring it at a later time. Sufficient detail should be included, which would allow someone to replicate the design and/or project with limited or no prior knowledge of the project.

Key Guidelines:
- Entries should be legible and made in ink.
- Leave the first few pages blank to add a Table of Contents.
- Date each entry.
- Title each entry so it is clear which project is associated with the data or information.
- List each person who participated in the meeting or effort being documented.
- Include all design iterations and tests, whether they were successfully implemented or not.
- Include descriptions of the equipment and/or software used in tests and/or analyses. Software versions are critical as later versions may or may not perform in the exact same manner.
- Line out errors, never erase.
A format similar to the one shown in the following examples should be used for the Table of Contents and journal entries, unless the employer requires specific guidelines for project documentation. The examples are intended to represent two random pages out of a notebook.

**Table of Contents**

- Meeting with supervisor to establish objectives 3
- Project A - mechanical specifications 3
- Project C - project timelines 4

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1/15/10 Establish Work Objectives
(Name of employee, Name of supervisor)

Discussed potential projects for the internship. Five projects, A, B, C, D, and E were considered. Funding for Project B will not be available until the middle of next month. The remaining projects meet internship requirements but only 3 were needed so A, C, and D were selected.

- Project A: Project... Responsibilities include...
- Project C: Project... Responsibilities include...
- Project D: Project... Responsibilities include...

1/17/10 Project A Mechanical Specifications
(Name of individuals involved in effort)

Dimensions measured on the field unit.

- Crack identified on bottom right hand corner of the piece
- 1 in x 3 in
- R=0.5 in

**Final Presentation: 10 points (~9% of total course grade)**

**Student Learning Outcome #4**

Each student must document their internship experience in a final technical presentation.

**Assessment Method:**

**Presentation Length:** 15 – 20 minutes

**Visual Aids:** The presentation must include 6 – 9 slides, created in PowerPoint

**Material Content:** The presentation package must follow the following outline:

- **Cover Sheet (1 slide)**
  This should include the course number and title, your name, and date as a minimum

- **Overview of the Work Environment (1 slide)**
  Include the company name, your title/position, and a brief description of the work group

- **Work Objective #1 (1-2 slides)**
  Include an overview of the project / activity, result(s), etc.

- **Work Objective #2 (1-2 slides)**
  Include an overview of the project / activity, result(s), etc.

- **Work Objective #3 (1-2 slides)**
  Include an overview of the project / activity, result(s), etc.
Conclusions / Summary (1 slide)
Brief description of the benefits of the internship experience, both for you and the employer, including skills learned or classroom and laboratory principles you were able to put into practice.

Seminar Participation & Assignments: 29 points (~27% of total course grade)

Student Learning Outcome #3, #4
In addition to working a minimum of 100 hours in an industry setting, each student is required to participate in weekly seminar activities / assignments. Seminar activities are designed to complement and support the work experience.

Assessment Method: The points assigned to each activity (1 – 10 pts) will be awarded as a completion grade if the activity/assignment is completed per the instructions and by the assigned deadline.

Grading

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>Work projects and/or activities (3 total)</td>
<td>60 pts</td>
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<tr>
<td>Seminar participation &amp; assignments</td>
<td>29 pts</td>
</tr>
<tr>
<td>Engineering notebook &amp; work log</td>
<td>10 pts</td>
</tr>
<tr>
<td>Final presentation</td>
<td>10 pts</td>
</tr>
<tr>
<td><strong>Total points possible for semester</strong></td>
<td>109 pts</td>
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</tbody>
</table>

Grading Scale:
- 98 – 109 points  A
- 87 – 97 points   B
- 76 – 86 points   C
- 65 – 75 points   D
- < 65 points      F

TECHNOLOGY REQUIREMENTS

This is a web based course. The following technologies will be required for this course.
- Internet access / connection – high speed recommended (not dial-up)
- MicroSoft Word
- MicroSoft Excel (optional for work log)
- MicroSoft PowerPoint

ACCESS AND NAVIGATION

This course is delivered by Texas A&M University – Commerce through the eCollege course management system. To get started with the course, go to: https://leo.tamu-commerce.edu/login.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000
COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

The communication tools used in this course will be Email and eCollege Announcements. Students should communicate with the instructor through the course email tool or directly to the email address provided in this syllabus. The instructor will communicate with students via email through their myLeo email address.

Students can expect to receive a response to emails within 48 hours after the email was sent to the instructor. In most cases, the response time will be shorter.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the eCollege HelpDesk, available 24 hours a day, seven days a week. The HelpDesk can be reached by at helpdesk@online.tamuc.org or by calling (toll-free) 1-866-656-5511.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Academic Dishonesty

Texas A&M University-Commerce will not condone plagiarism in any form. Plagiarism represents disregard for academic standards and is strictly against University policy. Plagiarized work can result in a “0” on a given assignment(s) or an “F” for the course as well as further administrative sanctions permitted under University policy. You may discuss course work and other course materials with fellow students (except during tests), but it is inappropriate to have another student do your course work or provide you with any portion of it.

Guidelines for properly quoting someone else’s writings and the proper citing of sources can be found in the APA Publication Manual. If you do not understand the term “plagiarism”, or if you have difficulty summarizing or documenting sources, contact your professor for assistance.

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.com

Student Disability Resources & Services
Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook).

Students are expected to attend all class periods and to be prepared for each class. Students are expected to refrain from any disruptive behaviors during class, which includes but is not limited to working on assignments/projects from another course, reading non-course materials, or using the computer for non-class purposes. Cell phones, iPods, and other electronic devices should be turned off during class.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Assignment(s)</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
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<tr>
<td>- Course introduction</td>
<td>- Create a template for a work log template</td>
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<td>- Project documentations</td>
<td>- Format an engineering notebook</td>
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<td><strong>Week 2</strong></td>
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<tr>
<td>- Develop work objectives</td>
<td>- Meet with supervisor to jointly develop 3 work objectives (projects and/or specific tasks)</td>
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<td><strong>Week 3</strong></td>
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<td>- What employers look for in new graduates</td>
<td>- Research and discussion</td>
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<td><strong>Week 4</strong></td>
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<tr>
<td>- What employers look for in new graduates</td>
<td>- Summary report</td>
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<td><strong>Week 5</strong></td>
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<td>- Personality Styles</td>
<td>- Self-assessment and discussion</td>
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<td><strong>Week 6</strong></td>
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<tr>
<td>- Life-long learning</td>
<td>- Graduate school requirements</td>
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<td><strong>Week 7</strong></td>
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<td>- Emerging technology</td>
<td>- Research and discussion</td>
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<td><strong>Week 8</strong></td>
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<tr>
<td>- Emerging technology</td>
<td>- Research and discussion</td>
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<td><strong>Week 9</strong></td>
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<tr>
<td>- Technical Presentations</td>
<td>- Research and discussion</td>
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<td><strong>Week 10</strong></td>
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<tr>
<td>- Interviewing</td>
<td>- Research and discussion</td>
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<td><strong>Week 11</strong></td>
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<tr>
<td>- Interviewing</td>
<td>- Summary report</td>
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<td><strong>Week 12</strong></td>
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<tr>
<td>- Resume writing</td>
<td>- Research and discussion</td>
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<td><strong>Week 13</strong></td>
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<tr>
<td>- Resume writing</td>
<td>- Resume</td>
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<td><strong>Week 14</strong></td>
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<tr>
<td>- Engineering Ethics</td>
<td>- Research and discussion</td>
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<td><strong>Week 15</strong></td>
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<tr>
<td>- Final</td>
<td>- Student presentations and/or final technical report</td>
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<td><strong>Week 16</strong></td>
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<tr>
<td>- Final (as needed)</td>
<td>- Student presentations and/or final technical report</td>
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