

*Department of Civil Engineering, CSU, Chico*  
**CSUC/American Public Works Association Internship Program**  
**Student Guidelines**

**Internship Program Description:** The CSUC/American Public Works Association (APWA) Internship Program is designed to provide students with valuable practical experience through temporary paid employment while concurrently earning academic credit. The position must utilize skills, ability, and knowledge that the student has gained from his/her studies. Since students can receive academic credit for an internship, they must periodically provide their faculty internship advisor with written evaluations of their activities and accomplishments. At the end of the internship, students submit a comprehensive final report and a portfolio of sample work. Both the student participant and their supervisor in the workplace also submit final evaluations at the conclusion of the internship period.

**Timing of an Internship:** Internships are most commonly completed as part of a normal summer job. Students are employed full-time during the summer but enroll in CIVL 389 during both the Summer session (for 1.0 unit) and the subsequent Fall semester (for 2.0 units). Total academic credit is 3.0 units. Summer session fees apply (approximately \$250 for one unit) while the Fall enrollment may be included in the normal payment of full-time fees. Other arrangements are possible but may be difficult or expensive to realize.

**Earning Academic Credit:** An internship with sufficient engineering content can qualify for three units of academic credit - as a CIVL 389 *Civil Engineering Internship* - and satisfy the *Technical Elective* requirement in the CE major. To be eligible for academic credit the internship must include a minimum of 300 hours of engineering-related work. The internship course is graded on a credit/no credit basis.

**Finding an Internship:** Students are responsible for finding their own internship opportunity. CSU, Chico's Internship Office (<http://ids.csuchico.edu>) is an excellent resource for locating companies interested in hiring interns. You may also talk with faculty to gather company contacts or call companies on your own to inquire about internship opportunities. Opportunities are available for positions throughout California and beyond.

**Transition to the Workplace:** Every company has different traditions and policies – from work schedules to dress codes. Regardless of these variations, you should still act professionally and represent the civil engineering program and CSU, Chico in a positive manner. This includes arriving at work on time, staying on task while at work, dressing appropriately for the office and work you are doing, using appropriate language, and treating all other employees with courtesy and respect.

**Submission Requirements:** The work experience must be clearly documented since students receive three units of academic credit. Students turn in required materials at various times during the internship. All related forms and documents are archived at the CE Department website – go to the link <http://www.csuchico.edu/ce> and click on the menu selection **APWA Internship Program**.

1. **Initial Report:** Use this form to provide your contact information during your internship. You will also provide your initial impressions of the job, a description of your expected job duties, and a summary of your goals for the internship experience. Due by the end of the second week on the job.
2. **Progress Report:** The progress report evaluates the overall nature of the internship. In this report you will describe the current progress of your project, will reflect on the interpersonal aspects of communication, leadership, teamwork, etc, and will report any problems that are occurring. Due by July 15<sup>th</sup> during the summer term of your internship.
3. **Final Report and Portfolio:** This is the most substantial submission related to the internship. In this report you will describe the work you completed during your internship. You will also evaluate whether or not you completed your goals outlined at the beginning of your internship and reflect upon your career plans and whether the internship experience affected those plans. The *Final Report and Portfolio* is due at 5:00 PM on Friday of the second week of the Fall semester following your internship.
4. **Supervisor Evaluation:** Your work supervisor will complete this form. This evaluation allows your supervisor to assess your current skill level and comment on your performance. The employer will also have an opportunity to comment on the program and suggest areas for improvement. Due at the end of the internship. (*Hint: Have your supervisor complete the evaluation before you leave the job.*)
5. **Student Evaluation:** You will complete this form. This evaluation encourages you to reflect on how the internship has contributed to your education. You will also have an opportunity to comment on the program and suggest areas for improvement. Due at the end of the internship.

**Grading:** The internship course grade is credit/no credit. Your grade will be based on the following criteria:

Initial Report	10%
Progress Report	20%
Final Report	50%
Supervisor Evaluation	10%
Student Evaluation	<u>10%</u>
	100%

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**Internship Checklist**

- √ Students are responsible for locating and applying for the internship position. Watch for department announcements regarding available internships and check with the university [Internship Center](#).
- √ Once you have secured an appropriate internship involving at least 300 hours of engineering-related work, contact any full-time member of the CE faculty and ask that s/he be your internship adviser. You should select someone who has expertise in the area in which you plan to work (e.g., structural engineering).
- √ No later than two weeks before classes end in the semester prior to your internship, sign up in the CE Department Office (LANG 207). You will be manually enrolled in the appropriate internship course - *you cannot enroll yourself*.
- √ Students enrolled in an internship course must meet with the CE Internship Coordinator prior to the end of the semester preceding the internship. If a sufficient number of students have signed up, this meeting will be scheduled as a seminar. This meeting is intended to provide participants with specific information about completing all applicable requirements during their upcoming internship.
- √ During the internship, each student will submit to his/her internship advisor all necessary materials. The most important is the *Final Report and Portfolio* of sample work. The work experience must be clearly documented to receive three units of academic credit.
- √ Each student's internship advisor will verify with the CE Internship Coordinator that all materials have been submitted and that the work performed was of sufficient quantity and character to qualify for academic credit. Students meeting these requirements will receive a grade of CR (credit) in the course. Those who do not will receive a NC (no credit).

All necessary forms and documents, plus the identity of the current CE Internship Coordinator, are available at the [CSUC/APWA Internship Program website](#).