

Coordinator/Instructor: Rudy Puzey, Austin 106D, (208) 496-7585, puzeyr@byui.edu

### **COURSE DESCRIPTION**

An internship is a cooperative program between BYU-Idaho Architecture and Construction Department and approved Experience Providers (employers). Professional internships correlate actual work experience in the building construction industry with the architecture and construction coursework. Internships approved by the internship coordinator provide students with knowledge of career opportunities and actual work experience in preparation for employment after graduation. The ideal internship would take place during the student's off-track semester and be a full time, paid, employment opportunity. The length of time for your internship experience is intended to be equal to a 14 week semester, 40 hours per week or approximately 560 hours. Students should not wait until after graduation to complete their internship courses and are encouraged to begin as early as possible.

### **COURSE OBJECTIVES**

- Apply employment skills in resume writing, job portfolio preparation, networking, and interviewing.
- Find employment with a professional design or building construction-related company to gain actual hands-on experience.
- Through on-the-job experience, students will gain a greater vision of what it means to be employed in the building construction industry.
- Establish professional career networking links with business and organizations that will assist the student in gaining employment upon graduation.
- Apply the principles and skills learned in the classroom to on-the-job practices and procedures in the construction industry.
- Receive compensation and recognition from the experience provider and recommendation references from the experience provider.

### **COURSE REQUIREMENTS**

1. It is the student's responsibility to find employment. Justin Hodges, Austin 106, the college internship coordinator can be of help. The student will have the experience provider agree to and complete the Master Internship Agreement online at [www.byui.edu/internships](http://www.byui.edu/internships). Those companies that have had interns before will not need to sign up again.
2. The student will complete the Initial Internship Approval Form with Justin Hodges, the college internship coordinator. After approval by the coordinator and the internship office, the internship office will register the student in the appropriate internship course. All internships must be approved prior to leaving for the internship experience.
3. The student will submit Weekly Job Reports to the department internship coordinator **each week** responding to the outlined questions and participate with other students in the discussions on the BYU-Idaho Blackboard program ([www.byui.edu/onlinelearning](http://www.byui.edu/onlinelearning)).

4. *Complete student and employer evaluations.* Near the end of the internship experience the internship office will e-mail an evaluation a link to the student and employer. It is the students responsibility to make certain that they and their employer complete and return the evaluation form prior to the end of their internship. Contact the internship office if you do not receive the evaluation forms at: **<http://www.byui.edu/CareerServices/Internships/default.asp>**
5. Upon completion of the internship experience, each student will be required to submit a *Written Summary Report* on Blackboard. This report will be evaluated critically for format and content, and should be typed in good form showing a spirit of common professional business sense. The report need not be long, but summarize what the student has learned and experienced during the internship.
6. We encourage students to compile an employment portfolio during their educational experience. It is not required to be turned in but should be kept on file by the student. The portfolio should include a resume, letter of recommendation from their employer and any other pertinent information that may assist the student in obtaining future employment.

**All communication between the intern and department coordinator, Rudy Puzey, should be by Blackboard or e-mail on your BYU-Idaho email address.**

### **COURSE EVALUATION & GRADING**

A letter grade will be given at the end of the semester in which the internship was completed. **All reports and required course assignments must be turned in to your internship coordinator on or before the last official day of the semester to receive course credit.** (If the student has a conflict with this schedule, please contact the department internship coordinator.)

Grades will be based on the completion of the course requirements criteria:

1. Weekly Job Reports
  - a. Weekly Job Reports are completed by responding to the questioned posted each week on the discussion board located under the discussion board tab in I-Learn
  - b. Students have up to 14 weeks in which to submit a weekly report. Students are required to complete a minimum of 10 weekly reports in order to receive an A for their internship experience. The grades of students who fail to submit the required minimum number of weekly reports will be lowered.
  - c. Weekly reports are to be completed and posted on the discussion board within nine days of the week that is being reported. Generally weekly reports will open Friday afternoon of the week being reported and will close at 11:50 PM on Sunday evening a week and a half later.
  - d. Missing reports or late reports will not be accepted.
  - e. Weekly reports are to be prepared in a professional manner.
  - f. Weekly reports are to be unique for each week and should accurately represent your activities for the previous week.
2. Internship Student Evaluation
  - a. The Internship Student Evaluation is made available by the university internship office on the career navigator a few weeks prior to the scheduled end date of each student's internship experience. Each student is required to complete the Internship Student Evaluation and return it to the internship office prior to the end of the semester.
  - b. University policy does not permit a grade being issued to a student until the Student Evaluation is received.
  - c. Students who do not complete the student evaluation prior to the end of the semester will receive a T grade for the semester until the report is completed.

- d. If a T grade is issued to an intern because of that student's failure to submit the evaluation before the due date, the intern will receive a zero for that assignment which will negatively impact their final grade and the intern will still be required to submit the evaluation before a grade will be issued.
3. Summary Written Report
    - a. One week prior to the end of the semester interns are required to submit a 1-2 page professionally written report that summarizes their internship experience.
    - b. The report should be submitted in the form of a professional letter using either Microsoft Word, Works, or Word Perfect and posted in the appropriate folder in I-Learn.
    - c. Failure to complete the summary report will result in a C grade for the internship experience, regardless of how many internship reports are submitted.

### Important Dates

Last weekly report due Friday July 22, 2011  
Internship Student Evaluation Friday July 22, 2011  
Summary Written Report Friday July 22, 2011

### Grading Scale

Failure to complete the Internship Student Evaluation, Summary Written Report, and the required number of hours of work will result in a failing grade for the internship experience. In addition to the aforementioned requirements, a student's grade will be based upon the following scale:

13 to 10 weekly reports	A
9 weekly reports	B
8 weekly Reports	C