

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

COURSE DESCRIPTION

An internship is a cooperative program between BYU-Idaho and the Department of Design and Construction Management 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 are not to 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 (employer) and recommendation references from the experience provider.

COURSE REQUIREMENTS

1. It is the student's responsibility to find employment. The Internship & Career Services office in Austin 106 can be of help. The student will have the experience provider agree to and complete the *Master Internship Agreement* online at www.byui.edu/careerservices. Those companies that have had interns before will not need to sign up again.
2. The student will complete the *Initial Internship Approval Form* also on line and after making three copies meet with Rudy Puzey, department coordinator for approval and signature. After approval by the coordinator and the internship office and returning the form to the internship office, the student will receive an e-mail authorizing them to register for the appropriate internship course. All internships must be approved prior to leaving for the internship experience.
3. The student must submit *Weekly Job Reports* to the department internship coordinator at the end of **each week by Sunday evening** on the BYU-Idaho I-Learn program www.byui.brainhoney.com. Weekly reports must be a minimum of 100 words and include a nice personal photo on the report. Each report is worth 10 points with late reports worth 8 points. These reports are to Help the internship coordinator understand what you are learning and experiencing on your internship.
4. *Complete student and employer evaluations.* Near the end of the internship experience the internship office will e-mail an evaluation form to the student and employer. It is the student's 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: www.byui.edu/CareerServices/Internships

5. Upon completion of the internship experience, each student will be required to submit a Written Summary Report on I-Learn. 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 internship 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 should be on I-Learn or to Rudy Puzey, puzeyr@byui.edu.

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.** Report any conflict or concerns to the department coordinator.

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 (full semester) in which to submit weekly reports. Students are required to complete a minimum of 10 weekly reports. Late reports receive 80% credit.
- c. Weekly reports are to be completed and submitted on-line at the end of each week. Reports are late after 11:50 PM on Sunday evening.
- d. Weekly reports are to be a minimum of 100 words and should accurately represent your activities, concepts learned and concerns for the previous week.
- e. Each report should include a nice personal photo on-line.

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. 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.

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 total internship experience. This report will also be submitted on I-Learn on-line.
- b. Failure to complete the summary report will result in a "D" grade for the internship experience, regardless of how many internship reports are submitted.

Grading Scale

Weekly reports	10 each, 140 points possible
Summary report	100 points possible
A grade	200 points
B grade	180-199
C grade	179-150
D grade	149-100
F grade	less than 99