

**Department of Automotive
Pittsburg State University
Guidelines for Internships: AT 300, and AT 400
Instructor: Mr. Bob Schroer**

University Catalog Course Description:

All students are urged to get experience working in the automotive and heavy equipment industry before they graduate. It is also highly recommended that students enroll in AT 300 Internship for 3 hours of credit at least once before graduation.

The credit can be used in a variety of ways:

- **Used as senior hours elective**
- **Approved elective**
- **3 hrs. may be used in an extenuation circumstance, for example: time conflict in course offerings during the final semester, or when a course is not offered during the final semester.**

AT 300 & 400 Internship. 3 to 6 hours. A planned work experience in an industry or business directly related to the student's major. The student will be employed by an industry or business and both parties will submit reports and evaluations of experiences to the department internship coordinator. This class is a Pass/Fail only. If two sections are listed, course section 01 should be used is for automotive and section 02 for diesel and heavy equipment. The courses are being offered so the student can receive credit for an appropriate, coordinated work experience involving responsibilities similar to those encountered in entry-level positions after graduation from a given major (Automotive or Diesel & Heavy Equipment).

Guidelines

1. Students who work 40 hours per week during 2 1/2 months during the summer enroll for 3 hours of internship credit.
2. Students who work 20 or more hours per week during the fall or spring semester, and carry more than six other college hours also enroll for 3 hours of internship credit.
3. Students who are working in a corporate internship for at least 4 months can take 6 hours of internship credit.
4. Students who are enrolled in 6 hours of internship credit are required to write a 3-page paper highlighting their internship experience.

Criteria for the Selection of an Appropriate Internship Work Experience

The primary purpose of the internship program is to encourage students to seek positions in a business or industry which is closely related to the type of positions available to graduates of a given major. Also, being in an industry or business environment where observation can be made on management philosophies, customer relations, employer-employee interactions, etc., is a very valuable learning experience. Academic advisors will approve only those business and industry positions, which provide experiences and observation opportunities in a student's chosen major.

STEP BY STEP PROCEDURE FOR COMPLETION OF COLLEGE CREDIT IN AT 300, or AT 400

1. Visit with your Academic Advisor about the possibility of an internship with a given company.
2. Finalize details of proposed work experiences with prospective employer.
3. Have the employer fill out the "Company" portion of the "Internship Agreement Form." Have the company's representative sign and date the form.
4. Enroll in an internship course. Students who have not previously enrolled in an internship course should enroll in AT 300-02. Students who have already received credit in AT 300 should enroll in AT 400-02.
5. Pay enrollment fees.
6. Complete the **"agreement form"** and submit it to Mr. Schroer no later than the first day of employment .
7. Interns must submit **typed single spaced log sheets** to Mr. Schroer weekly. The logsheets are due by the end of the week (Saturday evening). The logsheets need to be submitted by email or fax. If you do not have that capability, then the student should drop the class. The fax number is 620 235 6190. The email address is: rschroer@pittstate.edu An example of an appropriate daily log entry is listed on the next page.
8. During the last few days of the internship the student must request his or her supervisor to complete the **"Intern Evaluation Form"** (attached). The completed evaluation form must be submitted to Mr. Schroer one week before the end of the semester.
9. Interns complete work assignments and write a thoughtful and professional **"thank you letter"** to their company representative for the internship experience. A copy of the thank you letter must be given to the supervisor on the last day of employment. However, a copy of the thank you letter must be turned into Mr. Schroer one week prior to the end of the semester.
10. Students who are enrolled in 6 hours of internship credit must submit a **"3 page summary report"** one week before the end of the semester. The paper highlights their experiences during the internship. Simply write about your experiences and reflections relating to the entire internship experience.
11. The log sheet for the last week of the semester is due on the last day of dead week during Fall internships and Spring internships. During the summer, students enrolled in 3 credit hour internships are required to submit the 8th log sheet by the last day of class. During the summer, students enrolled in 6 credit hour internships will receive an incomplete until the instructor receives the 12th log sheet. Note the other paperwork (evaluation form, thank you letter, and 3 page summary) is due as stated above (one week prior to the end of the semester).

Background relating to daily log entries: Corporate employers desire students to write professionally. Writing is a lifelong process that will improve over time as individuals practice writing, practice editing, and practice revision. Therefore, students' writing will be evaluated by the professor of this course. It is not in the students' best interest for this course to aid and abet poor writing or workmanship. Therefore, the **log-sheet entry expectations** are:

Everyday the student will document their daily activity by writing a paragraph about their daily experiences. Students are required to submit at least one paragraph for each of the five days they work. The paragraph should include a minimum of five sentences. The sentences must meet standard academic quality. The words must be spelled correctly. Students should review each daily paragraph to insure the sentences are written properly and words are spelled correctly.

The instructor will read each paragraph. If the log-sheet is not satisfactory, the instructor will return the log-sheet to the student so it can be revised and resubmitted. If a student is tardy submitting the log-sheet, the instructor will give the student a warning. **If a student submits two log-sheets that are less than satisfactory, or if the student submits log-sheets late twice, then the instructor WILL DROP the student from the class.** These are the course expectations. It is your responsibility to meet them! Most interns are juniors or seniors; and all can benefit from this standard of writing.

Listed on the following page is an example of a quality weekly log entry that was submitted to the department by one of our students. This is the level of quality that is expected for receiving internship credit.

Student Name: _____

Monday, June 4, 2007

This morning I had a meeting with Jerry to discuss the findings of the RIW. He was not in the building during the week and did not receive the final report. We talked about the many projects that are in process and specifically the floor. We decided that the DOE that was performed as part of the RIW was not an all-inclusive experiment. The DOE did not take contamination control into account. As a result Jerry and I decided that until another DOE could be performed we would not be making any changes to the floor. After the meeting with Jerry and making the changes in the continuing project charter I followed up on several emails that I had received over the weekend. I also scheduled a couple of mechanical lab technicians to help Casey and I verify the position sensing cylinder measurement tooling later this week.

Tuesday, June 5, 2007

Today Casey and I began to clean and disassemble the new motor grader steering cylinders. We cleaned the cylinder and then pushed out the pinion pins. Then we drained the cylinder and cleaned all of the grease out of the pin bores. Craig also asked me to provide him with some more files for the ongoing dimensional data document project. My final project for the day was to update the Black Belt and Master Black Belt of the RIW project. Neither were happy with the decisions Jerry and I had made. I tried to explain our position as best I could but the point was fairly moot.

Wednesday, June 6, 2007

Today Casey was out of the office and I am basically in need of a project. I worked on my ongoing motorloading test stand for most of the day. I calculated the maximum amount of torque and horsepower that the tooling could see and then calculated the braking force needed to slow this torque to a testing speed. I also calculated an approximate heat that would be created. I spent the remainder of the day researching industrial braking, friction materials, and other possibilities to slow the motor shaft.

Thursday, June 7, 2007

This morning I set up two cylinders to be measured using the new tooling that Casey developed. I then went and got the first technician to validate the measurement procedure. I ran through the procedure once with the technician and then simply acted as a silent observer while he completed 3 trials on each cylinder. At one point the aluminum pin got badly scratched by a burr in the pin bore. As a result I had to file down the burr and polish the aluminum pin to try to remove the scratches. After I cleaned up the pin and the cylinder I let the first technician finish and then went on to the second. Because of the problem with the burr I was only able to get through two technicians.

Friday, June 8, 2007

This morning I ran the third technician through the process. After lunch an engineer in charge of the project came down from Mossville to observe the measurement procedure. Casey ran him through the entire procedure and all of the science behind the math involved and why we decided to go this route with the measurements. Finally the engineer observed the fourth technician do all of his testing. Satisfied with our procedure the engineer told us to continue to develop the tooling.

Student Number: _____ Expected Graduation Date: _____ Name: _____

This agreement is for AT 300 400 (Circle One) for the _____ Semester

**Department of Automotive
Pittsburg State University
INTERNSHIP AGREEMENT
SPONSORING COMPANY**

This is to certify that the student named below will be employed as an intern with the title and salary listed during the time period indicated.

Student's Name: _____ Telephone Number: _____

E-mail address: _____

Company providing internship: _____

Job title: _____ Compensation \$ _____ (per month/wk/hr--Optional)

Initial employment date: _____ Ending date: _____

Signature: _____

Brief description of expected work assignments:

Company Supervisor Information

Name: _____ Title: _____

Signature: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

This form must be completed before the last day to add classes during a given semester.

**Please return to: Mr. Bob Schroer, DHE Internship Coordinator
Dept of Automotive Technology
Kansas Technology Center
Pittsburg, KS 66762**

You may FAX to Professor Dell at 620 235 6190

Pittsburg State University
Department of Automotive
Intern Evaluation Form

Student Evaluated: _____

Date of Evaluation: _____

Please rate the student listed in comparison with other employees involved in similar activities. Rate only those traits you feel qualified to judge. Please check your response.

Trait or Characteristic	Very High	Above Average	About Average	Below Average or Needs Improvement
Reliability				
Enthusiasm				
Attitude and/or Team Player				
Attendance and Punctuality				
Oral Communication				
Written Communication				
Personal Appearance				
Technical Position Potential				
Sales Position Potential				
Leadership Potential				
Customer Relations				

Comments:

Has this material been discussed with the student? Yes _____ No

Supervisor's Signature _____ Date

Title and/or position in company:

RETURN TO: Mr. Bob Schroer FAX 620 235 6190
 Dept of Automotive Technology
 Kansas Technology Center
 Pittsburg, KS 66762-7566