

Pittsburg State University

Pittsburg, Kansas

School of Automotive and Engineering Technology
Automotive / Diesel and Heavy Equipment
AT 300-02,81 or AT 400-02,81 Diesel Internship Syllabus (online)

Instructor: Professor, Dr. Tim Dell: tdell@pittstate.edu

Course Credit: 3-6 credit hours per course

Grading: Internship is on a Pass/Fail basis and does not affect grade point calculations

Faculty Office Hours: Posted on Canvas

Course Description: All students are urged to get experience working in the automotive or the 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.

How Course Credits are Used:

1. As approved electives
2. 3 hrs. Can be used as a substitution for a required automotive major course when a specific need can be justified, such as a time conflict in course offerings during the final semester.

Dissemination of Grades: Grades are posted on Canvas.

Online Class: Because this class is online, it will continue to operate as normal if the campus closes, for example due to inclement weather.

Academic honesty and integrity policy:

<http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot>

Syllabus Supplement:

<http://www.pittstate.edu/office/registrar/syllabus-supplement.dot>

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. AT 300 shall be taken for the first internship and AT 400 shall be taken for the second internship.

PLEASE NOTE: If two sections are listed, course section 01 should be used 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 the 8 weeks during the **summer** can enroll for 3 hours of internship credit; **320 hours of internship must be completed for 3 credit hours.**
2. Students who work 40 hours per week the 11 weeks during the **summer** can enroll for 4 hours of internship credit; **427 hours of internship must be completed for 4 credit hours.**
3. Students who work 45 hours per week the 12 weeks during the **summer** can enroll for 5 hours of internship credit; **534 hours of internship must be completed for 5 credit hours.**
4. Students who work 49 to 50 hours per week for 13 weeks during the summer can enroll for 6 hours of internship credit; **640 hours of internship must be completed for 6 credit hours.**
4. Students who work 20 or more hours per week during the **fall or spring semester**, and carry more than six other college hours can enroll for 3 hours of internship credit; **320 hours of internship must be completed for 3 credit hours.**
5. Students who work 40 hours per week during the **fall or spring semester** months can enroll for 6 hours of internship credit; **640 hours of internship must be completed for 6 credit hours.**

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:

Visit with your Academic Advisor about the possibility of an internship with a given company.

1. Finalize details of proposed work experiences with prospective employer. **Email Dr. Dell to receive permission to enroll in the class. Please state in the email, where you will be working, what type of work you will do, how many hours a week will you be working and your student ID. The student must have employment before enrolling into the internship class.**
2. Have the employer fill out the "Company" portion of the "**Internship Agreement** Form." Have the company's representative sign and date the form. The student will need to submit this form on Canvas as part of class credit on or before the first week of class.
3. If the work is diesel related, you must enroll & pay for the internship credit during the summer semester in order to earn credit. You cannot enroll in the internship class after the internship is over. You can participate in the internship more than once.
 - 3 hrs AT 300/400-01 Automotive related (parts store, repair shop, quick lube, dealership)
 - 3 hrs AT 300/400-02 Diesel or Off-highway related
4. Pay enrollment fees.
5. Complete the "**agreement form**" and submit it to Dr. Dell via Canvas no later than the first day of employment. See Canvas for all assignment due dates.
6. Interns must submit typed single spaced log sheets to Dr. Dell weekly. The log sheets are due by the end of the week (Sunday evening). The log sheets need to be submitted via Canvas. If you do not have that capability, then the student should drop the class. An example of an appropriate daily log entry is listed on the next page and in Canvas.
7. 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 Dr. Dell one week before the end of the semester and uploaded to Canvas. See Canvas for due dates.
8. 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 Dr. Dell one week prior to the end of the semester.
9. Students must submit a "**Internship summary report**" one week before the end of the semester via Canvas. The paper highlights their experiences during the internship. See the section about the summary report in this syllabus. APA format and professional writing skills need to be followed for this paper
10. 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.
11. During the summer, students enrolled in 4 to 5 credit hours internships will receive an incomplete at the end of July until the instructor receives the 9th, 10th, 11th, 12th, or 13th log sheet. It is recommended for these students to start their logs early in May so they can turn in these extra logs before the closing of the summer semester.

Background relating to daily log entries:

Corporate employers desire students to write professionally. Graduate Schools also demand that students 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:

Every day the student will document their daily activity by writing a minimum of 1 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 complete sentences**. **Students who submit fragments or bullets points, will receive no credit.** 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. Each week's log must be unique to what the students has done for each day's work. **Students cannot just copy and paste the same paragraph or log sheet for routine work.** Students should decide what stands out each for each day's work and document those experiences in the weekly logs.

At the end of the weekly log, there needs to be a **weekly evaluation or summary** paragraph. This paragraph should be a self-evaluation on how the week went, what went well or did not go well, what did you learn, and what will you do different next week? 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 for 1/2 credit. If a student is tardy submitting the log-sheet, the instructor will accept late logs only for one extra week, but this will earn you 1/2 credit on the log. 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.

11. How many weekly logs do I need to complete?

Spring and Fall semester taking 3 hours; 16 weekly logs must be submitted at 20 hours a week

Spring and Fall semester taking 6 hours; 16 weekly logs must be submitted at 40 hours a week

Summer semester taking 3 hours must have 8 weekly logs submitted at 40 hours a week

Summer semester taking 4 hours must have 11 weekly logs submitted at 40 hours a week

Summer semester taking 5 hours must have 12 weekly logs submitted at 45 hours a week

Summer semester taking 6 hours must have 13 weekly logs submitted at 50 hours a week

Grades (For 3 or 6 hours of credit)

50 Points	Internship Agreement
160 points	16 weekly logs at 10 points each or 8 logs at 20 points each for the summer class
10	Thank you letter
50	Internship Evaluation
50	Internship Summary

A Pass is 95.0% or better and all assignments submitted

A Fail is 94.9% or below or one missing assignment

All assignments and due dates will be posted in Canvas. Any late assignment will earn half of the assigned credit. ALL assignments must be submitted to pass this class. One missing assignment will cause the student to fail this class. This pass/fail class doe not effect the student's GPA.

Student Name: _____

Monday, June 4, 2015; 4 hours

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, 2015; 4.1 hours

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, 2015; 8 hours

Today Casey was out of the office and I am basically in need of a project. I worked on my ongoing motor loading 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, 2015; 10 hours

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, 2015; 4.5 hours

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.

Weekly Summary

I am happy with the success I have had this week. I did not run into many unforeseen problems. I was able to complete more work than the previous week. I am a little nervous about the expectations that Casey has for next week due to the impending deadlines that we all must meet. I also still have to complete some training for human resources and I will need to figure out how to incorporate that workload into my week. I am happy that I have a good mentor that is focused at insuring my success during this internship.

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

This agreement is for AT 300 400 (Circle) 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 first day of class and submitted in Canvas.

Internship Evaluation

Student Name: _____ Date: _____

Company Name: _____ Supervisor Name: _____

Please evaluate the intern using the following criteria by checking the appropriate box.

Please check only one box for each (row or category)

	Completely Off track	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
Punctuality: Intern showed up every day on time, stayed on the clock the appropriate length of time, & where applicable did not take too long of breaks						
Self-Motivated (self-managed): Intern was able to remain productive and did not require a supervisor to micro management their daily Activities						
Self-Learner: Intern had the drive and/or capacity to learn the tasks that were necessary for a successful internship						
Customer Relations – Intern worked well with customers and customers appreciated interns Focus						
Employer Relations – Intern got along well with others (coworkers & superiors).						
Technical Competence – Intern had the necessary technical capacity to perform his or her work						
Leadership – Intern displayed the capacity to become a leader in our company						
Attitude – Intern displayed a positive attitude even in difficult situations where most would become frustrated						
Verbal Communication – Intern’s verbal communication skills were effectively						
Writing Skills – Intern’s written communication skills were effective						
Sales Potential - (if applicable) Intern was an effective marketer and salesperson						

Upload this form to Canvas

Required Supervisor Signature:

Internship Evaluation

Student Name: _____ Date: _____

Company Name: _____ Supervisor Name: _____

Did you share this evaluation with your intern? Yes or No

Is it okay to share this information with the intern? Yes or No

Note: This evaluation helps our students complete their senior portfolio. Is it okay for the student to include this evaluation in their portfolio? Yes or No

This page is to provide additional feedback from the supervisor to the Department of Automotive Technology about the Internship.

Required Supervisor Signature Here:

Internship Summary

The Internship Summary Report should be minimum of a one-page summary of your internship experience; A minimum of three pages is required if taking this course for 6 hours. Please use APA format; double space with 12-point font. Below are items to address in the summary.

- What did you learn in the internship?
- What was the hardest thing about the internship?
- How prepared were you to do this internship?
- What skills do we need to teach other students to be successful with this type of internship?
- Do you recommend this internship for future students?
- Any other input you would like to offer about your experience with the internship