



Concrete Industry Management Program, CSU, Chico
CIMT Internship Program
Student Guidelines

Internship Program Description: The CIMT Internship course is designed to provide students with valuable technical and managerial experience in an industrial setting through temporary employment while concurrently earning academic credit. The position must utilize skills, ability, and knowledge that the student has gained from his/her studies at CSU, Chico and be in a concrete related field. Since students receive academic credit for an internship, there are some additional requirements. Students will maintain a weekly journal during their internship and submit that as part of their final report to the Faculty Internship Coordinator at the end of the internship. Students will give a presentation highlighting their internship experiences during the semester following their internship. Both the student participant and their supervisor in the workplace must also submit final evaluations at the conclusion of the internship period.

Timing of an Internship: Positions can be either full-time or part-time. Most students complete full-time internships over the summer. In any case, a minimum duration of 400 hours under direct supervision of an on-site manager in a concrete related company is required. MFGT 352, Industrial Safety Management is a prerequisite and must be completed prior to the start of the internship. Students doing summer internships enroll in CIMT 389 *Concrete Industry Internship* in the semester immediately following the internship. For academic-year internships, enrollment will occur in the spring semester during the internship.

Earning Academic Credit: Internships with sufficient experience in a concrete related field qualify for three units of academic credit - CIMT 389 *Concrete Industry Internship*. See **Timing of an Internship** and **Submission Requirements** for full details. The internship course is graded on a credit/no credit basis.

Finding an Internship: Students should be proactive in finding their own internship opportunity.

CSU Chico's Career Center (<http://www.csuchico.edu/plc/>) is an excellent resource for locating companies interested in hiring interns. **Students must register with the Career Center.** The Career Center will assist students in writing and posting resumes as well as making available letters of recommendation and transcripts for employers. Registered prospective employers can search and view information to facilitate a good match between employers and interns. Registered students can view and apply for jobs via the Career Center.

Students must register with the CIM Faculty Internship Coordinator. Students should also talk with the CIM Faculty Internship Coordinator to gather company contacts. The CIM program will provide additional opportunities to meet with potential employers at specified times throughout the year, generally during the spring semester. In addition, there are interview and job opportunities through contacts at professional conferences and meetings throughout the year.

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 concrete industry management 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. Keep

personal cell phone use to a minimum. If your phone is used for company business, check any employer policies.

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 CIM Program website – go to the link <http://www.ecst.csuchico.edu/depts/cim/index.html> and click on the tab labeled **Internships**.

1. **Petition Form:** This form must be completed **prior** to the start of your internship. Use this form to provide your contact information during your internship. You will also provide contact information regarding your employer and supervisor, a description of how this internship will enhance your CIM education, and a summary of your learning objectives for the internship experience. *The faculty internship coordinator and the program director must sign this form prior to the end of the semester before the internship is to begin.*
2. **Final Report including the Weekly Journal:** This is the most substantial submission related to the internship. This final report will contain two parts; a written summary and a weekly journal. In the summary report, you will describe the work you completed during your internship. You will also evaluate whether or not you completed your goals as outlined at the beginning of your internship and reflect upon your career plans and whether the internship experience affected those plans. Additionally you should include reflection on the interpersonal aspects of communication, leadership, teamwork, etc. *The Final Report and Weekly Journal is due as follows:*

For Summer Internships: Deadline is 5:00 pm on Friday of the second week of the semester you are enrolled in CIMT 389.

3. **Presentation:** You will give a presentation highlighting your experiences the semester you enroll in CIMT 389 with the time and place decided by the Faculty Internship Coordinator. Your presentation will be power point and may be judged by a committee of patrons, faculty and students. You should focus your presentation on the highlights of your final report. The scoring rubric will be available at the CIM program web site.
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.*) This available on line at the CIM website <http://www.ecst.csuchico.edu/depts/cim/index.html>
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. This is available on line at the CIM website <http://www.ecst.csuchico.edu/depts/cim/index.html>

The internship course grade is credit/no credit. You must complete all of the above requirements at a satisfactory level in order to receive credit.

Concrete Industry Management, CSU, Chico Internship Checklist

- √ You must have completed MFGT 352, Industrial Safety Management prior to the start of your internship.
- √ Register at the CSU Chico Career Center <http://www.csuchico.edu/plc/>. Post your resume.
- √ Notify the CIM Faculty Internship Coordinator by email. You will then be put on a distribution list. You will receive notification regarding patron visits, internship seminars, interview opportunities, procedures, timelines, and paperwork.
- √ Students are ultimately responsible for locating and applying for their internship position. You must place your resume on line through the Career Center <http://www.csuchico.edu/plc/> Watch for department announcements regarding employer informational/recruiting meetings and check with the Career Center <http://www.csuchico.edu/plc/>. Attend concrete association meetings and functions where you may have an opportunity to network. Check the CIM calendar to keep up to date on the schedule of events that may advance your employment opportunities. If you have trouble finding an internship meet with the Faculty Internship Coordinator for guidance.
- √ Once you have secured an appropriate internship involving at least 400 hours under direct supervision of an on-site manager in a concrete related company, contact the Faculty Internship Coordinator and complete the *Petition Form*. Get the appropriate signatures.
- √ No later than two weeks before classes end in the semester prior to your internship, sign up with Margaret Stoner in the CIM Program Office OCNL 410. You will be manually enrolled in the appropriate internship course - *you cannot enroll yourself*.
- √ Students enrolled in an internship course must meet with the CIM Faculty 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, students should be keeping a weekly journal of tasks completed while on the job. The most important is the *Final Report and Weekly Journal*. The work experience must be clearly documented to receive three units of academic credit.
- √ The CIM Faculty Internship Coordinator will schedule the presentation time and location upon the start of the semester that the student is enrolled in CIMT 389.
- √ All written materials must be submitted to the CIM Faculty Internship Coordinator by the deadlines above. All materials that have been submitted will be reviewed by the CIM Faculty Internship Coordinator to ensure that 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 CIM Internship Coordinator, are available at the http://www.ecst.csuchico.edu/_depts/cim/index.html.