

MEMORANDUM

TO: All Interns

FROM: Chair, Department of Technology

RE: TECH 409/609 REQUIREMENTS

Internships are for a learning experience and not for credit for a full time job you already have.

Prerequisite: Junior standing and consent of major advisor and supervising instructor. A minimum of eight 40-hour work weeks or 320 work hours total is required for 3 semester hours of credit.

All students participating in the Internship Program must do the following:

1. Complete the Student Data Form. It **MUST** include your phone number where you can be reached during work and non-work hours. If you have not previously completed the form for this semester, you must do so in order to receive credit. This form can be found on the Dept. of Technology web site. Go to <http://www.niu.edu/tech/> - Advising section on the left then it's located under Additional Forms section on the right. Use the following address for correspondence:

Course Instructors Name
Department of Technology Office
Still Gym 203
DeKalb, IL 60115
(815) 753-0531

2. Complete the attached form and take it to your advisor so they can review the internship details and approve.

3. **CREDIT HOURS:**

You are required to enroll in TECH 409/609 for the semester you are participating in the internship. TECH 409/609 is a 3 credit hour course.

4. **EARNING A GRADE**

Your grade will be based upon the following:

- a. Keep a daily log of your activities, along with any personal comments. Collect these logs as they will be instrumental in producing the final report.
- b. I will visit you at least once, and I will attempt to set up the visit at least one day prior to my arriving at your workplace.

- c. Turn in a written report at the end of the internship that will include:
- 1) A detailed analysis of the department that you work in.
 - 2) An analysis of how that department relates to other departments to jointly meet company goals.
 - 3) How this particular experience will assist your educational experience.
 - 4) An example of the typical report is available in the course syllabus.

Every previous point mention is justified by stating examples. The report will be typed and double-spaced. You may use brochures, drawings, programs, etc., with the report, along with the daily/weekly logs within the appendix, this will be turned in via blackboard as an electronic document.

Please feel free to contact your instructor regarding any and all questions, problems, etc., regarding the internship experience. If you need to contact the instructor, contact the Department of Technology office at (815)753-1349.

Explain how the job described on the front meets the requirements of an industrial internship by providing positive answers to the following questions:

1. Will there be opportunity for continued participation in, or close observation of, the management process?

2. Will there be opportunity for the application of, or close observations of, principles learned in previous courses?

3. Will there be opportunity for the intern to evaluate his potential employability in this field?

4. Will there be opportunity for the intern to evaluate the relationship of his job to the company's overall functions and goals?
