

**BOISE STATE UNIVERSITY
COLLEGE OF ENGINEERING**

CIVIL ENGINEERING DEPARTMENT

Policy Number CE99-002

Effective Date: December, 1999

Revised August, 2006

PRACTICUM/INTERNSHIP POLICY

PURPOSE: To provide students practical, on-the-job experience which contributes to their academic development. Since Boise State University is surrounded by many businesses, government agencies and consulting firms, internships are available in nearly every Civil Engineering sub-discipline.

I. Departmental Authorization

The Civil Engineering Department is authorized to offer internships by BSU Policy 2315-b, Practicum/Internship.

II. Availability

Internships (CE 293, 493 and 590) are available to students who have a cumulative GPA of 2.00 or higher. To enroll in CE 493, a student must have upper-division standing. To enroll in CE 590, a student must have graduate standing.

III. Maximum Credit Allowed

University Policy dictates that no more than 12 credits earned in internships (293 and/or 493) may be used to meet department and/or University graduating requirements. Limits on the number of credits awarded for internship experience at the graduate level (590) is established by the Graduate Council.

Within the Civil Engineering Department, a lower division internship (CE 293) may not be used to satisfy any undergraduate degree requirements. The graduate Internship (CE 590) may not be used to fulfill program requirements for a Civil Engineering MSE or ME degree. No more than 3 credits earned in upper Division Internships (493) may be used to substitute for one (1) Technical Elective course counted toward undergraduate graduation requirements. The grading of the course will be pass/fail only.

IV. Application Procedures:

Application for internships will be accepted in the Registrar's Office until the 31st day of the semester for which the credit is desired. The following steps are required for approval:

- A. The student must go to <http://career.boisestate.edu> in order to log in to the online internship system and begin the registration process.

- B. The student can click on the [Internship Application for Academic Credit](#) link located on the right side of the page (in big blue letters).
- C. Students will log in using their student ID and last name and then follow the on-line instructions to complete all the necessary information in the form, similar to the hard copy form previously used. Some of the required information for the form will include:
 - 1. The student must prepare a two or three paragraph statement, approved by the employer, identifying the:
 - a. Proposed descriptive title of the internship.
 - b. Goals and objectives of the work.
 - c. Time frame of the work, in terms of estimated work hours devoted to internship activities, and duration of the internship.
 - d. The rule of thumb to be used is that 50 work/contact hours shall be required for each credit of Internship requested, up to a maximum of 3 credits in any one semester.
- D. Once the form is completed, the student hits the "Submit" button. The student has the ability to change anything on the application until the sponsoring faculty advisor "accepts" the internship
- E. The sponsoring faculty advisor shall review the student's request on-line after e-mail notification of the submission by the Internship office. The advisor will verify the type of internship (493) and the grading option (pass/fail) have been properly selected. If all other information is correct, the advisor can accept the internship. If the information is not correct, the advisor will reject the internship so the student can change the incorrect information before resubmitting.
- F. After the advisor accepts the internship, the student will receive an e-mail notification of said action. The student will print out the completed internship application form and obtain both work supervisor and faculty advisor signature approval for the internship.
- G. The student will then submit completed "Application for Internship" to the Registrar's Office, with copies to the supervising faculty member and to the department.
 - 1. The registrar's office will then enroll the student in the appropriate internship course.
 - 2. The appropriate fees must be paid in the semester in which the work for the internship is performed.

V. Student Responsibility

It is the responsibility of the student to make an appointment with the departmental Internship coordinator or sponsoring faculty member to discuss the planned internship before the semester the student wishes to sign up for course credit and to initiate the registration process. Once registration is completed and classes begin, it is the responsibility of the student to remain in contact with the sponsoring faculty advisor to conduct and complete the requirements of the Internship.

- A. During the course of work on the Internship, the student may be further required to complete some additional requirements, as agreed upon between the faculty advisor and the student. These may include, but are not limited to:
1. Keep a daily log of his/her work activities in a hardbound journal;
 2. Preparation of at least a weekly progress report memorandum on work activities, results or other findings during the work period. This report is due to the supervising faculty member by 5:00 PM on each Monday of the week during the semester.
 3. At the end of the semester or session, the student will submit to the supervising professor a completed study final report on the student internship activities.
 - a. The final report should be a minimum of 3 to 5 pages in length.
 - b. The report shall have a cover page and include such sections as necessary to discuss the nature of the internship, the student's academic and/or professional background, the nature of the work experience(s) and a summary of the overall experience.
 - c. In the summary, the student will address how the internship experience was affected by their academic career and how the experience might affect the future directions of their professional career upon graduation.
- B. A passing mark will be based on the quality and scholarship of the completed work and will be determined by the professor who directed the study through the evaluation of the logs, memorandums and the final report.