



# Internship Packet

**AMGT 493 – Automotive  
Management Internship**

## INTRODUCTION

To complete the requirements for a Bachelor's Degree in Automotive Management the student must successfully complete an internship in the transportation industry.

The internship experience is a three-way street (students, faculty and employer) and all three must be willing to do their part if the internship is to be a successful experience. The ultimate responsibility of finding employment for the internship rests with the individual student. The faculty coordinator and student's advisor will make every attempt to assist the student, but the student is responsible for obtaining employment.

### **WHY AN INTERNSHIP REQUIREMENT**

1. To gain a sound orientation to the world of work.
2. Apply theory, principles, and concepts to real problems.
3. Gain experience required to obtain a meaningful position after graduation.
4. Work with and understand people.
5. Develop new skills and specialized training.
6. Evaluate a potential full-time employer and make professional contacts.
7. Offer potential full-time employers valuable work experience.

### **SITE SELECTION**

It is the responsibility of the student to actively seek and procure an internship. On occasion the AMGT Faculty may have opportunities as well.

The process will go as follows:

1. Student finds a job site
2. The student will request that the employer fill in the form on page eight
3. The student will submit a letter of intent to the faculty advisor with the following information:
  - a. Describing the job,
  - b. Company name
  - c. Job location
  - d. Supervisor name
  - e. Job description
  - f. Contact phone numbers, cell numbers
  - g. Contact e-mail addresses of Supervisor and Intern
4. Student contacts advisor to approve the position as meeting the educational requirements for an internship
5. When the faulty advisor approves of the internship he/she will sign-off on the proposal.

6. Advisor then forwards the student and materials to the Program Coordinator for final approval on the part of the University

## INTERNSHIP REQUIREMENTS

To successfully complete the internship, the intern must demonstrate the ability to work in an automotive management position in the automotive industry. Successful completion of the internship course requires all the following be completed.

### I. The intern:

- A. must find an acceptable internship site
- B. must attend all mandatory intern seminars held the semester prior to the internship.
- C. be properly registered and pay the scheduled rate of tuition.
- D. is responsible for his/her own room, board, and personal travel expenses.
- E. must be employed in a management or "white collar" capacity for a minimum of 480 hours.
- F. submit consecutive, weekly status memo to the faculty intern coordinator, due every Monday by 5 pm or at the end of the intern's weekly work schedule. **(Form page five)**
- G. must conduct his or her activities in accordance with regulations prescribed by Ferris State University and shall abide by the requirements of the employer.
- H. must complete a specific value added project that is determined by the employer and the intern.
- I. prepare an audiovisual report on the internship.
- J. will fill in and submit the project proposal to their advisor with in two weeks of starting the internship. **(Form on page nine)**

### II. The employer agrees to:

- A. enter into an internship agreement with Ferris State University.
- B. provide the intern an orientation to the organization including as required organizational charts, program plans, personnel regulations, procedure manuals, and other pertinent material with the intern.
- C. provide proper supervision, allowing an intern to work directly under a supervisor.
- D. assess the intern's abilities and make work assignments accordingly to provide meaningful work assignments related to industry careers.
  - o The assignments should provide both a learning experience for the intern and meaningful work for the employer.
  - o The intern should be given every opportunity to experience the culture of the organization and to participate in every aspect of the company's management structure.

- E. consult with the intern to create a special project for the intern to work on as part of their internship experience. This project will provide a value added end product for the business.
- F. evaluate the intern twice during his/her internship, and return the written evaluation to the intern supervisor in a timely fashion.
- G. provide time to discuss the intern's performance with the faculty intern coordinator.

**III. The faculty advisor/supervising coordinator will:**

- A. visit the intern at his/her work site as possible.
- B. discuss the intern's progress by phone with the supervisor as needed and if a site visit is not possible.
- C. review weekly status memos from interns.
- D. act as liaison between intern and employer.
- E. evaluate the intern on his/her internship.
- F. review employer evaluations.
- G. review the project
- H. assign grades upon semester completion.

**GRADING**

The internship is graded the same way as a regular class. All requirements must be met satisfactorily - both from the employer and the intern. The internship grade is based on the following:

1. Weekly memos submitted to the faculty intern coordinator.
2. Employer evaluations
3. Special project assigned by the employer
4. Significant attention is paid to the employers evaluation of the intern

NAME: \_\_\_\_\_

INSTRUCTIONS: Students fill in each box with the day's activities. You do not have to detail every minute of every day but you do need to have enough detail to show that you were working for the hours claimed. The boxes will expand as you fill them in. Move from box to box by tab key or mouse.

DATE AND HOURS SPENT	TASKS COMPLETED

Supervisor's Signature: \_\_\_\_\_, Date \_\_\_\_\_

Please note: *Student may email weekly logs without supervisor's signature attached. Supervisor will send an email at the end of the internship confirming work and time spent.*

AUTOMOTIVE MANAGEMENT  
INTERNSHIP DESCRIPTION SHEET

**Please fill in on a computer**

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Text messages? \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Interns Job Title: \_\_\_\_\_

Internship Phone/Fax: \_\_\_\_\_

Internship Email: \_\_\_\_\_

Internship Address: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Automotive Management Internship Site Approval

I, \_\_\_\_\_ (intern) propose to fulfill my internship requirements at:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Job description

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Contact person at proposed site: \_\_\_\_\_

Contact person's phone #: \_\_\_\_\_

AMGT Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FSU Student's Advisor approval:

Signed, \_\_\_\_\_ Date: \_\_\_\_\_

FSU AMGT Program Coordinator approval:

Signed, \_\_\_\_\_ Date: \_\_\_\_\_



INTERNSHIP AGREEMENT

THIS AGREEMENT ENTERED INTO ON \_\_\_\_\_ 20\_\_\_\_,

BY \_\_\_\_\_ REPRESENTING: \_\_\_\_\_

AND FERRIS STATE UNIVERSITY'S AUTOMOTIVE MANAGEMENT PROGRAM TO AID IN THE

EDUCATION OF: \_\_\_\_\_

It is the intent of this agreement that an Automotive Management student assigned to the training site will be provided an opportunity to:

1. Become acquainted with the organization and operation of the company.
2. Perform typical duties and task of a beginning manager in the company. The task and duties assigned should be challenging for the student, as well as productive for the company.
3. Conduct such special projects or assignments as may be mutually beneficial to the training site and the student.

It is understood that a student assigned to the training site shall be responsible to both the company and the University, in terms of meeting the requirements set forth. Both the company and the University will conduct student evaluation.

While on the job, students shall conduct themselves as employees of the site to which they are assigned. Work hours of the department shall be observed, absence or alternations in working arrangement shall be cleared with the internship-training supervisor. Training site requirements for dress and conduct shall be adhered to.

Since students interning have salable skills, it is expected that the interning student will receive compensation commensurate with the job position.

**The internship training shall extend over a minimum period of 480 hours.**

If, for any reason, the progress or conduct of the student becomes unsatisfactory, or if any difficulty arises, the University coordinator of the Automotive Management Internship Program at Ferris State University shall be notified as soon as possible.

This agreement is entered into with good faith by both the training site and Ferris State University.

\_\_\_\_\_  
Internship Training Site Supervisor Date

\_\_\_\_\_  
Ferris State University AMGT Program Coordinator Date



## **Internship Special Project:**

It may be difficult to describe the project prior to the actual start of the Internship. It is, however something that should be brought up during the interview with the prospective employer.

The project must be a value added opportunity to the business. These may be a series of short projects to the entire content of the Internship. In the below please detail the potential or specific project the employer will have you working on.

## **Project Tentative Description:**

EMPLOYER'S EVALUATION OF INTERN

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company: \_\_\_\_\_ Mid-term Evaluation \_\_\_\_\_ Final Evaluation \_\_\_\_\_

INSTRUCTIONS: The immediate supervisor shall evaluate the student as objectively as possible.

<b>RELATIONS WITH OTHERS</b> _____ Exceptionally well accepted _____ Works well with others _____ Gets along satisfactorily _____ Has some difficulty working with others _____ Works very poorly with others	<b>ATTITUDE-APPLICATION TO WORK</b> _____ Outstanding enthusiasm _____ Very interested and industrious _____ Average in diligence and interest _____ Somewhat indifferent _____ Definitely not interested
Comments: _____	Comments: _____

<b>JUDGMENT</b> _____ Exceptionally mature _____ Above average in making decisions _____ Usually makes the right decision _____ Often uses poor judgment _____ Consistently uses bad judgment	<b>DEPENDABILITY</b> _____ Completely dependable _____ Above average in dependability _____ Usually dependable _____ Sometimes neglectful or careless _____ Unreliable
Comments: _____	Comments: _____

<b>ABILITY TO LEARN</b> _____ Learns very quickly _____ Learns readily _____ Average in learning _____ Rather slow to learn _____ Very slow to learn	<b>QUALITY OF WORK</b> _____ Excellent _____ Very good _____ Average _____ Below average _____ Very poor
Comments: _____	Comments: _____

<b>ABILITY &amp; WILLINGNESS TO ADJUST TO SUPERVISION</b> _____ Excellent _____ Very good _____ Average _____ Below Average _____ Very poor	<b>PERSONAL APPEARANCE</b> _____ Excellent _____ Very good _____ Average _____ Below average _____ Very poor
Comments: _____	Comments: _____

<b>ATTENDANCE</b> _____ Regular _____ Irregular	<b>PUNCTUALITY</b> _____ Regular _____ Irregular
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Intern's capacity to handle interruptions, errors, additional assignments, telephone calls, questions from fellow employees and at the same time maintain the pace of regular work activities.

\_\_\_\_\_ Excellent          \_\_\_\_\_ Very Good          \_\_\_\_\_ Average          \_\_\_\_\_ Below Average          \_\_\_\_\_ Poor  
 Comments: \_\_\_\_\_

Your opinion of the future success of this intern in the industry:

\_\_\_\_\_ Excellent          \_\_\_\_\_ Very Good          \_\_\_\_\_ Average          \_\_\_\_\_ Below Average          \_\_\_\_\_ Poor  
 Comments: \_\_\_\_\_

1. What strong characteristics does this intern possess?
  
2. What areas or characteristics do feel will hinder this intern's future success?
  
3. If your company had an opening would you consider hiring this intern?          \_\_\_ Yes \_\_\_ No
  - Did you discuss this evaluation with the student?          \_\_\_ Yes \_\_\_ No
  - If NO, can this evaluation be shared with the student?          \_\_\_ Yes \_\_\_ No
  - May we use your comments in marketing or recruiting materials?          \_\_\_ Yes \_\_\_ No

**Final Evaluation:** How would you rate the intern's term project from the standpoint of value to your organization, depth, and overall quality?

\_\_\_\_\_ Excellent          \_\_\_\_\_ Very Good          \_\_\_\_\_ Average          \_\_\_\_\_ Below Average          \_\_\_\_\_ Poor

OVERALL PERFORMANCE: Using a letter grading scale your grade for this intern would be: \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***You may return this form by mail, fax, or e-mail. When returning by e-mail please use your company's e-mail system for confirmation that you filled in this document.***

AMGT Internship Coordinator  
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