

INTERNSHIP ACADEMIC GUIDELINES FOR STUDENTS

**PLASTICS/RUBBER/ TECHNOLOGY
PPET/PLTS/RUBR 193
&
PLASTICS/RUBBER ENGINEERING
TECHNOLOGY
PLTS/RUBR 393**

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CHECKLIST

- Attend internship meeting during school year
- Obtain all material required
- Prepare Resume and Cover Letter
- Search for Internship position by:
 - Networking with friends and relatives
 - Accessing the Internet
 - Contacting the Career Services Office
 - Check job notebook in NEC 211
- Send Resumes with Cover letters
- Interview with prospective companies
- Obtain letter of hire (contract) from Intern company
- Obtain permission to enter PLTS/RUBR/PPET 193 or PLTS/RUBR 393 from Internship Coordinator
- Pay tuition by designated date to avoid being dropped from the class
- Pick up Self Addressed Stamped envelopes before leaving campus
- Complete internship requirements per course syllabus:
 - Send Information Sheet to Internship Coordinator
 - Submit **10** weekly reports
 - Submit Final Paper with Student Evaluation of Internship
 - Return a completed Supervisory Evaluation Sheet completed by employer

INTERNSHIP OUTLINE

Course Title: PLTS/RUBR/PPET 193: Plastics, Rubber, or Polymer Technology Internship

Course Description: Ten weeks (400 hours) of supervised on-the-job training with a manufacturer, processor, or related firm. Positions of machine operators, materials handlers, etc. will qualify. Basic knowledge of materials, processing and other plastic or rubber related operations should be gained to reinforce what has been learned in previous coursework.

Prerequisites: PLTS/RUBR 110 or PPET 100/115 equivalent plus approval of Internship Coordinator. (Letter of job offer)

Credit Hours: Four (4) semester hours

Contact Hours: Ten weeks (400 hours) on-the-job.

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Course Title: PLTS/RUBR 393: Plastics or Rubber Engineering Technology Internship

Course Description: The intern will work on-the-job, under the guidance of both the university and the firm personnel in a position that will broaden and reinforce the knowledge of plastics or rubber materials, processing, production tooling, quality control, engineering, sales design and production supervision. The level of the position will require some degree of decision making by the intern and direct implementation of the results of these decisions. The position will require a level of authority that allows the intern's decisions to be directly implemented. Machine operator positions, testing positions without decision-making authority and materials handling positions **will not** qualify. Ten weeks (400 hours) of approved, supervised employment at one firm that manufactures, processes or deals with the plastics or rubber industry.

Prerequisites: Acceptance into the Plastics or Rubber Engineering Technology Program plus approval of the Internship Coordinator

Credit Hours: Four (4) semester hours

Contact Hours: Ten weeks (400 hours) on-the-job.

PLTS/RUBR/PPET 193 AND PLTS/RUBR 393 SYLLABUS

UNITS OF INSTRUCTION, STUDENT LEARNING GOALS AND COURSE REQUIREMENTS:

- I. Ten weeks approved, supervised employment at a firm which manufactures, processes, or deals with plastics or rubber.
- II. Ten weekly reports while on-the-job.
 - A. **Complete and return information sheet with or before first weekly report. Include location directions!**
 - B. Report should be at least one page in length, diary or narrative style
 - C. Report cover page to contain the following information:
 1. Date submitted
 2. Week for which report is written (dates)
 3. PLTS/RUBR/PPET 193 or PLTS/RUBR 393
 4. Term and year
 5. Intern's name
 6. Report number
 7. Company name and location
 8. Shift assignment (days, evenings, nights and/or hours)
 - D. Reports accepted no later than 11 school days after end of week covered by report.
 - E. Report to be signed by supervision or responsible company representative.
- III. On-the-job visit by the Intern Coordinator or designee. **Note: this visit cannot be scheduled without the coordinator receiving the information sheet.**
- IV. Written evaluation by supervisor
- V. Final Report
 - A. Five pages in length, exclusive of materials not written by the intern and a resource page.
 - B. Typed, double spaced
 - C. Due the last day of term in which registered
 - D. May include company organizational and product line information
 - E. For each Weekly Report not completed by the Final Report due date, two pages are to be added to the Final Report.
 - F. For each week report is late past the beginning of the following term, two pages will be added to the length requirements.
- VI. Student must be registered in either PLTS/RUBR/PPET 193 or PLTS/RUBR 393 for the term in which the internship work is done. Student will be dropped from course if no communication is received by the end of the tenth week of the term.

Plastics, Rubber, or Polymer INTERNSHIP PROFICIENCY

CREDIT (CR) may be received for internship classes PLTS/RUBR/PPET 193 or PLTS/RUBR 393 through completion of a competency test, which will include the following steps and requirements:

1. Obtain a proficiency exam form from the Plastics and Rubber Office, NEC 211, complete and return to designated location.
2. A letter from the employer verifying 1200 hours of employment at a job consistent with the internship requirements must be received by FSU Plastics and Rubber Internship Coordinator.
3. A written evaluation from the employer of the student's work while employed is to be sent to the Plastics and Rubber Internship Coordinator.
4. A nine (9) page report about the work experience will be prepared and submitted by the student.
5. A satisfactory verbal interview with the Plastics and Rubber Internship Coordinator will be completed.

CAREER SERVICES

Ferris State University Career Services offers a variety of services for recruitment. One of the many services offered is the Ferris State Bulldog CareerLink where students can post their resume, see a listing of companies which have posted jobs, sign up for an interview, or schedule a mock interview.

The Career Services Office also offers Resume Workshops most Wednesdays from 3 to 3:50 pm in RC 135. Call 231-591-2685 with questions.

IMPORTANCE OF INTERNSHIPS

Steve Byrne (student):

“When a student returns to school after an internship, there is more motivation to learn because the student has had an actual chance to apply what they have learned in the classroom. An internship also gives a sense of confidence when searching in the job market after graduation because of the hands-on-experience.”

Troy Allen (student):

“Internships give hands-on experience to the student and also gives the student experience dealing with people.”

Gregory Conti (instructor):

“An internship gives students an opportunity to gain hands-on experience outside the classroom, it gives students an inside view of how departmental integration works to get a job done, it also leaves the student with no real surprises when they are done with school and in the working world. Another important point is it gives students contacts with employers for possible future benefits.”

Mr. Muccio (instructor):

Mr. Muccio feels the first internship is important because it exposes the student to the industry and brings to life what they learned in class. He also believes the students find they have much to learn about the industry. Mr. Muccio feels that the second internship is important because the student knows more and can use the theory learned in class and put it to use in the industry. During this internship, the student will learn what aspects of the plastics industry that they like or dislike. When the student leaves their internship, they will have a higher confidence level because of the experience.

RESUME COVER LETTER EXAMPLE

Your Present Address
City, State, Zip Code
Date of Letter

Mr. John Smith
Title
Company Name
Street Address
City, State, Zip Code

Mr. Smith

1st paragraph - Explain the reason for the letter: Name the position, field or general area of occupation for which you are applying. Describe how you heard about the opening or the company. Do not hesitate to name a referring party or mutual acquaintance.

2nd paragraph - Describe one or two of your most relevant qualifications and relate these to the needs of the employer. Remember: The employer is interested in knowing what **you can do** for his/her company. Explain why you are particularly interested in his/her company, location or type of work. Be sure to mention any related experience or specialized training that you have.

3rd paragraph - Refer the reader to your enclosed application form or resume for more detailed information.

4th paragraph - Close by requesting further action from the person you are addressing. In most cases you are seeking an acknowledgement of arrangements necessary for an interview. You can also stimulate further action. For example, if you are requesting information concerning opportunities, try motivating employer response by enclosing a self-addressed envelope. Your closing should be positive and show modest self-confidence.

Sincerely,

Type your name

RESUME EXAMPLE

YOUR NAME

PRESENT ADDRESS

Street
City, State, Zip Code
Phone Number

PERMANENT ADDRESS

Street
City, State, Zip Code
Phone Number

PROFESSIONAL OBJECTIVE:

Describe the type of work you desire, both on a short-range and on a long-range basis. The words “career” or “job” may be substituted for “professional.”

EDUCATION:

Present highest degree data first, then work backward. Identify: Major, minor, course of study, institution granting degree and date of graduation.

EXPERIENCE:

Identify employer, your title, dates employed and a brief description of the duties performed. Start with the most recent employer and record data in reverse chronological order. Include volunteer work if the work is related to the professional objective. Also include summer jobs of significant duration and importance.

HONORS AND ACTIVITIES:

Include clubs, organizations and honor societies. If an officer, specify which office.

INTERESTS:

Special skills and hobbies: Travel, knowledge of other countries, language, etc.

MILITARY SERVICE:

If applicable, include the branch of service, rate or rank, and experience.

REFERENCES:

State that references are available upon request.

AVAILABILITY DATE:

STUDENT INFORMATION SHEET

The information sheet is to be completed by the student and returned to the internship coordinator with the first weekly report. Please make location information as clear as possible and include an area map if available.

Name _____ Course: _____ Semester _____

SID# _____ Phone () _____ - _____ Shift _____

Company Name

Company Address

City _____ State _____ Zip Code _____

Supervisor/Company Contact(s)

Company Telephone(s)

Brief Job Description

Student's Address (while on internship)

City _____ State _____ Zip Code _____

Students Telephone

Permanent Address

City _____ State _____ Zip Code _____

Permanent Telephone

Intern Signature _____ Date _____

Additional Information (Directions) and Comments:

COVER PAGE FORMAT

June 18, 1998
(date submitted)

June 7 through June 11
(work days)

PLTS/RUBR/PPET 193 (or) PLTS/RUBR 393
(class)

Summer 2010
(semester and school year)

Frank N. Earnest
(intern's name)

Report # 5
(report week)

ABC Company
1212 Polymer Street
Farmington, MI 48335
(company name and address)

(876) 543-2100
(company phone number)

7:00 AM to 3:00 PM
Day Shift
(shift Assignment)

Intern's Signature _____

Supervisor's Signature _____

DIARY STYLE FORMAT

WEEK THREE

Monday: Ran the following tests on three experimental nitrile compounds:
Tensile, modulus, tear die B, shore A and rheometer.

Tuesday: Started seventy hour aging on the three nitrile compounds tested Monday.
The aging tests are being run in: Air @100°C, ASTM #! Oil @100°C and
Dexron transmission oil @100°C.

Wednesday:

Thursday:

Friday

Saturday:

Summary of week:

Intern Signature_____

FINAL PAPER REQUIREMENTS

The final paper must be typed, double-spaced with one-inch side margins and one and one-half inch margins on the top and bottom (# 12 font). The essay should be a minimum of 5 pages of written material, exclusive of materials not written by the intern. It should be written in a professional, third person writing style. For each Weekly Report not completed by the Final Report due date, two pages are to be added to the Final Report. For each week the report is late past the beginning of the following semester, two pages will be added to the length requirements. Each essay should reflect the following format:

1. Cover sheet – see example on page 12.
2. Introductory paragraph – What is being addressed.
3. Body – Discuss the essay topics and other pertinent information.
4. Closing paragraph – Summary and Conclusion.
5. Reference page – To include interviews.

Topics that may be included

Be aware that you may not work in all the areas outlined. Some of your paragraphs will reflect your observations and others, your hands-on experience.

1. Company product line information.
2. Organizational structure of the company – What did you learn from this organization about leadership, motivation, communication, and other people skills? Where did you fit in to the organization?
3. Work responsibilities.
4. Materials, machines, molds used.
5. Types of processing.
6. Summary of project work.
7. Recycling, testing, or decorating and assembly work.
8. Product or mold designs.
9. New ideas – different methods than taught at school.
10. Did the experience provide you with any direction for your ultimate career path?

This essay must be given to the appropriate faculty member after the ten-weeks or 400 hours have been completed by the student.

STUDENT INTERNSHIP EVALUATION

Name: _____ Semester of Internship: _____

Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

1. Rate your satisfaction by inserting the appropriate number.

	Your Satisfaction Rating				
	Low	Average			High
a. Work assignment was well planned	1	2	3	4	5
b. Working relationship with supervisor	1	2	3	4	5
c. Working relationship with co-workers	1	2	3	4	5
d. Opportunity to make a contribution to the dept.	1	2	3	4	5
e. Appropriate amount of on-going feedback	1	2	3	4	5
f. Opportunity to apply your knowledge	1	2	3	4	5
g. Personal challenge	1	2	3	4	5
h. Salary	1	2	3	4	5

2. How would you rate your work experience in terms of its relevance to your education and career? _____

3. Were there any disadvantages to the internship? Explain.

4. Would you work as an intern for this company again? YES NO Undecided

5. Would you recommend this internship to another student? YES NO Undecided

6. Would you work full time for this company upon graduation? YES NO Undecided

Additional Comments and Recommendations:

SUPERVISORY EVALUATION SHEET

INTERN'S NAME _____ COMPANY NAME _____

COMPANY ADDRESS _____

NAME/TITLE OF PERSON MAKING EVALUATION _____

Please circle the number that best rates the intern's performance for the item. Use the following relationships when making your judgement:

1. Excellent (Outstanding in every respect)
2. Above Average
3. Average
4. Below Average
5. Unacceptable (Poor)

	EXCELLENT	AVERAGE	POOR	
A. Knowledge and performance Relative to the tasks assigned	1	2	3	4 5
B. Employee attitude	1	2	3	4 5
C. Technical growth during Internship	1	2	3	4 5
D. Productivity	1	2	3	4 5
E. Weekly reports for FSU	1	2	3	4 5
F. Final report for internship	1	2	3	4 5
G. Over-all employee effectiveness	1	2	3	4 5
H. Performance relative to Expectations	1	2	3	4 5

Are you interested in hiring another intern next summer? _____

Notable Intern Deficiencies:

General comments and recommendations:

Signature of Evaluator: _____ Date: _____

Please return this evaluation by the last day of the semester: _____ to
 FERRIS STATE UNIVERSITY, 919 CAMPUS DR., NEC-211 BIG RAPIDS, MI 49307