

HEAVY EQUIPMENT SERVICE ENGINEERING TECHNOLOGY INTERNSHIP AGREEMENT | HSET 393

(PRINT)

Student Name: _____ Company Name: _____
Student ID #: _____ Address: _____
Phone: _____
E-Mail: _____ Phone: _____

Site Supervisor's Name Signature Date

Site Supervisory Technician's Name Signature Date

Site Supervisor E-Mail

Internship work experience is the product of a mutual arrangement between Ferris State University and outside cooperating agencies to provide students with both practical and educational work experiences.

- The intern is to be placed in an appropriate employment situation to provide opportunities for the application of knowledge and skill, which have been acquired in the collegiate training area of specialty.
- Since this intern is in the Heavy Equipment Service Engineering Technology curriculum, technician type jobs will qualify for internship. Ideally, jobs dealing with the most current and technologically advanced systems are preferred. The employment situation should provide a variety of experiences and challenges.
- The employment arrangement should be of such a nature as to be mutually beneficial to the cooperating employer and the intern. It is expected that the intern has sufficient training to adjust rapidly and become a productive employee within a very short period of time.
- The work experience required for this internship is a minimum of 400 hours of work within a 10-week period.
- The employer and the intern will be visited at least once during the internship period by an Internship Instructor for the purpose of determining progress. If the work and progress are unsatisfactory and the problem cannot be corrected, the intern will be removed.
- The intern, while a full-time employee, registers as a student at Ferris. The student will earn 4 credits toward the BS degree for this approved internship experience. The employer will be asked to make one evaluation of the work of the student at the end of the semester using a prepared evaluation form. This evaluation will be used in determining the final grade.

Ferris State University
220 Sports Drive | HEC 203
Big Rapids, MI 49307
T. 231.591.2810 | F. 231.591.2812

The dates of internship employment will be _____ to _____ for HEQT 193.

The starting wage or salary will be _____.

The student will be supervised by _____, who will evaluate the experience.

The student's work activities during the internship will include the following:

If, for any reason, the work of the intern becomes unsatisfactory or if difficulty is anticipated, the employer should contact the Heavy Equipment administrative office as soon as possible at 231-591-2810.

Employer Signature	Date
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Program Coordinator – Heavy Equipment Technology	Date
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Student Intern Signature	Date
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Return Original Copy to:

Ferris State University
Heavy Equipment Center
Room 203
220 Sports Drive
Big Rapids, MI 49307-2741

Phone: 231-591-2810
Fax: 231-591-2812

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HEAVY EQUIPMENT SERVICE ENGINEERING TECHNOLOGY
Internship Program Policy
BS Degree

Ferris State University is known for its quality programs in a variety of occupational areas, within the College of Technology. Many programs utilize an internship program to provide the student with educational experiences, which are obtainable only from actual industrial applications. The Heavy Equipment Service Engineering Technology is such a program.

Internship programs are a collaborative effort involving the interning student, the University, and cooperating agencies from industry. The purpose of the internship program is to provide students with a learning opportunity which subjects them to the latest technology and up-to-date work processes.

For an internship program to be successful, the combined efforts of the employer providing the training site, the University, and the student are essential. Each party has an important function to fulfill, and efforts must be carefully coordinated. This document is provided to help all parties understand their responsibilities in this three-part arrangement.

Internship Guidelines

- Students must have a 2.5 GPA in technical and technical support courses, and a 2.0 GPA in the remaining courses.
- The internship program is offered to students on a full time basis during the summer semester between their junior and senior year.
- Generally speaking, the program will coincide with the official calendar of the University. However, in the event there is a conflict between the work schedule of the employing agency and the of the University calendar, every effort will be made to arrange a work schedule which will be acceptable to the employer, the intern, and the University.
- The internship employment period must be a minimum of 10 weeks at 40 hours per week (about 400 hours). The employer may expect some overtime.
- Interns will not be permitted to work for, or be supervised by, a relative.
- Any faculty member of the Heavy Equipment Service Engineering Technology program can approve internship sites.
- A repair facility needs to be approved as an internship site only once.

Interning Student Responsibilities

- In accordance with the University's policy statement for the operation of the internship program, each intern must be properly registered and pay the scheduled rate of tuition before they can be placed on an internship site.
- Interns must conduct their activities in accordance with the University's regulations.
- Each intern shall abide by the personnel requirements of their employer.

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- The intern must receive approval from the Heavy Equipment Department Chair at Ferris State University indicating all required documents have been submitted before being enrolled in an internship. The employer will provide a letter of intent to hire the student to the Heavy Equipment Department Chair.
- The interning student is required to complete various assignments during the internship. These assignments will be explained during a workshop held by the internship instructor. Students will be notified of the time and place where the workshops will be held.
- Students may select one of the sites already approved by the program or locate their own internship site. If the students choose to locate their own co-op site, the site needs to go through the approval process. In the event an internship site is outside the State of Michigan, the intern or the employer shall pay the internship instructor's visitation expenses.
- Interns must submit a weekly report of their activities in a format designated by the internship instructor.
- Each intern student shall undertake a special project that is agreed upon by the training site supervisor and the interning student, and approved by the Internship Instructor. At the conclusion of the internship, the intern shall make a presentation on this project. The presentation will be made in compliance with guidelines as established by the internship instructor.
- Room, board, and personal travel expenses are the student's responsibility.

Employer Responsibility

- As stated previously, the main function of the training site is to provide students with a learning opportunity, which subjects them to the latest technology and up-to-date work processes. These experiences will consist of tasks relating to the troubleshooting diagnosing, and repairing of equipment used in the heavy equipment industry.
- Students will be compensated for work performed.
- The cooperating employer shall provide a training site supervisor who will become the communication link with the University. The site supervisor will be responsible for supervising the intern, filling out student evaluation, and for reviewing weekly activity reports before the intern sends them to the internship instructor.
- The site supervisor will be responsible for notifying the internship instructor of any unsatisfactory performance by the intern.
- In the event the internship site is outside the State of Michigan, the internship instructor's visitation expenses shall be the responsibility of the employer or the intern.

University Responsibilities

- Ferris State University will provide an internship instructor.
- The internship instructor will hold a workshop to instruct the student as to internship requirements.
- The internship instructor will monitor student job search activities, and will provide assistance if necessary.
- If it has not been previously approved, the internship instructor will approve the training site for each interning student. Every effort will be made to place each intern in a work site environment which can provide positive and proper learning experiences.
- The internship instructor has the responsibility of insuring that the internship is productive and successful for both the interning student as well as the employer providing the training site.
- The internship instructor will make at least one site visit during the internship period.
- The internship instructor will be responsible for grading internship work. Each intern will receive a credit or a no credit grade, not a letter grade.
- The internship instructor will be responsible for grading interns using the following criteria:
 - Weekly reports submitted on time.
 - Training site supervisor evaluations.
 - Training site visits.
 - Evaluation of special project by training site coordinator.
 - Evaluation of special project by internship instructor.
 - Evaluation of the presentation of special project.

* * * * *

I certify with my signature that I have read, understand, and agree to abide by this policy:

Student Intern Signature

Date