IET 696 is an elective course of the MS LTT program.
3. Identify to which of the life cycle process(es) of an asset/facility the internship duties relate  
4. Describe the work flow processes and documentation associated with internship duties  
5. Gain 400 contact hours of practical experience at a host company  
6. Satisfactorily perform entry-level duties associated with the intern’s role in the host company  
7. Identify ethical situations and dilemmas observed during the internship  
8. Demonstrate verbal and written communication proficiency to advance in industry  
9. Submit 100% of the deliverables required by the established deadlines  

III. **EXPECTATIONS FROM STUDENTS:**  
To do well in this class, students are expected to do the following:  

1. Internship agreement  
2. Schedule supervisor/instructor conversation  
3. Midterm report  
4. Implement conversation between instructor/supervisor  
5. Schedule final oral presentation  
6. Final report  
7. Final oral presentation  
8. Student survey  
9. Industry representative survey  
10. Student intern evaluation  
11. Daily log of activities and contact hours (although not graded, failure to submit will result in an “F” in the course)”  

IV. **COURSE COMMUNICATION:**  
The preferred and primary method for communications between instructor and student will be e-mail or Blackboard messages. Please use the message feature in Blackboard as your primary method to contact the instructor.  

V. **CLASS PROCEDURES AND REQUIREMENTS:**  
Professional work, language and behavior are required at all times. They will be considered during the grading process. Mobile phones shall be turned off during any in-person meeting or presentation.  

VI. **TEXTBOOK (S) AND/OR OTHER REQUIRED MATERIALS OR EQUIPMENT:**  
None.
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VII. TECHNOLOGY REQUIREMENT:

Hardware requirement:
- 16 MB RAM
- VGA or higher resolution monitor
- CD Drive (Burner)
- Hard disk with 40 MB free space
- A computer microphone
- Digital Camera (For Site Visit)
- Video computer camera (Web-cam) - Suggested only
- Scanner (To Scan Construction Documents)

Internet requirement:
- At least 1 mbps

Software requirements:
- Internet Explorer, Mozilla, Netscape (Freeware)
- Microsoft Word, (License Required)
- Microsoft PowerPoint, (License Required)
- Windows Media Player or RealOne Player (Freeware)
- WinZip (Freeware)
- Adobe Reader (Freeware)

Technology Tips
Assignments and projects may involve the use of all software indicated above. Special features to be noted include:
- “Slide Show → “Record Slide Show “within Microsoft Power Point: The student will be responsible for preparing the presentation and recording voice as part of the assignments (Further details are provided in each individual assignment)
- May use Blackboard IM to conduct real-time conversations with the instructor of the course.

VII. BASIS FOR STUDENT EVALUATION:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>0 - 69</td>
</tr>
</tbody>
</table>
Proctored Exams: None Required

Quizzes: None Required

Deliverables: All assignments are mandatory for all students except when the instructor indicates otherwise. All assignments shall be submitted and received by the instructor on the deadline date, unless otherwise stipulated. Failure to submit any of the deliverables will result in a Failing grade (“F”) for the internship course, even if the accumulated grade of the other grading components results in a passing grade.

1- ALL submissions should be made by REGULAR mail (printed copy mailed to instructor by deadline) or faxed AND electronic submissions (Blackboard upload to appropriate assignment areas).
2- Students are responsible for submitting the formal agreement with signatures and a mid-term report to the instructor of record.
3- Students are responsible for setting up the conversation between the instructor of record and his/her company supervisor. It is strongly recommended that students take advantage of the Internet (such as: video conferencing or Blackboard IM) to establish the conversation between instructor of record and company. If the technology is not available, a telephone conversation may be used as an alternative.
4- Students are responsible for submitting a final report, surveys, daily log, and delivering an oral presentation at USM (or via phone if unable to come to Hattiesburg). It is the students’ responsibility to schedule the date for the oral presentation with the instructor of record---see instructions.

VIII. CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Due Date**</th>
<th>Deliverable (Handout Item #) -- found in upper right corner of each handout</th>
<th>Point Value (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>September 2 (Monday)</td>
<td>Internship Agreement (Handout #1)</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>September 9 (Monday)</td>
<td>Set-up Conversation between USM Instructor and Host Company Supervisor (Handout #4)</td>
<td>5</td>
</tr>
<tr>
<td>6 &amp; 7</td>
<td>September 30 (Monday)**</td>
<td>Document Implementation of Conversation between USM Instructor and Host Company Supervisor or other company representative (Handout #4B)</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>October 4 (Friday)</td>
<td>Midterm Report (Handout #3)</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>October 21 (Monday)</td>
<td>Schedule Final Oral Presentation (Handout #6A)</td>
<td>5</td>
</tr>
<tr>
<td>16</td>
<td>December 6 (Friday)</td>
<td>Final Report (Handout #5)</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>December 6 (Friday)</td>
<td>Final Oral Presentation *** (Handouts #6 and #7)</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>December 6 (Friday)</td>
<td>Student Survey (Handout #8)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>December 6 (Friday)</td>
<td>Industry Representative Survey (Handout #9)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>December 6 (Friday)</td>
<td>Student Intern Evaluation Form (Handout #10) ****</td>
<td>5</td>
</tr>
</tbody>
</table>

NOTE: Any changes in due dates and other course information will be made available to the student enrolled via the ANNOUNCEMENT tool in Blackboard. Also be sure that you check your Blackboard messages and email on a regular basis. All Deliverables are to be submitted through (1) Blackboard AND (2) By mail/in-person or fax [601.266.5717].

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**Remarks for Supervisor Conversations:**

The days listed are subject to change depending on the number of students enrolled. Please see the course week and sign-up sheet that relates to the Instructor/Supervisor conversation for details and changes. The student is responsible for calling the instructor or having the supervisor call the instructor.

***Remarks for Final Presentation:**

The student has the option to present in-person or submit a pre-recorded presentation. If the student decides to submit a pre-recorded presentation, the student must comply with the following requirements:

1. **Schedule date and time:** as if the student would be present in TEC 250 at USM during the presentation.
2. **Record presentation:** on a DVD or CD (Tapes will NOT be allowed). The presentation should include PowerPoint slides and voice (A brief explanation regarding Voice Recording with PowerPoint is provided in the Technology Tips section of this Guidelines/Syllabus).
3. **Send DVD or CD:** to Doris Kemp at the office address provided in this Class Guidelines/Syllabus. Notice that the CD/DVD should arrive to the instructor’s office address 2 business day before the deadline.
4. **Call Instructor:** the student is responsible for calling the instructor on the scheduled date and time of the presentation.

The instructor will watch the presentation during the scheduled date and time with the student on the phone and will ask questions during and/or after the presentation as needed.

****Remarks for Student Intern Evaluation form:**

**Interior Design students** will complete a different Student Intern Evaluation form than the Architectural, Construction, and Industrial Engineering Technology students. Please see the assignment area to read the details of the form Professor Claire Hamilton has available for you to access by linking to a form on a website.

**USM STUDENT HANDBOOK**

**Academic Honesty**

When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the Dean of Students. In addition to being a violation of academic honesty,
cheating violates the Code of Student Conduct and may be grounds for probation, suspension, and/or expulsion.

Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.

ADA Policy

If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:
The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001
Voice Telephone: (601) 266-5024 or (228) 214-3232
Fax: (601) 266-6035
Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu.