

## STUDENT INTERNSHIP APPLICATION PROCEDURE

ALL POSITION ANNOUNCEMENTS ARE POSTED ON THE INTERNSHIP BULLETIN BOARD ON THE SECOND FLOOR OF COBLEIGH HALL.

### APPLICATION PROCEDURE

1. Fill out a CE/CET Internship Application. Filling out this one-time only application entitles you to apply for any and all available internship positions. Return your completed application to the Internship Director, Penny Knoll before your first interview. Her mailbox is located outside her office in 144 Cobleigh Hall. Your internship application is due prior to the start of the interview process and you will not be allowed to interview without completing this first step.
2. Submit two copies of your resume for each position for which you are applying. (Resume preparation guidelines are available at Career Services, S.U.B. 125A.) At the top of your resumes, write the name of the company offering the position. Submit both copies to the Internship Director. Put them in the mailbox outside Cobleigh 144 before the application deadline listed on the internship position announcement.
3. You will be notified as to where and when your interview will take place. Most interviews are at Career Services, 125 S.U.B.
4. If you have found a job on your own that may qualify as an internship position, contact Penny Knoll (994-6139) to determine if it is appropriate. **THIS SHOULD BE DONE PRIOR TO SPRING BREAK. PAPERWORK FOR STUDENT-SECURED INTERNSHIPS MUST BE COMPLETED BY APRIL 1<sup>ST</sup>.**

### GROUND RULES

1. Follow the Code of Conduct for Internship Interviewing.
2. Each internship is worth two (2) credits in either CE 476 or CET 476, depending on your curriculum. CE majors are limited to one internship. CET majors are allowed two internships.
3. The tuition fee for an internship experience is \$390 for Summer 2006.
4. Eligibility: You must have completed your sophomore year (64 semester credits in your engineering curriculum by the start of your first internship position.

**CE/CET 476 Internships**  
**Summer 2006**

**Course Number:** CE 476 for Civil majors; CET 476 for Construction majors

**Course Fee:** \$390 total tuition, all tuition is due and payable prior to May 1, 2006 and will be done through Extended Studies. Make checks payable to: MSU

**Course Registration:** All paperwork and course fee submission will be done through your advisor and has to be completed no later than Monday, May 1, 2006.

*Items to be turned in to your Advisor by May 1st include:* Course Registration Form, Notice to Students form, Learning Contract – partially completed, remainder of tuition due.

**Grades:** Will not be posted until after October 2006 through Extended Studies

**Final Course Requirements Due:** Monday, August 21, 2006

**Advisor Assignment:**

Your advisor may have additional meetings during the remainder of the semester, please plan to attend these meetings when scheduled to answer any additional questions you may have about this internship. Remember, your advisor is your main contact during the summer for your internship, therefore, establish a means to stay in touch with them for the summer.

Visitation by your advisor during the summer may or may not occur. It will be based solely on the advisor's summer schedule and travel plans. It is the intention of all MSU internship advisors to try and make a summer site visitation, but there are no guarantees this will occur. However, you and your advisor should be in contact throughout the summer via telephone and e-mail during the course of your internship.