

# INTERNSHIP INFORMATION



## INDUSTRIAL TECHNOLOGY

- INDUSTRIAL DISTRIBUTION
- INDUSTRIAL MANAGEMENT

## OPERATIONS MANAGEMENT 2+2



### Student Benefits:

- Student will gain practical experience to separate themselves from the “crowd.”
- Students will gain a greater sense of responsibility, maturity, and self-confidence.
- Students will gain a better understanding of their strengths and their challenges.
- Students will begin to develop networking for future employment.
- Students will have the opportunity to earn money and academic credit.
- Students may have an advantage in securing employment with the intern company after graduation.

*“YOU have the opportunity for employment with the company after graduation”*

*INTERNSHIPS ARE ONE of the most common and effective ways of securing the best jobs.*

- Student will gain an awareness and appreciation of other cultures and age groups as they interact with others in new environments.

### Procedure:

- Collect information on companies you may wish to intern with.
- It is your responsibility to find your internship position.
- Check with family, friends, Technology faculty, or others who might have leads.
- Prepare a resume’ and have your resume’ reviewed.
- Obtain the internship materials from the department appropriate to your major.
- Determine objectives of your internship and convey this in your interaction with the company.
- If the company does not have an internship program, but would be willing to develop one, contact your internship advisor.
  - *Your advisor will assist you in preparing a packet explaining the benefits of internships.*
- Have the internship agreement signed by all parties before beginning work.
- Credit hours for your internship are determined in consultation with your faculty intern advisor.
- Credit range is 3 to 12 credits in the first 128 credits hours.

### Requirements:

- Complete internship agreement with required signatures and register for TECH 469 Internship.
- Complete a daily log and email to intern advisor every two weeks.

*Many companies have policies that limit information that may be given out in employment references.*

*Since an internship is an educational experience, companies are more willing to give meaningful recommendations*

- Include examples of work assignments (clear with supervisor first) with your daily log submission on a regular basis.
- Develop a portfolio of internship experiences (check with supervisor on examples) and submit this package at end of internship.
- Meet and discuss with employer after they have completed the MSUM internship evaluation and sign the form. Send form to intern advisor ASAP.
- Submit three page personal reaction paper on your intern experience.

*Represent yourself, the Department of Technology , and MSU Moorhead well!*

