

INTERNSHIP SUMMARY

Department of Sustainable Technology and the Built Environment
Appalachian State University



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Prepared by
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ATTN: Building Science Students and Academic Advisors

All Building Science students are required to work a minimum of 240 hours in a professional setting to earn six (6) semester hours of credit in:

- TEC 4900 Internship (3 sh // meeting Gen Ed CAP requirement // graded S/U); and
- TEC 4901 Internship Portfolio (3 sh // meeting Gen Ed WID requirement beginning Fall 2019 // graded A-F).

For Building Science [academic advisors](#), please assist the Internship Enrollment process by directing the student to the **Internship Program** section of the [Building Science Student Resources](#) page on ASULearn. The following materials are available on this site:

1. Building Science Internship Summary
2. [Building Science Internship Program Guide](#)
3. [Link](#) to the Building Science Internship Form
4. [Link](#) to the STBE Internships website (a redundant location for both the Guide and the Form)
5. Sample TEC 4900 Internship syllabus
6. Sample TEC 4901 Internship Portfolio syllabus

Refer to the reverse side of this document for an executive SUMMARY of and TIMING for the Internship Enrollment process. Advise students (JUNIORS and SENIORS) to complete the steps outlined below as early as possible and note this advising in DegreeWorks.

SUMMARY

Internship Enrollment Process

The basic steps to enroll in the Building Science Internship Program include:

1. The student (a) finds and contacts companies, (b) inquires about the possibility of an internship (paid or unpaid), and (c) sets up terms for the internship with a relevant industry employer.
2. The student collects the information required to complete the **Building Science Internship Form** as outlined in the Internship Program Guide.
 - a. Allow ONE WEEK for review and processing by the STBE Internship Staff (Ms. Karen Admire // admirekl@appstate.edu).
3. The student prepares the Internship Proposal (500 words maximum) as outlined in the Internship Program Guide and submits it to the Internship Coordinator and cc's STBE Internship Staff.
 - a. Allow ONE WEEK for review and approval by the Building Science Internship Coordinator (Mr. Jason Miller // millerdj1@appstate.edu).
 - b. **An Internship Contract will not be generated without Internship Coordinator approval.**
4. Upon approval, STBE Internship Staff will generate the Internship Contract.
5. The student (a) signs the contract, (b) forwards the contract to their employer's Internship Supervisor for signature, and (c) submits the signed contract and written proposal to the STBE Internship Staff. →
6. STBE Internship Staff assigns the intern to a Building Science internship instructor. →
7. STBE Chair (Dr. Brian Raichle // raichlebw@appstate.edu) approves the internship. →
8. FAA Dean's Office approves the internship. →
9. University Registrar enrolls student in TEC 4900 + TEC 4901 and informs both student and instructor of this step via email.
 - a. Allow TWO WEEKS for steps 4 through 9 to be completed.
 - b. **The internship cannot start until the Internship Enrollment process is complete and the student is enrolled in TEC 4900 + TEC 4901.**
 - c. TWO WEEKS prior to the proposed start date is a hard deadline for submitting the Internship Contract and Internship Proposal to the STBE Internship Staff.

TIMING

Internship Enrollment Process

The broadest semester dates for starting and ending a professional internship are:

- **Summer 1** 05/02 – 08/14/2019 **Application Deadline → 04/15**
- **Summer 2** 07/03 – 08/14/2019 **Application Deadline → 05/15**
- **Fall** 08/15 – 01/12/2020 **Application Deadline → 06/15**