

**Student Internship Program**  
**Department of Civil and Architectural Engineering**  
**University of Wyoming**

An Internship – An internship is a full time work experience, closely aligned with the student’s major and arranged with an employer who believes it is desirable to aid in the training and education of the student. It is of a short duration, typically of three to four months or one semester. The employer agrees to provide the intern with a progressive educational experience, through direct personal contact hours or through a training program, and to aid the intern in developing a summary report of his/her experience.

Interns are expected to complete a minimum of 240 hours of supervised work in order to earn three (3) credits of CE 4975.

To be eligible for Internship credit, the following must be fulfilled.

1. Application for Student Internship Credit

- Submitted by the employer and intern by the end of regular classes the semester prior to the proposed start of the internship. The employer indicates the general scope of work that the intern will undertake, the duration of the internship and the expectations for the intern performance. The application must be signed by the employer and the intern. The application must be signed by an academic advisor or faculty member serving as a technical advisor and submitted to the Undergraduate Program Director (Ryan Kobbe – rkobbe@uwyo.edu).

2. Initial Internship Report

- The first report shall be written during the first two weeks of the internship. The report must outline the intern’s and employer’s expectations for work performed and quality of work. The initial report should be approximately one page in length and must be signed by both the intern and the employer. Copies of the initial report should be submitted to the Undergraduate Program Director (Ryan Kobbe – rkobbe@uwyo.edu) and to your technical and/or academic faculty advisor.

3. Final Internship Report

- The final intern report shall be produced at the end of the experience and shall document the intern’s training, activities and accomplishments. It should include examples of the intern’s work and documentation. The second report must be reviewed and approved by the intern’s supervisor. The final report should be comprehensive in nature and document the internship experience and discuss how the experience related to the intern’s formal education. There is no “official” page limit to the report but typical reports are in the 10-15 page range.

The final report should be turned in two weeks prior to the beginning of the upcoming semester even if the intern experience extends beyond this date. Copies of the final report should be submitted to the Undergraduate Program Director (Ryan Kobbe – [rkobbe@uwyo.edu](mailto:rkobbe@uwyo.edu)) and to your technical and/or academic faculty advisor.

#### 4. Employer Report on Internship

- The employer must submit a closure report which discusses:
  - a) The intern's performance,
  - b) the accuracy of the intern's report,
  - c) problems that arose during the internship, such as a change in job assignment, relocation, etc., and
  - d) an indication, based on this intern's performance, of a willingness to hire another intern.

These reports are not intended to force a rigid, lockstep structure, but to insure that the intern has the opportunity for a varied and progressive experience. Examples of suitable internship experiences include the following:

- a) The intern is rotated through three departments so that he or she can see the profession from several points of view,
- b) The intern performs an engineering analysis and/or design, or a substantial portion of an engineering design, from start to finish, and/or
- c) The intern works with a mid- to upper-level engineer in the procurement and performance of engineering services.

A suitable internship experience excludes working as a rodman for three months, but may include performing field measurements, office analysis and reporting on percent completion documentation and as-built conditions. It excludes shagging soil and concrete for three months, but may include administration of quality assurance programs and procedures, coupled with appropriate laboratory and office procedures.

The intern's work product and employer reports will be reviewed by the intern's academic advisor or another faculty member who agrees to serve as technical advisor (who will act as the intern's advocate) and the Department's Undergraduate Program Director.

CE 4975 is graded as S/U only and can be counted as a technical elective in the Civil Engineering program and a major elective in the Architectural Engineering program. A student may only use a total of three hours of Internship Credit for graduation requirements. Students seeking three (3) credits are expected to complete at least 240 hours of supervised work throughout the internship.

## **Application for Student Internship Credit**

**Department of Civil and Architectural Engineering**

**University of Wyoming**

The Department of Civil and Architectural Engineering thanks you for your interest in providing an internship opportunity for one of our students. An internship is an opportunity for a student to experience professional development under an actual working environment. It is the expectation of the Department that this is an opportunity for growth in the intern's background and experience. It is anticipated that the experience will be one that would mirror the experiences of a newly hired graduate. The Scope of Work is to indicate the type of activities in which the intern will likely be engaged. It is not meant to limit or constrain the intern's opportunities and the employer is encouraged to provide a breadth of experiences for the intern.

Student Intern:

Academic or Technical Faculty Advisor:

Intern Phone Number/Email: /

Internship Start Date: End Date:

Host Company:

Host Company Contact Person:

Contact Phone Number/Email: /

Please Attach a Brief Description of Intern's Scope of Work on Company Letterhead:

_____	_____	_____	_____
Host Contact Signature	Date	Intern Signature	Date
_____	_____	_____	_____
Academic Advisor	Date	Undergraduate Program Director	Date

Turn in completed application to the Undergraduate Program Director (Ryan Kobbe –rkobbe@uwyo.edu). A copy of the completed form will be returned to your Academic/Technical Advisor. This application is due by the end of the semester prior to the internship experience.

## **Employer Report on Internship**

### **Department of Civil and Architectural Engineering University of Wyoming**

The Department of Civil and Architectural Engineering thanks you for providing an internship opportunity for one of our students. We appreciate your understanding that the profession has an obligation to educate its members and that this obligation means additional time and expense to you. To help us evaluate the quality of the experience for both you and the intern, we request that you complete this form describing the intern's performance, any additional information that we should have concerning the intern's job and further recommendations or suggestions concerning the program or the CAE curriculum.

Student Intern: \_\_\_\_\_

How would you rate the intern's performance (1-5 Scale, 1 = Excellent, 5 = Failure): \_\_\_\_\_

Comments:

Does the Intern Report accurately reflect the intern's activities?      Yes \_\_\_      No \_\_\_

Comments:

Were there any problems that arose during the internship that      Yes \_\_\_      No \_\_\_  
changed or affected the initial scope of work in the Application for Student Internship Credit?

Comments:

Would you and your firm be willing to support another Intern?      Yes \_\_\_      No \_\_\_

Do you feel the nature and quality of the work performed warrants awarding the student  
college credit?      Yes \_\_\_      No \_\_\_

Comments:

\_\_\_\_\_  
Host Company Contact Signature and Date

\_\_\_\_\_  
Host Company Contact Name (print)

If you have any comments about this internship or the internship program, please attach on a separate sheet. Please return this form to:

Department of Civil and Architectural Engineering  
University of Wyoming  
ATTN: Ryan Kobbe  
RE: Internship Program  
1000 E University Avenue, Dept 3295  
Laramie, WY 82071  
E-mail: [rkobbe@uwyo.edu](mailto:rkobbe@uwyo.edu)

**Final Report on Student Internship**  
**Department of Civil and Architectural Engineering**  
**University of Wyoming**

The Intern should fill out this form and submit it with his or her final report.

Intern: \_\_\_\_\_ W#: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Host Employer: \_\_\_\_\_

Host Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Reports Received:

\_\_\_ Application for Student Internship Credit

\_\_\_ Initial Intern Report

\_\_\_ Final Intern Report

\_\_\_ Employer Report on Internship

Upon review of the Reports Received, the student is eligible to receive

\_\_\_\_\_ (1-3) Hours of S for CE 4975 for \_\_\_\_\_ (Semester, Year)

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Undergraduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Turn in to the Undergraduate Program Director (Ryan Kobbe – rkobbe@uwyo.edu). A copy of the completed form will be returned to your Academic/Technical Advisor. This final report is to be submitted two weeks prior to the beginning of the upcoming semester even if the intern experience extends beyond this date.