

Engineering Technology Work Hour/Internship Requirements

Engineering Technology students in the 2014-2016 (or later) catalog are required to complete an internship (TEC 398) or 400 hours of documented engineering technology related work experience prior to enrolling in TEC 392 Manufacturing Organization and Management. The purpose of this document is to:

- Provide a Comparison Between an Internship and 400 Hour Work Experience;
- Describe the types of work duties that are acceptable for the 400 hour work requirement and the TEC 398 Internship;
- Outline the requirements for documenting the 400 hours of work experience; and
- Provide an example letter that documents 400 hours of work experience.

Comparison Between Internship and 400 Hour Work Experience

Similarities:

- Both experiences provide you with valuable work experience in your career-related field. Work duties should be associated with an engineering technology related discipline, usually (but not always) in a manufacturing-related company.
- Both experiences usually are paid.
- Both experiences help make you more marketable to employers upon graduation.
- Both experiences provide you with a better understanding of career options.
- Both experiences support an important goal of the ET program which is to “Engage students in activities in which they interface with ET professionals and gain professional experience.”

Differences:

- Students earn college credit for an internship (TEC 398) but do not for the 400 hour work experience.
- Students pay tuition for an internship but do not for the 400 hour work experience.
- There is ISU academic work required with an internship but there is none for the 400 hour work experience.
- The work duties associated with an internship are more closely scrutinized by ISU than those of the 400 hour work experience.

Types of work duties that are acceptable for the 400 hour work requirement and Internship

Internship:

- Because the internship is an ISU class (TEC 398), the work duties are closely scrutinized and planned. Work duties must include some “management-oriented” work duties similar to the sort of work ET professionals perform. The Department of Technology’s Professional Practice Coordinator can help clarify this for you.

400 Hours of Work:

- There are many work duties that can be used to fulfill the 400 hour work requirement. Frequent duties include hourly labor in a manufacturing company in areas such as assembly, machine operation, quality control, inventory control,

shipping & receiving, etc. Work duties that would qualify for a credit-generating internship would also be acceptable.

Requirements for documenting the work experience

Internship:

- Because the internship is an ISU class, the final course grade for TEC 398 will be used as verification that the work experience requirement was fulfilled.

400 Hours of Work:

- Completion of 400 hours of work experience should be documented in the form of a letter/memo as follows:
 - Letter must be on company letterhead
 - The letter should be addressed to:
 - Engineering Technology Program Coordinator
 - Illinois State University
 - Department of Technology
 - Campus Box 5100
 - Normal, IL 61790-5100
 - Letter must be from a person in authority such as your supervisor or a human resources representative.
 - The letter must include the following:
 - Your name
 - That you worked for at least 400 hours
 - The approximate start and end date of your work experience
 - The general nature of your work duties

Example Letter That Documents 400 Hours of Work Experience

Precision Manufacturing, Inc.

1212 Mockingbird Lane
Normal, IL
61761
309-222-2222
John.Smith@sample.com

TO: **Engineering Technology Program Coordinator**
Illinois State University
Department of Technology
Campus Box 5100
Normal, IL 61790-5100
309-438-3661

April 7, 2016

Dear Sir,

The purpose of this letter is to verify that Jane Doe worked as a laborer for Precision Manufacturing last summer from May through August. Jane's total work hours exceeded 400 hours. Jane worked in our quality control and shipping areas.

Please feel free to contact me in you have any questions.

Sincerely,



John Smith

Production Supervisor