

BSC Internship Form Questions

Updated: Spring 2025

These are the questions that must be answered on the Application Link to successfully generate a contract between you, your internship host, and the University.

Completing the Application Link officially starts the process.

<https://stbe.appstate.edu/students/internships>

Section 1: Overview

Internships must fall into the following date ranges to be approved by the University. Please note that your requirement is a minimum 6 week, 240 hr internship. As long as you have 6 weeks and 240 hours within the specified ranges, that is acceptable for an internship. Please note that if you enter dates outside of these dates, your internship will be denied.

Section 2: Internship Task Requirements

Internship activities for Building Sciences students **must** be composed of some combination of activities from across any of the three concentrations. While it is desirable to pursue concentration-specific activities, there is still value in any of these approved activities.

- **Architectural Technology and Design (577B)** includes design-related activities, such as site assessments, precedent analysis, feasibility studies, programming and planning, architectural design, construction documentation, specifications, building performance models, and field observation.
- **Construction Management (577C)** includes management-related activities, such as estimating, planning and scheduling, code review and inspections, subcontractor coordination, construction administration, building performance reviews, and safety supervision.
- **Sustainable Building Systems (577D)** includes design- and engineering-related activities, such as system design and specifications, energy models and analysis, subcontractor consultation and coordination, and building performance assessments.

Section 3: Completed Prerequisites

I will have completed Material and Structures II (BSC 2320) and Construction Estimating (BSC 3620) by the time I have started my internship.

Section 4: Student Info

Banner ID

Your Name

Your phone number

Section 5: Internship Time

Start Date

Projected Finish Date

Section 6: Internship Location

Domestic/International

State: 2 letter abbreviation

Section 7: Emergency Contact

Name

Relationship

Phone number

Section 8: Host Details (Employer)

Legal Name of Host - Give Company Name, not just CEO or owner's name

Host Corporate Address

Host Corporate City

Host Corporate State

Host Corporate Zip Code

Host Corporate Phone

Section 9: Physical Location of Internship

Where you will be working, such as a project site. If a PO Box was given for the host address, you MUST provide a physical address here. If you will be moving across multiple sites, list the location where you'll be spending most of your time. If work site location is unknown, select host address.

Physical Location of the internship is: (if unknown enter the company address)

Section 10: Site Location

Site Location

Site Address

Site City

Site State

Site Zip Code

Section 11: Employer Supervisor Info

Please be thorough, as this information is used by your faculty supervisor to connect with your employer. If you will have different supervisors on different sites, list your primary contact within the company.

Supervisor's First Name

Supervisor's Last Name

Supervisor's Title

Supervisor's Email Address

Mobile or best phone number to contact your supervisor xxx-xxx-xxxx

Supervisor's address: same as employer or different

Section 12: Supervisor's Address

Supervisor's Address

Supervisor's City

Supervisor's State

Supervisor's Zip Code

Section 13: Hours and Compensation

You must work a minimum of 40 hours for each credit hour.

Average Hours per Week: Enter the total estimated hours you will work each week.

Total Hours: Total internship hours planned to work.

Compensation: paid, unpaid

If Paid, rate / hour

Manual labor, including site clean-up or other physical construction activities, will **not** satisfy internship hours.

Section 14: Course Requirement Statement

To receive academic credit, interns must:

1. Treat the internship as you would any job: be punctual, be conscientious about completing your work to the best of your abilities, and communicate regularly with your supervisor(s).
2. Maintain a daily work log, typed in Microsoft Word, that describes your tasks for the day and any highlights, issues, or problems encountered.
3. At the end of each week, submit to your university supervisor a weekly written summary of the week's work. This should be typed as a Word document and written with attention to grammar and spelling, with your name and the date clearly indicated at the top of the page. Note that you will be given a series of discussion questions/prompts to address in each weekly summary. Weekly summaries will be considered confidential communications and will not be shared with your employer.
4. Exhibit professionalism in all email and/or telephone communications with your university supervisor. Emails should include a salutation (for example, "Dear Prof. X,") and be written using standard, business English. Include a closing phrase and your name at bottom (for example, "Sincerely, Jane Doe").
5. Approximately halfway through your internship, have your employer complete the mid-term evaluation. Your employer should send this evaluation directly to the university supervisor either via fax or by mail.
6. Between the half-way point and the end of the internship, the university supervisor will conduct a site visit or conference call with you and your employer. It is your responsibility to set up the appointment with you, your employer, and the university supervisor.
7. After you have completed your final week on the job, you must prepare and submit a final paper about the internship experience (see assignment guidelines below). This is to be typed, double-spaced, and submitted as part of your internship portfolio.

8. You are responsible for making sure that your employer completes and sends the final evaluation form before the end of the semester.
9. Prepare a formal thank you letter to your employer, thanking him or her for the opportunity.
10. Prepare and submit a final portfolio in a combined PDF file as well as a printed, bound copy, which should be mailed to the instructor's contact information. The final portfolio should be professionally organized, well written, and well presented; it should include:
 - a. Professional binding for hard copy
 - b. A well designed cover
 - c. Table of Contents
 - d. Tabs and cover sheets of each section/chapter
 - e. Copies of your daily work logs
 - f. Copies of your weekly summaries
 - g. Samples of work that illustrate the skills you applied on the job, with explanatory notes, as needed
 - h. Photographs or other artifacts that help to illustrate the nature and quality of your internship work experience
 - i. A copy of your final paper
 - j. A copy of your thank you letter to your employer
 - k. A copy of your proposal, forms, and evaluations

By submitting this form, I am indicating that I understand the requirements of the internship and agree to comply with all requirements. I further understand that not complying with any of these requirements could result in me receiving an unsatisfactory grade for the internship.