

DEPARTMENT OF CIVIL ENGINEERING
CE 195: Fieldwork in Civil Engineering
REGISTRATION FORM

Supervised work experience in Civil Engineering with public agencies or firms in the industry.
Prerequisite: petition approval by industry supervisor and Department Chair. May be repeated for credit. Graded credit/no credit. 1-3 units.

Note: Requires satisfactory completion of the work assignment and a detailed Reflective Statement.

Guideline for CE 195 Units

At least 5 work hours per week = 1 Credit
5-10 work hours per week = 2 Credits
More than 10 work hours per week = 3 Credits

Instructions to enroll in CE195:

1. Enter course number, semester, number of units, and personal information on page 2.
2. On page 3, describe the scope of work/activities to be completed at the internship/worksite. Also provide at least **three** (3) Learning Goals related to the work experience. Learning Goals must be approved by the supervisor.

Example Learning Goal:

During the course of my work experience, I will become knowledgeable about the agency's policies that deal with risk management and liability in terms of agency employees and, if relevant, in terms of participants in the agency's programs.

3. Enter internship/worksite name, supervisor details, and obtain supervisor's signature on page 3.
4. Site Agreement/Waiver. Please send an email to ecs-siteagreement@csus.edu to check if there is already a site agreement in place for your internship site. If no agreement is in place, you will need to sign and submit a waiver form on page 4.
5. Submit the completed form to the department office along with an offer letter on company letterhead including start/end date, pay rate, hours per week, duties to be performed signed by your supervisor. The department will add the section number and register you in CE 195.

Instructions to receive credit for CE195:

By the final day of classes, submit a weekly work log listing the hours worked and the tasks assigned or accomplished. Additionally, students must submit Reflective Statement to the Civil Engineering Department Chair via email or in RVR 4024. If the statement and work log is not received by the deadline, credit will not be given.

Guidelines for the Reflective Statement:

- 1.) Assess the internship experience by answering the following questions with at least 1 paragraph per question.
 - What goals were met during the internship? What goals were not met during the work experience and why?
 - What were some of the strengths developed during your experience? What skills do you still need to improve?
 - What academic courses were helpful in preparing your work experience? What academic courses would have been helpful?
 - How did the experience enhance your civil engineering education?
- 2.) Assess the agency/organization by answering the following questions.
 - Would you recommend this internship site to other civil engineering students? Why or why not?

Evaluation should be typed using 12 point, Times or Times new Roman font and double spaced. Margins should be set at 1 inch on all 4 sides.

Course: _____
 Semester: _____
 Course Call # _____
 Number of units: _____

Student Internship Application

Personal Information: Please print legibly

Sac State ID No.: _____

 Last Name First Name MI

 Address: Street Name & Number (Local address) Email Address

 City State Zip Code Phone No.

<u>Major</u>	
CE	CM
CpE	EEE
CSc	ME
CSUS GPA _____	Overall GPA _____

<u>Class Level</u>
Sophomore
Junior
Senior
Graduate

<u>Citizenship Status</u>
U.S.
Permanent Resident
F-1 Visa

- A final Reflective Statement must be submitted at the end of the semester to receive credit (CR).

Student Signature: _____ Date: _____

For Department Use Only

<u>Approved</u>	<u>Denied</u>
Dept. Chair/Grad Coord.: _____	Dept. Chair/Grad Coord.: _____
Date: _____	Date: _____
	Reason: _____

Student Learning Agreement- Academic Internship

NOTE: Students must complete and sign, including site supervisor information and signature. Student Learning Agreement must be submitted with internship registration form and offer letter.

Course & Section Number (e.g., EEE 195, Section 02 or CSc 195): _____

1. Student Information

Student Name: _____

In case of Emergency, please notify:

Name: _____ Relationship: _____

Cell phone: _____ Home Phone: _____

2. Estimated number of internship hours required during the semester (determined in consultation with faculty member. 45 hours = 1 unit of academic credit): _____

3. Scope of Work to be completed by student during academic internship placement* (completed in consultation with faculty member). Please provide an overview of the type of work you (the student) will be doing at the site and be as specific as possible.

4. Write at least three (3) Learning Goals – be as specific as possible:

5. Academic Internship Site Name: _____

Site Supervisor Name & Title: _____

Site supervisor's email: _____ Phone number: _____

Site supervisor's signature: _____ **Date:** _____

By signing below, I acknowledge that I have read and agree with the above described information, as well as agree to authorize the University to share any information directly related to my performance in this Academic Internship with the Site that would otherwise be protected from disclosure by the federal Family Educational Rights and Privacy Act (FERPA).

Student Signature _____ **Date:** _____

Faculty Signature _____ **Date:** _____

* If needed, the student and faculty member, in consultation with the office of Services for Students with Disabilities (SSWD), will create and attach an accommodation plan to this Student Learning Agreement.

