

**CEIE 199/299/399
Industrial Internship**

Friday, 3:00 to 4:00 p.m.; Robinson B201

<u>Date</u>	<u>Assignment</u>
9/5	Organizational Meeting; Requirements for the Semester; GMU Career Services
9/12	NO CLASS
9/19	Presentation Session 1; Assignment 1 Due
9/26	Presentation Session 2
10/3	Presentation Session 3; LAST CLASS
10/17	Assignment 3 Due (submit by e-mail)

Assignments:

1. Send me the details of the company you worked for last summer, including, at a minimum: Company Name & Address, Name and Phone number of your immediate supervisor, your hourly pay rate. Task 1 is **due by 5pm on Friday, September 19, 2008**. Please submit via email, at the address given below.
2. Prepare and deliver a 5 minutes (no more, no less) presentation about your internship. The first slide should include your name, the employing company or agency, and your job title. The remaining slides must address what you did, what you learned with respect to the industry, and what you learned about ethics and professionalism. Use PowerPoint slides and **e-mail me your presentation by 12:00 noon on the Thursday before your assigned presentation date. Presentations will be given on Friday, September 19, 26, and October 3 from 3:00 pm to 4:30 pm.**
3. I will send to you a markup of the resume that you submitted in Spring 2008. Please do not submit Assignment 3 until after you get those comments. Prepare an updated resume including your experience from your last internship, and incorporating the suggested changes in your Spring resume. **Resumes are due by 6:00 p.m. on Friday, October 17.** You must submit by e-mail at the address given below. If I have any comments or suggestions about your updated resume I will send them to you via email sometime this semester.

E-mail submissions: send all assignments to dwesolek@gmu.edu.

Name your files as follows: “**lastname.ppt**” and “**lastname.doc.**”

A Look Ahead: If you plan to do an internship for credit next summer/fall, you will need to register for CEIE 297/397 in Spring 2009 and CEIE 298/398 in Summer 2009. Even if you are continuing to work for your internship employer during the year, and you plan to work for them again next summer, you are still eligible to be in the internship program and earn an additional academic credit. We are planning some significant changes in internship program procedures this year, so watch your e-mail and the department website (www.civil.gmu.edu) for any related announcements.

Instructor

Michael S. Bronzini, Ph.D., P.E.

Dewberry Chair Professor and Dept. Chair, CEIE

ST2, Room 109

Office Hours: Wednesday 3:00 p.m. to 6:00 p.m. or by Appointment

Tel: 703-993-1675

email: mbronzin@gmu.edu