

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 written report.

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 your name, student ID, complete address of organization, company telephone number, and number of units requested on page 2 of this form.
- 2.) Write Learning Goals: At least **three** (3) goals must be submitted for the work experience. These goals need to be attached to the form for supervisor approval.
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.) Sign and obtain supervisor's signature.
- 4.) Submit the completed form to the department office with work experience learning goals. The department will add the section number and register you.

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.

Along with the work log, students must submit a reflective statement to the Civil Engineering Department 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.

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Units (1-3) Semester:

Name: Student ID:

Company/ Organization Information

Name: Phone Number:

Address:

Contact Email:

Description of Work:

By signing this form, the student agrees to complete the work assignment and written reflection following the guidelines on the previous page. Failure to complete both will result in a grade of NC (No Credit).

Student Signature: _____ Date: _____

Supervisor's Name (Print): _____ Phone: _____

Supervisor's Signature: _____ Date: _____

For department use only

Approved: _____ Date: _____

Course Call Number: _____

Denied. Comments: _____

Department Chair's Signature: _____ Date: _____