

IMPORTANT

Prior written approval from the TCEM Internship Coordinator is required for all internship placements. Hours or experiences gained prior to approval will not count toward TCEM 401 credits.

[1] PLAN YOUR INTERNSHIP

FROM YOUR FIRST DAY AS A TCEM MAJOR

- Learn about TCEM 401-Industry Internship opportunities and requirements early.
How? [1] Review [TCEM Internship Information](#) posted online. [2] Attend a TCEM Internship Information Meeting. Several will be held each semester, and the schedule will be posted widely.

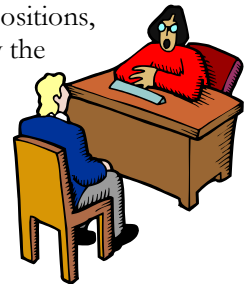


- Figure out your goals and your timeline for your internship experience, including what you want to gain from the experience. Consider what types of internship experience(s) will best meet your educational goals and fit into your academic and personal schedules. You will likely need to tweak your plan as you progress in the TCEM program.
- Start investigating internship possibilities and be on the lookout for opportunities every semester. Write down ideas for potential internships you hear about, such as from instructors, guest speakers, [IUPUI JagJobs](#), campus internship fairs, students who have previously interned, and the TCEM Student Listserv.*

***To subscribe** to the free TCEM Student Listserv, send a request to the [TCEM Department Secretary](#). Include your IUPUI email address in your request.

APPROXIMATELY 1 TO 2 SEMESTERS BEFORE YOU PLAN TO DO YOUR INTERNSHIP

- Obtain and review the latest TCEM 401-Industry Internship documents from the TCEM Internship Information Link.
- Attend a TCEM Internship Information meeting if you have not done so yet.
- Narrow your choices for potential internship options and gather specific information from and about your top site(s).
- Remember: Many organizations select interns several months ahead of time. Some offer paid positions, but many are unpaid. Note that many excellent opportunities may not be called ‘internships’ by the host organizations.



BY ONE SEMESTER BEFORE YOU PLAN TO START YOUR INTERNSHIP

- Review the TCEM 401 material posted at the TCEM Internship Information Link.
- Make an appointment with a representative of the site(s) where you plan to apply, and discuss your potential placement there.
 - Provide potential site supervisor/mentor with a copy of the TCEM 401 Syllabus and TCEM Host Site Guide.
 - Discuss the TCEM 401 requirements with the prospective supervisor/mentor to orient them to expectations for you and them.
 - Explain your goals and objectives for the internship experience and your career.
- Determine if this placement and the supervisor/mentor are a “good fit” with your goals and TCEM requirements.
- Verify that the prospective site supervisor/mentor is able and willing to host you for your TCEM internship and the terms of the internship (e.g., start and end dates, paid or nonpaid, hours/week, etc).

[2] SUBMIT YOUR INTERNSHIP PROPOSAL

- Are you employed by or volunteering for the site where you hope to intern?
 - If so, your internship must add to and expand beyond your current or past duties. Discuss TCEM requirement for increased responsibilities with your supervisor.
 - If your supervisor and organization will agree to add to and expand beyond your current and past responsibilities, proceed with submitting an internship proposal to TCEM.



- Prepare and submit your internship proposal file by email to the [TCEM Internship Coordinator](#)
- The TCEM Internship Coordinator is on staff and available to review proposals between mid-August and early-May. No proposals or inquiries will be processed between mid-May and mid-August.
- Anticipate a minimum of one week for your proposal to be reviewed.
- The TCEM Internship Coordinator will notify you by email if your proposal has been approved or if it requires some revision. Save a copy of your approved proposal for your portfolio.
- Request internship confirmation from your approved placement site supervisor/mentor. Provide your supervisor/mentor with confirmation instructions and sample letter posted on the TCEM Internship Information link. Request a copy of the confirmation for your portfolio.

[3] START YOUR INTERNSHIP AS EARLY AS PROPOSAL APPROVAL DAY

- You may start your internship and begin counting your experience and clock hours as early as the day you receive approval of your internship proposal.
- You will register for TCEM 401 during the next available open registration period.
- Students may participate in internships during the summer as long as they have received approval of their proposals in advance. Note that proposals will be processed between mid-August and early-May, and not between mid-May and mid-August.

[4] REGISTER FOR TCEM 401

- Upon receipt of internship confirmation from your supervisor/mentor, the TCEM Internship Coordinator will authorize you to register for TCEM 401.
- Register during open registration period for the semester [fall or spring] that starts after you receive proposal approval.
- TCEM 401 is offered in the fall and spring semesters, and **not in summer**. Students may participate in internships during the summer as long as they have received approval of their proposals in advance.

[5] INTERN



TCEM 401 IS IN INDEPENDENT STUDY FORMAT

- There are no classroom meetings.
 - You are responsible for following the Syllabus and your approved proposal.
 - Provide your site supervisor/mentor with a copy of the Mid- and Final Evaluation of TCEM Intern instructions and forms at the outset of your placement.
 - Obtain written approval from the TCEM Internship Coordinator before making revisions to your approved proposal.
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- Due to the large number of interns, the TCEM Internship Coordinator is unable to make individual site visits to interns ‘out in the field.’

COMMUNICATING WITH THE TCEM INTERNSHIP COORDINATOR

- Contact the Coordinator any time you have questions or concerns. First choice is via TCEM 401 Oncourse email; then, through campus email and phone.
- If you are unable to reach the Coordinator in a timely manner, contact the TCEM Department Chair, Dr. Sotiris Hji-Avgoustis, through the [TCEM Department Secretary](#) or (317) 274-2248.
- Access course materials in the Oncourse Resources tab (this includes all TCEM 401 files, forms, instructions, articles about internship success, job-search information, and other helpful resources).

MID- AND FINAL INTERNSHIP EVALUATIONS AND DEBRIEFINGS WITH YOUR SITE SUPERVISOR/MENTOR

- Provide your placement site supervisor/mentor with TCEM’s Mid-Internship Evaluation Form and Final Internship Evaluation Form at the outset of internship
- Review the evaluation forms yourself at the outset so you are familiar with the evaluation criteria.
- Discuss the forms, criteria and debriefing process with your supervisor/mentor at outset of your internship.
- Remind your supervisor/mentor as due dates near to complete and send in the forms, and debrief with you.
- TCEM Internship Coordinator will determine your TCEM 401 final grade. Options are Pass/Fail/Incomplete.

PORTFOLIO

- Prepare documents for end-of-internship portfolio throughout your internship. Begin on day #1.
- Portfolio requirements are posted in Oncourse/Resources.

[6] COMPLETE YOUR INTERNSHIP and SUBMIT YOUR PORTFOLIO

- Submit your portfolio in Oncourse/Assignments.
- Due dates are listed in the portfolio instructions in Oncourse/Assignments.
- Advise the TCEM Internship Coordinator at least two weeks before the end of your enrollment semester if you anticipate needing additional time to complete internship requirements.
- The TCEM Internship Coordinator will review each portfolio, provide the intern with feedback via Oncourse, and post the course grade with the IUPUI Registrar.
- The Registrar posts fall semester course grades in mid-December and spring semester course grades in early May.
- When an intern who received an Incomplete for TCEM 401 in a prior semester completes requirements, the TCEM Internship Coordinator will submit an electronic grade change request to the Registrar. The Registrar will process the request and post the course grade within a few days.



For More Information

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Directions to TCEM-Waterway Offices

TCEM Department Secretary [Email](#) 317-274-2248

TCEM Internship Information [Link](#)