To: Potential Intern Employers

From: Dr. William R. (Randy) Burkett, Chairman
Construction Engineering and Engineering Technology

Subject: Explanation of Internship Program in
The Department of Construction Engineering and Engineering Technology at
Texas Tech University

All Construction Engineering and Engineering Technology students at Texas Tech University are required to complete a three month industrial internship in order to graduate. After working three months, the ConE student must register for a one hour course (ConE 4100) and the ET student must register for a three hour course (GTEC 4300) for which he/she receives credit if their written report and oral presentation as well as the employer’s evaluation are satisfactory.

Currently we have three programs: ConE, CTEC and MTEC. In the last few years, these programs have undergone significant improvements, and we believe that we have one of the finest Construction and Technology programs in Texas. Our students are required to take mathematics through differential equations, AND THEY GET HANDS-ON TRAINING TO SUPPLEMENT THE CLASSROOM INSTRUCTION. More detailed information can be obtained at our web site; www.ceet.ttu.edu.

The internship requirement was added to our curricula because we believe that this approach is beneficial to both the student and the potential employer. Among the benefits to the employer is the opportunity to try a potential employee without any long term obligation. I hope that you will consider the student who presented this letter to you for an internship position. The position should be one that exposes the student to activities involved in occupations the student might consider upon graduation. Attached is a job description form that we request you fill out and returned to us for our review and approval prior to the actual summer internship. Also attached is an evaluation form that needs to be completed by the student’s supervisor at the end of the internship assignment and returned to us for the student to receive internship credit. If you have any questions on our programs or the internship requirements, please give me a call.

Thank you for talking with one of our students and considering him/her for an internship position. Also, thank you for your interest in our educational efforts.
TEXAS TECH UNIVERSITY
DEPARTMENT OF CONSTRUCTION ENGINEERING AND ENGINEERING TECHNOLOGY

INTERNSHIP JOB DESCRIPTION

STUDENT NAME ________________________________________________________________________________________________________________

EMPLOYING ORGANIZATION ___________________________________________________________________________________________________

CONTACT NAME___________________________ TEL._____________________________________________________

ADDRESS _____________________________________________________________________________________________________________________

DATE WORK ASSIGNMENT WILL START____________________________________________________________________________________

INTERNSHIP JOB TITLE ______________________________________________________________________________________________________

DESIRED MAJOR (CIRCLE ONE) ConE, CTEC, MTEC

BRIEF DESCRIPTION OF ASSIGNMENT AND GOALS EXPECTED OF INTERNSHIP STUDENT:
FIRST WORK PERIOD _________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
SECOND WORK PERIOD (IF APPLICABLE)___________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
THIRD WORK PERIOD (IF APPLICABLE)_____________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
LOCATION OF WORK _________________________________________________________________________________________________________

WORKING CONDITIONS _______________________________________________________________________________________  ______________
_______________________________________________________________________________________________

HOURS OF WORK _____________________________________________________________________________________________________________

COMPANY PAID BENEFITS ___________________________________________________________________________________________________

HOUSING INFORMATION____________________________________________________________________________ -_______________________

ADDITIONAL PERTINENT INFORMATION ABOUT THE JOB (REQUIRES SECURITY CLEARANCE?
SPECIAL SKILLS? SPECIFIC COURSES?)
__________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________

PLEASE RETURN THIS FORM TO: TEXAS TECH UNIVERSITY, CEET DEPARTMENT, P.O. BOX 43107,
LUBBOCK, TX 79409-3107
ATTN: BECKY UNDERWOOD
FAX: 806-742-1699