

**COLLEGE OF SCIENCE & ENGINEERING TECHNOLOGY**  
**DEPARTMENT OF ENGINEERING TECHNOLOGY**  
Course Description

**DEPARTMENT:** Engineering Technology

**COURSE NUMBER / TITLE:** ETEC 4391.01 & 4391.02 – Work Based Mentorship

**INSTRUCTOR:** Dr. Doug Ullrich  
Office: Pirkle Bldg 440K Phone: (936)294-1188  
Main Office Phone: (936)294-1216  
dullrich@shsu.edu

**MEETING TIME:** Online and Field Experience

**COURSE OBJECTIVES:**

At the conclusion of these courses, the student will have demonstrated successfully the following competencies:

1. Work in an Industrial Environment.
2. Work in either a Superintendent Management, Project Management, Safety Management or combinations of responsibilities.
3. Develop the required reports and maintain progressive reviews that identify the progress being made on the project.
4. Supervise workers in the various trades that are under their responsibilities.
5. Write change orders on specification sheets.
6. Communicate with subcontractors and maintain professional working relationships.
7. Write and maintain punch list and other required documentation.
8. Exhibit characteristics associated with successful employment in industry.

**COURSE FORMAT:**

Students will be completing the internship segment of the selected program.  
Students will be assigned to work in their area of expertise and in their indicated preference location.

**COURSE OUTLINE:**

Student will document 300 hours or work experience for each ETEC 4391 section.  
Student will complete several career specific online activities.

**COURSE EVALUATION:**

Students will be assigned a grade by their supervisor and the supervisor of the internship.  
The final grade is assigned by the supervising instructor after conferring the on site manager.

**GRADING POLICY**

Weekly Reports [40 pts each]	400
Resume / References	100
Linkedin Profile	100
MIDTERM ONLINE Video Review	100
FINAL SUMMARY PAPER	150
FINAL Presentation	150
Supervisor Evaluation	500
TOTAL	1500

***Any assignment not submitted will impact the final grade by TWO LETTER GRADES.***

**Grading Scale - Final grades will be based upon the following scale IF you meet the minimum 600 hours in Fall or Spring semester for 6 hrs of ETEC 4391 OR 300 hrs for 3 hrs of ETEC 4391:**

A = +90%

B = 80 – 89.99%

C = 70 – 79.99%

D = 60 – 69.99%

F = under 60%

WEEK #	DATES	DUE DATES BEFORE NOON	ASSIGNMENTS DUE DATE
#1	8/21-8/27	Monday – 8/28	
#2	8/28-9/3	Monday – 9/4	Resume & References DUE
#3	9/4-9/10	Monday – 9/11	
#4	9/11-9/17	Monday – 9/18	Linkedin Profile SetUp DUE
#5	9/18-9/24	Monday – 9/25	
#6	9/25-10/1	Monday – 10/2	
#7	10/2-10/8	Monday – 10/9	Video Review DUE
#8	10/9-10/15	Monday – 10/16	
#9	10/16-10/22	Monday - 10/23	
#10	10/23-10/29	Monday – 10/30	
#11	10/30-11/5	Monday – 11/6	
#12	11/6-11/12	Monday – 11/13	Linkedin Profile Final Edits DUE
#13	11/13-11/19	Monday – 11/20	
#14	11/20-11/26	Monday – 11/27	Supervisor Evaluation DUE
#15	11/27-12/3	Monday – 12/4	Final Review Paper DUE Final PPT or Video Presentation DUE
#16	12/4-12/7		
IF YOU WILL NOT REACH THE REQUIRED 300 hrs for ETEC 4391.01 OR 600 hrs for ETEC 4391.01 & 4391.02 EMAIL THE INSTRUCTOR FOR ADDITIONAL ONLINE ASSIGNMENTS.			

**NOTE:**

**ANY ASSIGNMENT NOT SUBMITTED WILL RESULT IN THE LOSS OF TWO [1] LETTER GRADE**

## **Grade Overview**

### **NOTE:**

***ANY ASSIGNMENT NOT SUBMITTED WILL RESULT IN THE LOSS OF TWO [1] LETTER GRADES***

### **Weekly Reports are due each Monday morning before noon:**

Email your Weekly Reports to [dullrich@shsu.edu](mailto:dullrich@shsu.edu)

Follow the format as posted on Blackboard.

**Resume / References** – Example will be on Blackboard – follow the example closely. Submit by email on or before due date posted on Blackboard.

**Linkedin Profile** – Go to LinkedIn.com – set up a basic profile including all past work experiences with a detailed job description for each and education section. Join the Doug Ullrich network -- from there the instructor will send you an invitation to join the SHSU Engineering Technology Group – then I will send edits needed for your profile. See instructions on Blackboard. As you make the required edits your grade will improve.

**Video Review** – An announcement/notification will be sent to your SHSU email address and will include instructions the link to the video. You will watch the video and create an outline of the video topics and then write one paragraph explaining your opinion of the video. Email the paper to [dullrich@shsu.edu](mailto:dullrich@shsu.edu)

**Supervisor Evaluation** – Download the Supervisor Evaluation from Blackboard. Have your immediate supervisor complete the evaluation and email it to [dullrich@shsu.edu](mailto:dullrich@shsu.edu)

**Final Summary Paper** – Submit a 3-5-page, double-spaced paper. The paper should describe the history of the company in which you are interning, the job title and description for your position, the actual activities / duties you completed while interning and your personal thoughts of the internship.

### **Final PPT or Video Presentation** –

Create a Power Point presentation that illustrates your internship experience. You will need to include pictures showing the projects / activities you performed. See example on Blackboard. Email the PPT to [dullrich@shsu.edu](mailto:dullrich@shsu.edu) on or before the due date as posted on Blackboard.

OR

Create a 4-5 minute video that describes your experience.

For both of the presentations you need to identify the company, job title, skills you learned, location, travel expected, activities and/or duties you performed. Also include examples of the classes you have taken that supported your experience and skills you think should be included or added to the courses of your major.