

CAMPUS INTERNSHIP
STUDENT QUALIFICATION BOOK

Orientation Items

<i>General Expectations</i>	<i>Student Signature</i>	<i>Completion</i>
1. Intern informed of reporting procedures if need to miss work for the course.		
2. Intern informed of where to report for the course.		
3. Intern informed of clothing and safety equipment required for work in the course.		
4. Intern informed of course content and grading criteria.		
6. Intern informed they must complete the qualification checklist within the semester		
7. Intern will write a paragraph on each of the work environment topics in industry		
8. Intern will write a paragraph on the recommended Louisiana campus Internship learning outcomes at the end the semester		
9. Intern will receive a midterm progress report		

Campus Internship

Course Schedule and Qualification Checklist:

The candidate will demonstrate ability and/or knowledge of each exercise. If equipment is not available – sketch and describe the process. When performing or discussing activity, insure discussion of PPE, safety, health, and environmental issues are covered. IF Not demonstrated, then candidate does not complete the task properly.

Number	Activity	Perform	Discuss	Date Completed and Signed by Instructor
1	<ul style="list-style-type: none"> • Back-flush H/E • Place a H/E in and out of service 			
2	<ul style="list-style-type: none"> • Change out a filter element • Discuss related environmental and safety precautions • Place a filter in and out of service 			

3	<ul style="list-style-type: none"> • Change out a gauge • Prepare a section of line ready for maintenance • Change out gaskets on a flange • Change out a blind 			
4	<ul style="list-style-type: none"> • Catch a cylinder sample. • Catch a bottle sample • Catch a hot sample in a metal container • Catch a sample from a closed loop sampling system 			
5	<ul style="list-style-type: none"> • Prepare a Control valve for maintenance and place back in service. • Place a Control valve on “bypass” and check the stroke. 			
6	<ul style="list-style-type: none"> • Place a sight glass in and out of service. 			
7	<ul style="list-style-type: none"> • Calculate chemical injection rate 			
8	<ul style="list-style-type: none"> • Place a pump in and out of service and make ready for maintenance 			
9	<ul style="list-style-type: none"> • Demonstrate lock-out, tag-out and try system. 			
10	<ul style="list-style-type: none"> • Demonstrate the various use of permits 			
11	<ul style="list-style-type: none"> • Demonstrate knowledge and use of hose connections and anti-whip device 			
12	<ul style="list-style-type: none"> • Demonstrate lubrication maintenance of equipment. 			
17	<ul style="list-style-type: none"> • Identify and demonstrate use of hand tools 			
18	<ul style="list-style-type: none"> • Demonstrate safe drum handling capabilities 			
19	<ul style="list-style-type: none"> • Demonstrate the knowledge and understanding of PPE. (Personal Protective Equipment) 			
20	<ul style="list-style-type: none"> • Demonstrate knowledge of, use, and location of fire extinguishers (various classes) • safety showers • eye wash • Fire monitors 			
21	<ul style="list-style-type: none"> • Draw a one line drawing of all control loops and equipment for a process from memory 			
23	<ul style="list-style-type: none"> • Demonstrate the ability to understand and execute various operating procedure 			
24	<ul style="list-style-type: none"> • Demonstrate the aspects of effective communications (radios, reports, shift change, log books, permits, work orders, log sheets, etc) 			
25	<p>Ability to understand P&ID's:</p> <ul style="list-style-type: none"> • Explain symbols, flow, instrumentation and equipment 			
26	<ul style="list-style-type: none"> • Identify the engineered safety devices within a system 			

Physical Exertion Demonstration Skills
Checklist:

Number	Task Demonstration	Comments	Perform	Date Completed and Signed by Instructor
1	Ability to climb stairs carrying a weighted object with three point contact	Object = a hand held fire extinguisher		
2	Ability to climb fixed vertical ladders			
3	Ability to open and close a rising stem gate valve	Strength		
4	Ability to properly don a fall protection harness or device			

**PROCESS TECHNOLOGY
CAMPUS INTERNSHIP
MIDTERM PROGRESS REPORT**

The instructor is required to complete this form approximately half way through the internship term. The PTEC Advisor will inform employers when the progress report is due.

Intern

Date

1. Student's progress (in reference to the Internship Assignment Checklist):

GOOD

AVERAGE

POOR

2. Student's attitude:

GOOD

AVERAGE

POOR

Areas needing improvement:

Areas of very satisfactory performance:

Other comments:

Instructor's Signature

Date

Supervisor: Please return this completed form to the PTEC Advisor.

**PROCESS TECHNOLOGY
CAMPUS INTERNSHIP PROGRAM
FINAL STUDENT EVALUATION**

This form should be completed by the instructor by the completion of the internship term.

Student

Date

Instructor

ITEM	RANGE	RATING	COMMENTS
<i>Safety, Health, and Environment</i> – Demonstrates and applies an understanding of the safety, health, and environmental policy and exhibits this behavior. Applies safe work practices by following rules, not taking short cuts, wearing all required safety equipment, and showing concern for housekeeping.	1-10 (poor- excellent)		
<i>Human Relation Skills</i> – Demonstrates and applies the ability to work as a team member instead of acting separately or competitively through information sharing, listening and contributing of ideas.	1-10		
<i>Initiative</i> – Demonstrates an underlying curiosity and desire to know more about the unit process, equipment, people and SHE initiatives. Applies the ability to work without supervision and seeks additional responsibility.	1-10		
<i>Mechanical Aptitude</i> – Demonstrates an understanding of the workings of process equipment. Applies the reasoning behind proper equipment line up, safety, and process concerns while starting or stopping equipment.	1-10		
<i>Technical Ability</i> – Demonstrates an understanding of the technical aspects of the job. Applies skills and knowledge well and seeks improvement. For example: using P & ID's and PFD's	1-10		
<i>Adaptability</i> – Demonstrates the ability to adapt and work effectively within changing situations and with various individuals or groups.	1-10		

ITEM	RANGE	RATING	COMMENTS
Work Attitude – Demonstrates enthusiasm and a desire to improve performance. Demonstrates initiative to learn and seeks answers to questions	1-10		
Quality of Work – Demonstrates and applies a concern with all aspects of a task, the ability to pace activities while maintaining a sense of urgency and attention to detail, and the ability to follow detailed instructions going beyond minimal performance levels.	1-10		
Dependability – Demonstrates dependability by reporting to work on time, following directions, and meeting responsibilities. Shows good attendance unless sick or family emergency.	1-10		
Accepts Suggestions – Demonstrates and applies this by seeking assistance, accepting constructive criticism, and following through with suggestions.	1-10		
Communication – Demonstrates and applies communicating clearly, effectively, and concisely in both verbal and written form	1-10		
Following Procedures – Demonstrates the ability to interpret and carry out SOP and EOP	1-10		
<u>TOTAL:</u> Sum of all scores	1-120		

Instructor's Signature

4. Describe other crafts and occupations that you will be working within a plant :

5. Tracing lines and processes:

PTEC Campus Internship Learning Outcomes

Write a paragraph regarding each of the recommended Louisiana Internship Learning Outcomes. Discuss what it is and why it is important in the process industry.

1. *Safety, Health, and Environment*

2. *Human Relation Skills*

3. *Initiative*

4. *Mechanical Aptitude*

5. *Technical Ability*

6. *Adaptability*

7. *Work Attitude.*

**PROCESS TECHNOLOGY
NOTIFICATION OF INTERNSHIP ACCEPTANCE**

Student Name

This notice is to inform you that you have been selected as a participant in the ____ (insert name of school) Internship Program. Your internship employer and contact information is provided below.

Employer

Intern Coordinator

Phone Number

Please contact your Intern Coordinator as soon as possible to obtain the following information:

Start Date

Time

Where to Report:

What to Bring:

Other Information:

**PROCESS TECHNOLOGY
INTERNSHIP PROGRAM
“GOALS AND OBJECTIVES”**

Upon initial assignment to an internship, the intern and his/her assigned supervisor will conduct a “Goals and Objectives” meeting in which this form will be completed. The purpose of this meeting is to ensure that the expectations of the employer are clearly communicated to the intern.

NOTE: *If the intern is assigned to various supervisors during the internship, this form must be completed by each supervisor. These are the minimum requirements; any site specific requirements are encouraged.*

Intern

Date

Employer

Area Assigned

Supervisor

Phone Number

Schedule:

Where to Report:

What is expected of the Intern:

<i>General Expectations</i>	<i>Student Signature</i>	<i>Completion Supervisor Signature & Date)</i>
1. Intern informed of reporting procedures if need to miss work for the internship.		
2. Intern informed of where to report for the internship.		
3. Intern informed of clothing and safety equipment required for work for the internship.		

4. Intern informed they must complete the assignment checklist within the internship.		
5. Intern must demonstrate an ability to follow written instructions regarding company expectations.		
6. Intern must keep a log book of daily work activities.		
7. Intern will receive a midterm progress report		
8. Intern will complete at least 135 hours of activity for the internship.		

Site Safety Training Complete _____
 Sup. Initials Date

Internship Assignment Checklist provided _____
 Sup. Initials Date

ATTACHMENT 1: INTERNSHIP ASSIGNMENT CHECKLIST

This document is intended to ensure that interns are introduced to all of the key aspects of the Process Technician job at their assigned employer. Each item should be explained and/or demonstrated to the intern. When the intern is able to explain and/or perform the item, a Process representative should initial and date the checklist.

Intern: _____

Employer: _____

Area Assigned: _____

Supervisor/Mentor: _____

	Item	Process Rep. Initials	Date
1	Safety: Locations of fire extinguishers, safety showers, etc. Evacuation plan. Emergency response plan.		
2	Unit Overview: What we make. Who we make it for.		
3	MSDS System		
4	Distributive Control System		
5	Procedures		
6	Log sheets		
7	Communications: radio, shift turnover, etc.		
8	Permits: Energy control, hot work, confined space entry, etc.		
9	Environmental requirements		
10	Management of change		
11	Training and qualification		
12	Administrative procedures: absenteeism, tardiness, overtime, vacation, etc.		
13	Emergency Response Teams		
14	Tracing lines and processes		
15	Making rounds		
16	Sampling		
17	Preparing equipment for maintenance		

	Item	Process Rep. Initials	Date
18	Blinding		
19	Valve lineups		
20	Pumps		
21	Compressors		
22	Heat Exchangers		
23	Distillation Columns		
24	Reactors		
25	Furnaces		
26	Separation/Flash vessels		
27	Tanks		
28	Filters and strainers		
29	Loading and unloading facilities		
30	Instruments (pressure, temperature, level, flow, etc.)		
31	Valves		
32	Shutdown systems		
33	Site physical requirements (climbing towers/vessels, lifting/carrying specific weights, confined space entry, operating manual valves, etc.)		
34	Weekend work several times, if available		
35	Spend time in an operating unit.		
36	Work outside in a variety of environments		
37	Trace lines and processes		

Supervisor's Signature

Date

Physical Exertion Demonstration Skills Checklist:

Number	Task Demonstration	Comments	Perform	Supervisor Signature and Date
1	Ability to climb steps carrying a weighted object	Object = a hand held fire extinguisher		
2	Ability to climb fixed vertical ladders	As specified by the company		
3	Ability to open and close a rising stem gate valve	Strength		
4	Ability to climb a tank stairway	If available		
5	Ability to don and walk about in an encapsulated suit	If available		
6	Ability to enter a confined space area and maneuver	If available		

**PROCESS TECHNOLOGY
INTERNSHIP PROGRAM
MIDTERM PROGRESS REPORT**

The supervisor is required to complete this form approximately half way through the internship term. The PTEC Advisor will inform employers when the progress report is due.

Intern

Date

1. Student's progress (in reference to the Internship Assignment Checklist):

GOOD

AVERAGE

POOR

2. Student's attitude:

GOOD

AVERAGE

POOR

Areas needing improvement:

Areas of very satisfactory performance:

Other comments:

Supervisor's Signature

Date

Supervisor: Please return this completed form to the PTEC Advisor

Recommended Louisiana Internship

PROCESS TECHNOLOGY INTERNSHIP PROGRAM FINAL STUDENT EVALUATION

This form should be completed by the supervisor at the completion of the internship term.

Student

Date

Employer

Supervisor

ITEM	RANGE	RATING	COMMENTS
<p>Safety, Health, and Environment – Demonstrates and applies an understanding of the safety, health, and environmental policy and exhibits this behavior. Applies safe work practices by following rules, not taking short cuts, wearing all required safety equipment, and showing concern for housekeeping.</p>	1-10 (poor-excellent)		
<p>Human Relation Skills – Demonstrates and applies the ability to work as a team member instead of acting separately or competitively through information sharing, listening and contributing of ideas.</p>	1-10		
<p>Initiative – Demonstrates an underlying curiosity and desire to know more about the unit process, equipment, people and SHE initiatives. Applies the ability to work without supervision and seeks additional responsibility.</p>	1-10		
<p>Mechanical Aptitude – Demonstrates an understanding of the workings of process equipment. Applies the reasoning behind proper equipment line up, safety, and process concerns while starting or stopping equipment.</p>	1-10		
<p>Technical Ability – Demonstrates an understanding of the technical aspects of the job. Applies skills and knowledge well and seeks improvement. For example: using P & ID's and PFD's</p>	1-10		

Adaptability – Demonstrates the ability to adapt and work effectively within changing situations and with various individuals or groups.	1-10		
Work Attitude – Demonstrates enthusiasm and a desire to improve performance. Demonstrates initiative to learn and seeks answers to questions	1-10		
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Accepts Suggestions – Demonstrates and applies this by seeking assistance, accepting constructive criticism, and following through with suggestions.	1-10		
Communication – Demonstrates and applies communicating clearly, effectively, and concisely in both verbal and written form	1-10		
Following Procedures – Demonstrates the ability to interpret and carry out SOP and EOP	1-10		
TOTAL: Sum of all scores			

Supervisor's Signature

Supervisor: Please return this form to the PTEC Advisor.