



Construction Management Internship Agreement

THE PURPOSE OF AN INTERNSHIP IS TO PROVIDE QUALIFIED STUDENTS WITH REALISTIC AND PRACTICAL EXPERIENCE IN THE CONSTRUCTION INDUSTRY.

The Construction Management program recognizes that important elements of the construction industry cannot adequately be taught within the classroom or laboratories of the University. CM 469, Student Internship, is a formal management-training program characterized by full-time employment for a fixed period of time. It carries academic credit for employment, with active participation by both the employer and the educational institution regarding the monitoring and achievement of the defined student's goals.

An internship provides the student an opportunity to synthesize academic knowledge with practical job experiences. Educationally, what becomes most important is what a student will obtain from the job, the student's attitude, and the ability to work well with co-workers, and a growth in his/her self-confidence. It is expected that the student will be a productive employee and will observe technical problems and solutions while working with people under varied and unpredictable conditions. The student intern is expected to earn a competitive wage rate for part-time employment, while earning academic credit. The amount of credit is set according to length and total hours of employment.



Construction Management Internships

The type of CM internship will vary dramatically within the construction industry. But, it must retain one common element, that the internship be management oriented. Internship credit will normally not be given for craft positions (i.e. carpenter or laborer), unless management responsibilities are clearly defined in the job description. Students are expected to search and secure their own internships.

FOR THE STUDENT

Benefits to the student:

- The student will gain practical experience in the construction industry of his/her interest.
- Students will gain a greater sense of responsibility, maturity, and self-confidence through interaction with co-workers and by performing competent work.
- Students will gain a better understanding of resources, people, project management, and their future responsibilities in the construction industry.
- Students will become active members in the community by looking at problems faced by society and making ethical decisions about these problems.
- Students will gain an awareness and appreciation of different cultures as they interact with others in new environments.
- Students may have the opportunity to earn money and/or academic credit.
- Students may have the opportunity for employment after graduation or to make professional contacts that may lead to future employment.

Many company policies limit information given out for future employment. Since an internship is an educational experience, companies are more willing to give recommendations.

Procedure:

- A) Collect information on companies in the construction field of interest.
 1. A letter of inquiry or e-mail may be written to obtain information such as brochures, profiles, or internship opportunities.
 2. Check with faculty in the Technology Department, family, friends, or others who might have information on possible internship positions.
- B) Review the information.
- C) If an application for an internship position is available, complete the form and return it.
- D) If the company doesn't have an internship program, but would be willing to develop one, write a letter stating the types of job experiences that would be valuable. Send information on our internship program and provide a contact for questions or comments (i.e., the CM program coordinator).
- E) Prepare a resume'.
- F) Set up an interview.
- G) Prepare for the inter view.

1. Determine objectives of the internship and reasons for participation.
2. Obtain an Internship Agreement from the Technology Department office.
3. Check and update resume'.

H) Interview and Employment.

1. If efforts are successful, complete the Internship Agreement form and turn it into the Department Secretary who creates an internship folder for you. **Note: CM Internship Policy states that a full summer of employment will correlate to three (3) credit hours of internship. The acceptance of internship credit hours applied toward CM program requirements must be approved by a CM faculty advisor prior to employment.**
2. An employer internship-evaluation form must be completed toward the end of the employment period and received by the faculty advisor prior to issuance of any grade.

Requirements:

The student will:

- A) Complete a daily log of activities to be turned in at an agreed upon period(s) with the faculty advisor.
- B) Submit a three-page (plus) doubled-spaced typed report on the internship. The report should summarize what was learned through the internship experience. Do not simply re-write portions of the internship log.

The purpose of the report is to serve as an incentive to the student to observe, investigate, and broaden the understanding of the operation of the employing firm, the technical information and management skills required of the job, the environment of employment, and how well the experience will serve the present and future professional assignment. It will effectively measure how well the intern has fulfilled the purposes and objectives. Faculty members and other students will also be able to benefit from the intern's experience.

This paper will include:

- 1) **Title page** — The title, your name, the date completed, organization where you completed your internship, your supervisor's name and title, and the number of credits for which the report is submitted.
- 2) **Introduction** — A brief description of the report including purpose and importance.
- 3) **Main Body** — Three pages consisting of selected topics and sub-topics written in narrative form (double-spaced).
- 4) **Appendix (Optional)** — Include pamphlets, forms, charts, brochures, technical and descriptive literature, graphs, photographs, and other information relating to your internship. Any appendix should be referred to in the report and should be labeled with a capital letter for identification.

Appropriate topics include a task analysis of the work performed by individuals in a given occupation; technical information related to new materials, tools, or processes which have some future application; career information concerning a given occupation; safety; or an analysis of some human relations features of management principles applied to a specific situation.

- C) Participate in an on-campus internship seminar focusing on the internship experience. You will be asked to give a 10-15 minute presentation about your internship to other students in the Construction Management program, with a discussion to follow. The presentation should include:
- How you secured your internship.
 - What objectives you hoped to achieve through this internship.
 - How you achieved these objectives.
 - How you plan to utilize the results of your internship in the future.
- D) Ask employer to complete the Employer Evaluation form (available from the Technology office) and return it to the Department Secretary or faculty supervisor.

Evaluation:

The learning experience derived from the job performance and its relationship to the intern's career goal is the primary focus of the evaluation measures. Credit will be based on the following:

1) Performance on the job (Evaluated by company supervisor)	35%	
2) Daily Log	40%	
3) Final Written Report	15%	
4) <u>Oral Seminar</u>	10%	100%

No grade will be recorded until all the above items are completed to the satisfaction of the internship supervisor.

FOR THE EMPLOYER

Benefits to the employer:

- Companies are able to hire the best and brightest students after graduation.
- Companies are able to recruit new employees effectively and inexpensively, with little or no training time.
- Companies are able to have a year-round flow of productive and qualified talent and a source of part-time employees.
- Companies are able to develop communications and mutual understanding between the construction community and the educational institution.
- Companies may be able to complete special projects or research, beneficial to the company's growth and profitability.
- Companies may be able to stimulate productivity and quality of service within the work place as a result of interaction between interns and employees.

Suggested Procedure:

- 1) Contact the Technology office, (218) 477-2104, to discuss setting up an internship and ask about possible candidates. *(Or an internship may be arranged directly between the intern and the employer, but still has to be approved by the faculty.)*
- 2) Contact candidates and request resumes.
- 3) Set up a day for on-campus internship interviews (if required).
- 4) Signs provided by the employer will be posted in the Department advertising the interview day.
- 5) Complete interviews and determine the best candidate(s).
- 6) Fill out the Internship Agreement form with the student (available from the Technology office) and have student return it to the Technology office.
- 7) Prepare a job plan and specific tasks for the intern. Rotate the intern through the different areas of the company so the intern will better understand the company. Encourage interaction between intern and other employees.
- 8) Supervise the intern in all areas and keep weekly progress reports throughout the internship.
- 9) At the end of the internship, complete the Internship Evaluation of the Intern form and return it to the Technology office.

Employer Responsibilities:

The company should provide a meaningful experience for the intern. Such jobs should be an essential component in producing a “profit” rather than a “created” position. Compensation for services rendered is a personal matter between the intern and the employer. The amount of compensation should be based on the worth of the position and the intern’s potential to make a productive contribution to the company.

Requests of Employer:

- 1) To provide an immediate supervisor who is willing to observe and evaluate the intern’s job performance.
- 2) Agree to an on-site visitation by the faculty supervisor, if requested.

MSU MOORHEAD INTERNSHIP POLICY

- A. Students will not be required to return to campus after completing an internship. Students should, however, be encouraged to return to campus to share their experiences.
- B. Before the starting date of the internship, the Internship Supervisor, the Site Evaluator, and the student intern shall sign an Internship Agreement which outlines mutual responsibilities and expectations for the internship and contains statements clearly articulating liability assumption on the part of MSUM, the site, and the student intern.
- C. The central location for filing and routing internship opportunities and information to the departments is the MSUM Career Services Office.

D. Minimum Standards

1. A minimum of one (1) semester credit and a maximum of twelve (12) semester credits will be granted for internships.
2. A maximum of twelve (12) semester credits may be counted toward a degree.
3. An internship shall be graded only on a satisfactory/fail basis.
4. An internship may be taken only by a student majoring in the Department or program.
5. Any intern must have at least a junior standing.
6. Internship credits will be awarded on the basis of minimum of (40) hours of fieldwork per semester per credit received.
7. Each internship must have a written agreement, outlining the mutual expectations and responsibilities of MSUM, the Site, the Department, and the student intern.
8. The Internship Agreement will be kept on file in the Department office for six years.
9. Every internship will be evaluated by the Department Internship Coordinator or the Internship Supervisor.

E. Departmental Expectations

All departments offering internships must have a current Internship Document on file in the Office of the Vice President for Academic Affairs, and in the Office of the Divisional Dean. The document shall include statements of the:

1. Objectives of the internship program.
2. Responsibilities of the student intern, the Faculty Supervisor, and the Site Evaluator.
3. Departmental procedures for approving internships.
4. Means of reporting results or accomplishments.

5. Method(s) of assessment.
6. Expectations and procedures of monitoring internship achievements.
7. Departmental practice on faculty workload, if any.
8. Departmental policy on internship compensation.
9. Name of a designated Departmental Internship Coordinator.

INTERNSHIPS AND LIABILITY

- 1) An Internship Agreement signed by the student, the faculty supervisor, and the employer supervisor is to be submitted to the Technology office.
- 2) Students are clearly liable for their actions and may be sued, (along with others), for damages due to negligence. The Administrative Affairs Office indicated that the Minnesota Attorney General's Office is advising all students on internships to purchase their own professional liability insurance. (memo dated 1/21/97)

3) Students and Worker's Compensation:

Students in most states aren't covered under Workers' Compensation Insurance.

If the student is on a paid internship, they are probably covered. If the internship doesn't pay a monetary stipend, then the student will probably not be covered under the sponsor's Worker's Compensation Insurance.

If the student signs a waiver, the student may give up his/her right to Worker's Compensation coverage and the right to sue a negligent party. The student should be made aware of the implications of signing a waiver and should make his/her own decision. Due process must be followed and the student, after knowing the information, should make the decision about whether to sign the waiver or not. If, in fact, the University is sued under these conditions, their insurance will respond.

- 4) Internship Sponsor Liability: In most cases, the sponsor is liable for the actions of the interns. If the student signed a waiver, the student will need to have a Professional Liability policy in effect.
- 5) Faculty Liability: If a student is responsible for injuries or damages while on an internship, and a faculty member and Minnesota State University Moorhead are sued, the University's liability policy and the State of Minnesota will defend the University and respond to the damages awarded in a suit. The awards in these cases would be subject to the limitations set by Minnesota Statutes.

Internship Agreement

	Intern Organization	Intern	Faculty Supervisor
Name			Norma Andersen
Company Name			MSU Moorhead Construction Management
Mailing Address			1104 7 th Ave. South
City/State/Zip Code			Moorhead, MN 56563
Phone			218.477.2464
Fax			218.477.5958
E-mail			andersen@mnstate.edu

Academic credits expected: _____ Time of Internship: Begin _____ End _____

Compensation: _____ Hours per week: _____

INTERNSHIP JOB DESCRIPTION AND LEARNING OBJECTIVES:

(If more space is needed, the Internship Agreement can be two pages in length.)

EVALUATION PROCEDURE:

A formal internship evaluation will be mailed to the organization Intern Supervisor to be completed and returned to the Department of Technology within 10 days from the intern's last work day.

AGREEMENT SIGNATURES:

Student: _____ Date: _____

Faculty Supervisor: _____ Date: _____

Company Intern Supervisor: _____ Date: _____

Copies to: Student/Employer/Faculty Supervisor

Updated 04/21/08

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