

# **FOR THE STUDENT**

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## **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>	<u>10%</u>	100%

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