



CONSTRUCCION MANAGEMENT INTERNSHIP PROGRAM

ATTACHMENT A

APPLICATION FOR INTERNSHIP PROGRAM

Intern's Name _____

Intern's Address _____
(Street/P.O. Box) (City) (State) (Zip)

Intern's Phone Number _____ E-mail _____

Employer _____ Phone Number _____

Employer's Address _____
(Street/P.O. Box) (City) (State) (Zip)

Intern Supervisor's Name _____ Title _____

Intern Supervisor's Contact Information

Phone _____ Fax _____

E-mail _____

Internship Starting Date _____ Ending Date _____

Intern's Rate of Compensation _____ Hours to be worked per week _____

RESPONSIBILITIES OF THE INTERN

1. The Intern is required to complete a minimum of 20 hours of work per week in an approved position, plus any other requirements specified by the Construction Management Program.
2. Stipend for the Intern shall be agreed between the Employer and the Intern.
3. A grade will be assigned that is contingent upon a "satisfactory" evaluation by the Intern Supervisor, as well as completion of all other requirements specified at the Construction Management Program.
4. Each intern will submit a monthly work report (signed by the Intern Supervisor) to the Program Director. The Intern is also required to present an initial list of their personal objectives for the internship (developed in coordination with the Intern Supervisor) and a final report on their work experience.
5. The Intern is subject to the jurisdiction of all rules, regulations, and codes of conduct affecting students at the University of Texas at El Paso, as well as those that the employer may require.
6. The Intern must maintain confidentiality with regard to sensitive business information gained in the work environment.



RESPONSIBILITIES OF THE CONSTRUCTION MANAGEMENT PROGRAM DIRECTOR (or Designated Faculty Mentor)

1. Provide the Intern and Intern Supervisor with a pre-internship orientation, maintain regular interactions with both parties to assure that the learning objectives are being achieved, and conduct the final evaluation of the internship based on input from the Intern Supervisor and reports submitted by the Intern.
2. Provide the participating employer/supervisor with appropriate instruments for evaluating the student.
3. Assist the student in developing topics for appropriate research projects, readings, and written papers relating to the internship experience.

RESPONSIBILITIES OF THE PARTICIPATING EMPLOYER AND INTERN SUPERVISOR

1. The Employer should assign a specific Intern Supervisor to work directly with the student to achieve the educational goals of the internship by assigning appropriate work duties.
2. The Intern Supervisor and the Intern will create a list of specific objectives and assessment criteria for the internship that will form the basis for evaluating "satisfactory completion" of the internship (see Attachment B).
3. Provide the student with an orientation to the work-site duties, hours, and employer/supervisor expectations.
4. Schedule regular meetings with the Intern and provide ongoing feedback about the Intern's performance.
5. Provide a safe and secure workplace at which the Intern has the opportunity to meet his/her educational objectives.
6. At the completion of the internship agreement, the Intern Supervisor will evaluate the Intern's work performance. The Intern Supervisor will complete the "Intern's Final Supervisor's Evaluation Form" (see Attachment C) and will provide brief comments on the positive and negative aspects of the Intern's performance. The evaluation form should be submitted during the last week of the internship.

(Intern) _____
(Date)

(Intern) _____
(Date)