



## **CONSTRUCCION MANAGEMENT INTERNSHIP PROGRAM**

### **GUIDELINES FOR EMPLOYERS**

#### **PURPOSE**

Students of the Construction Management Program are required to complete an internship during their course of study. The purpose of the internship is to provide students with practical work experience and to develop an overall understanding of the different managerial processes in the construction management profession.

#### **EMPLOYER RESPONSIBILITY**

The employer should provide the intern with a company orientation and access to company policies and general practices as provided to any new employee. The employer should provide a clear set of objectives for the intern to accomplish over the internship period. It is recommended that the employer meet with the student at the beginning of the internship to discuss how these objectives will be met as well as on a regular basis throughout the internship period to track work progress. The employer will submit an evaluation form to the Director of the Construction Management Program at the conclusion of the internship (see Attachment C).

#### **SUGGESTED PROCEDURE**

Even though an intern may work with or for several supervisors, an Intern Supervisor should be designated for overseeing and evaluating the progress made by the intern. The

Intern Supervisor should meet with the intern at the beginning of the internship to develop an outline and schedule for the tasks to be implemented during the course of the internship. A copy of the developed plan should be given to the intern and any direct supervisors.

The internship plan must specify the tasks to be performed by the intern. As examples, these tasks may include, but are not limited to:

- Review of submittals and compare with specifications.
- Quantity take-offs and estimating for bids and change orders.
- Follow-up on change order pricing from subcontractors and vendors.
- Bid day activities like subcontractor/vendor follow-up.
- Attend job meetings with clients and publish minutes.
- Help a foreman with scheduling or follow-up.
- Purchasing activities and buyout.
- Assign them to obtain pricing on items.
- Jobsite walkthrough to determine what has been installed and compare it to the schedule.
- Jobsite safety walkthroughs and inspections.
- Visits to jobsites.
- Interview company management to learn their roles, for example, chief estimator, business development, operations, safety, and preconstruction.

#### **MONITORING**

The responsible Intern Supervisor should meet on a weekly basis with the intern to review progress on accomplishing the plan and to receive feedback regarding the intern's job performance.



## **REPORTING**

The intern will submit to the Program Director (or Designated Faculty Mentor) a work experience monthly report that has been reviewed and signed by the Intern Supervisor.

The report should list the nature of the previous period's work experiences. The intern will submit to the Program Director a final report summarizing the Intern's work experiences at the end of the internship. The final report should be reviewed and signed by the Intern Supervisor.

## **CONTACT INFORMATION**

Any questions regarding the Construction Management Internship Program, please contact the Director of Construction Management Program at the following address:

Program Director, Construction Management Program  
Department of Civil Engineering  
The University of Texas at El Paso  
500 W. University Avenue  
El Paso, Texas 79968