



CONSTRUCCION MANAGEMENT INTERNSHIP PROGRAM

NOTICE TO STUDENTS

REQUIREMENT

In order to obtain a Certificate in Construction Management, each student must complete an internship. The student is expected to exhibit professional behavior and to contribute to the employing company.

PROCEDURE

Each student may approach a prospective employer regarding an internship and provide a copy of the internship guidelines included in this packet. Once the employer agrees to provide an internship, the student should complete the application form (see Attachment

A) and submit it to the Construction Management Program of the Civil Engineering Department.

At the end of the internship, it is the student's responsibility to ensure that the employer submits a completed evaluation form to the Program Director in a signed and sealed envelope.

STUDENT (INTERN) RESPONSIBILITY

It is the responsibility of each student to ensure that his/her internship experience is a success. The student should be proactive in searching out ways to contribute to the goals of the employer.

The intern will prepare in coordination with the Intern Supervisor an Internship Plan (see attachment B) and submit it to the Program Director. This plan will serve as a guideline to monitor the intern's work progress. Based on this plan, the intern should submit a work experience monthly report to the Program Director that has been reviewed and signed by the intern Supervisor. The report should list the nature of the previous period's work experiences. At the end of the internship, the student will submit to the Director a summary report about the Intern's work experiences and knowledge acquired. The Director (or Faculty Mentor) will review the report and consult with the Intern Supervisor on the student's performance during the internship. In addition to "satisfactory" performance on the job (as evaluated by the Intern Supervisor), the Intern will be expected to produce a thoughtful, insightful, and comprehensive final report that addresses the lessons learned during the internship.

APPLICATION

Completed application forms must be submitted to the Construction Management Program of the Civil Engineering Department.