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Overview

Successful completion of the CM Experiential Learning component is required to earn Utica College’s Bachelor of Science degree in Construction Management. The purpose of this component is for the student to be an active participant in the “real world” of a contemporary construction environment by interning with a construction or construction related firm.

The requirement is 480 (minimum) “intern contact” hours with a sponsoring construction entity. This typically translates into one (1) summer session of twelve (12) 40 hour work-weeks or two (2) summer sessions of six (6) 40 hour work-weeks. The intern and the sponsoring firm determine the actual daily/weekly work hours.

Anticipated outcomes from the successful completion of this experiential learning are:

- Insight regarding how a construction company conducts its daily business.
- An understanding of the management approaches used by construction companies in day-to-day operations.
- The relationship between organization and accomplishing tasks.
- The value of a company’s organization and information flow to effective communication.
- An appreciation for management’s problem solving techniques.
- Competency in creating written documentation appropriate to the construction industry.

The actual jobs/assignments/tasks the intern performs for the sponsoring company define any additional learning from this experience.

Registration:

Experiential Learning registration is NOT available On-Line through Banner or the Office of the Registrar. The Construction Management program is the registration portal for this component. Enrollment in the online course shell is available after the student/intern completes and uploads (into ENGAGE) the documents listed below.

1. The completed Internship Agreement/Responsibilities form (see page 6) signed by both the intern and the sponsoring company – electronic version available at www.utica.edu/cm
2. The completed Intern Contact Information form (see page 9) – electronic version available at www.utica.edu/cm
3. The completed CM Experiential Learning Goals Report (see page 8) – electronic version available at www.utica.edu/cm

Note: ENGAGE prevents the student/intern from advancing to the upload section of week #1, until the above documents are uploaded and noted as “passes” by the faculty advisor of record.
Expectations & Data Submittal Guidelines

I. Course Expectations

A. Daily Report
   1. Prepare a “typed” daily report (emphasis on daily) reflecting your work experience for that day.
   2. Use the electronic version of CM Experiential Learning Intern Daily Time and Activity Report form (see page 10) to prepare this report – electronic version available at www.utica.edu/cm
   3. This daily report will include at a minimum.
      a. A brief description of the activities/tasks assigned to you.
      b. Your thoughts regarding things you have learned from this experience.
   4. At the end of each work week you will have a report for each day worked that week. For example:
      • Five-day work week = five (5) reports
      • Six day work week = six (6) reports
   5. The compilation of daily reports begins the day your experiential learning commences and continues until you have satisfied the 480 contact hour requirement.

B. Faculty Advisor Follow-up
   1. The faculty advisor will contact the intern or the intern’s supervisor to arrange a meeting/discussion via either a site visit or phone call regarding the intern’s learning experience.
   2. The intern’s contact information sheet must be accurate and legible – print neatly.

C. Intern’s Evaluation Form.
   The intern’s supervisor is to complete and sign the Intern Evaluation form (see page 11) – electronic version available at www.utica.edu/cm

1. Mail to:
   Attn: Experiential Learning
   Construction Management Department
   Utica College
   1600 Burrstone Road
   Utica, NY 13502-4892

   OR

2. SCAN: the completed and signed copy and send to: dmdubbelde@utica.edu
II. Submittal Guidelines

By Sunday night of each week upload all daily reports for the prior week into the ENGAGE course shell (https://engage.utica.edu) or use the link to ENGAGE found on the UC Logins web page.

- This is **not** a one-page summary of all days worked, but a bundle of the daily reports for each day worked.
- Submit reports **weekly** not **daily**
- ENGAGE blocks future up-loads until prior up-loads are complete and marked as “passes” by the faculty advisor of record.

**DO NOT MAIL, EMAIL, OR FAX your daily reports.**
EXPERIENTIAL LEARNING AGREEMENT/RESPONSIBILITIES

Intern’s Name: ____________________  Student ID # ______________

Intern’s Address: _________________________
  (street/PO box)
  (city) (state) (zip code)

Intern’s contact information:  cell ph # ______________________ email: _______________

Employer: __________________________________________________ Phone # _______________

Employer’s Address: _________________________
  (street/PO Box)
  (city) (state) (zip code)

Intern Supervisor Name: ____________________  Title: ______________

Intern Supervisor Contact Information

Phone#: ______________________  E-mail: ______________________  Fax #:___________________

Intern’s Rate of Compensation: ____________________  Work Hrs/Wk: ______________

INDUSTRY FEE

A fee of $500.00 is requested from the intern employer company for each intern they sponsor. These funds are used to defray faculty compensation, travel expenses associated with faculty visits to employers, and other administrative costs associated with this experiential learning offering.

Please make the check out to: Utica College Construction Management Program; and mail to:

Attn: Gail Durr
Construction Management Program,
Utica College
1600 Burrstone Road, Utica, NY 13502-4892

INTERN RESPONSIBILITIES

1. Complete a minimum of 480 hours (12 weeks x 40 hrs/wk.) in either one 12 wk. session, or two six wk. sessions, in an approved position, and submit all required documentation (paperwork).

2. Submit weekly (use ENGAGE to upload) the individual CM Experiential Learning Daily Time and Activity Report for that week signed by both the intern and the intern sponsor/supervisor (see page 10) – electronic version available at www.utica.edu/cm

3. Submit the list of learning goals (developed in collaboration with the Intern Supervisor) for their internship experience, and a final summary report on their experience upon completion of the experience – upload into ENGAGE – electronic version available at www.utica.edu/cm

4. The Intern is subject to all rules, regulations, code of conduct, etc. as they pertain to Utica College, as well as those prescribed by the sponsoring firm.

5. Maintain confidentiality with regard to proprietary business practices/information gained during your experience.
FACULTY ADVISOR RESPONSIBILITIES

1. Provide the intern and intern supervisor (if requested) with a pre-experiential learning orientation, reviewing the requirements and responsibilities of each party to this agreement.

2. Periodically review the submitted CM Experiential Learning Daily Time and Activity Report and provide comments via the ENGAGE course shell. Verify that submission requirements, intern assignments, and prescribed learning objectives are met.

3. Travel to or call at least once during the term of the experiential learning the sponsoring firm for the purpose of discussing the intern’s progress/experience.

4. Prepare a brief summary (up-loaded into the ENGAGE course shell) of this discussion with the sponsoring firm and provide appropriate comments/feedback.

EMPLOYER and INTERN SUPERVISOR RESPONSIBILITIES

1. The intern’s compensation (if any) is at the discretion of the sponsoring firm and the intern.

2. The intern and the intern supervisor will create a specific list of objectives/expectations for the intern. The focus is on what the intern wants to learn and what the sponsoring company wants the intern to accomplish. The intern shall up-load the CM Experiential Learning Goals Report to the ENGAGE course shell.

3. The sponsoring firm should assign a specific individual to act as intern supervisor to work directly with the intern to achieve the stated learning objectives through the assignment of appropriate work duties/tasks.

4. Provide the intern an orientation regarding work hours, work duties/responsibilities, proper dress, company practices and expectations regarding the work environment.

5. Provide the intern periodic feedback regarding their work performance and the progress in meeting the prescribed learning objectives.

6. Provide a safe and secure workplace/environment.

7. At the completion of the experiential learning session, evaluate the intern using the Intern Evaluation form (see page 11) – electronic version available at www.utica.edu/cm

__________________________________________________
(Intern) Print Name
__________________________________________________________________________
_______________________
Signature  (Date)
___________________________________________________________________________
(Intern Supervisor/Employer) Print Name
____________________________________________________________________________ ___________________________________
Signature  (Date)
CM EXPERIENTIAL LEARNING
GOALS REPORT

Jointly with your intern supervisor/employer, list five (5) learning goals for your experiential learning experience.

Intern’s Name: _______________________________________________________

Sponsoring Company’s Name: ___________________________________________

LEARNING GOALS

1. ___________________________________________________________________

2. ___________________________________________________________________

3. ___________________________________________________________________

4. ___________________________________________________________________

5. ___________________________________________________________________

_________________________________________________________________

(Intern) PRINT NAME

__________________________________________ (Date)

SIGNATURE

_________________________________________________________________

(Intern Supervisor/Employer) PRINT NAME

__________________________________________ (Date)

SIGNATURE
Intern Contact Information

TERM: ____________________

INTERN’S NAME: ______________________________________________________

CONTACT INFORMATION (email & cell phone required)

Email: ___________________________________________ Cell Phone (include area code) _______________

SPONSORING COMPANY:
Name: ____________________________________________________________

Address: ____________________________________________________________

Work/project site physical location

__________________________________________________________________
__________________________________________________________________

INTERN SUPERVISOR

Name: ____________________________________________________________

Contact Information
Email: ____________________________________________________________

Cell Phone (include area code): __________________________________________
CM EXPERIENTIAL LEARNING
INTERN DAILY TIME AND ACTIVITY REPORT

Complete (typed) and sign (intern and intern supervisor) the activity report daily. Bundle these daily reports weekly and upload to the ENGAGE course shell no later than the Sunday following the “Work Week.”

Intern’s Name: ____________________________________________

Sponsoring Company’s Name: ________________________________

Week of: (insert dates for Sunday – Saturday, i.e. 4/2/17 – 4/8/17) ________________________________

Today’s Date: ________________________________

Hours worked this day: ________________________________

Hours worked so far this week: ________________________________

Total hours completed since start of week 1: ________________________________

SECTION I: Description of specific work experiences occurring this day and their relationship to construction management.

SECTION II: Observations and insights related to the nature of “leadership and/or management styles” of construction managers.

_________________________________________________________________

(Intern) Print Name

________________________________________________________________________

Intern Signature (Date)

________________________________________________________________________

(Supervisor) Print Name

________________________________________________________________________

Supervisor’s Signature (Date)
INTERN EVALUATION

Intern’s Name: __________________________________________________________

Employer: __________________________________________________________________

Intern Supervisor: __________________________________________________________________

Internship: Start Date _____________________ End Date _____________________

INSTRUCTIONS

This evaluation is an important consideration in assessing the overall performance of the intern and provides valuable feedback regarding the CM program’s effectiveness in preparing students for a construction career.

Please check the appropriate space for each category listed and provide comments that support the evaluation value assigned and feedback regarding performance improvement. If you did not evaluate the intern on a particular category, please indicate that on the form.

Discussion of this evaluation with the intern at the conclusion of the Experiential Learning is encouraged.

In addition, please make any comments/suggestions for improving the Experiential Learning and its administration.

Mail the completed and signed evaluation (keep a copy for your records) to the Faculty Advisor of Record for the course at:
1. Mail to:
   Attn: Experiential Learning
   Construction Management Department
   Utica College
   1600 Burrstone Road
   Utica, NY 13502-4892

   OR

2. Scan the signed copy and send to dmdubbelde@utica.edu
<table>
<thead>
<tr>
<th>Intern: __________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Positive Work Ethic</td>
</tr>
<tr>
<td>A belief in hard work, does more than expected</td>
</tr>
<tr>
<td>(comments)</td>
</tr>
<tr>
<td>2. Courteous</td>
</tr>
<tr>
<td>Considerate behavior, polite, good manners</td>
</tr>
<tr>
<td>(comments)</td>
</tr>
<tr>
<td>3. Good Attendance</td>
</tr>
<tr>
<td>Report to work every day and on time</td>
</tr>
<tr>
<td>(comments)</td>
</tr>
<tr>
<td>4. Integrity</td>
</tr>
<tr>
<td>Truthful, honest, fair, just</td>
</tr>
<tr>
<td>(comments)</td>
</tr>
<tr>
<td>5. Flexibility</td>
</tr>
<tr>
<td>Adapt to new circumstances/situations</td>
</tr>
<tr>
<td>(comments)</td>
</tr>
<tr>
<td>6. Common Sense</td>
</tr>
<tr>
<td>Displays sound practical judgment</td>
</tr>
<tr>
<td>(comments)</td>
</tr>
<tr>
<td>7. Responsible</td>
</tr>
<tr>
<td>Willing to be accountable</td>
</tr>
<tr>
<td>(comments)</td>
</tr>
<tr>
<td>8. Personal Appearance</td>
</tr>
<tr>
<td>Dressed appropriately, neatness of appearance,</td>
</tr>
<tr>
<td>grooming</td>
</tr>
<tr>
<td>(comments)</td>
</tr>
<tr>
<td>9. Writing Skills</td>
</tr>
<tr>
<td>Create written communication appropriate to the</td>
</tr>
<tr>
<td>construction discipline.</td>
</tr>
<tr>
<td>(comments)</td>
</tr>
</tbody>
</table>
10. Speaking Skills
Effectively communicates verbally to individuals/groups.
(comments)

11. Willingness to learn/be trained
A desire to know and understand something
(comments)

12. Relate to Co-workers
A team player, forms friendly associations
(comments)

13. Work Assignments/Tasks
Completes assignment correctly
(comments)

14. Time Management
Meet deadlines; completes assignments on time
(comments)

15. Objectives
Original objectives/expectations met.
(comments)

INTERN (print name)

INTERN (signature) (Date)

SUPERVISOR (print name)

SUPERVISOR (signature) (Date)
SUGGESTIONS AND COMMENTS

I. Improving performance and professional growth of intern.

II. Improving the Internship course.