



Construction Management
'Preserving the past, building the future!'

CMG 470 INTERNSHIP

RESOURCE MANUAL

Effective 1 June 2010

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Overview

CMG 470 typically is taken in the summer between the students Junior and Senior Year. The objective of CMG 470 is for the student to be an active participant in the “real world” of a contemporary construction environment. This is accomplished through experiential learning under the direction of an industry sponsor, which meets course requirements. Students enrolled in this course must complete a minimum of 240 contact hours as an intern for a sponsoring company. This generally translates into six (6) 40 hour work weeks, but this requirement could also be met with 12 weeks at 20 hours per week. The intern and his /her sponsoring firm, provided the 240-hour minimum is satisfied, determine the actual daily/weekly work hours. Successful completion of this course will provide the student the following:

- 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
- Knowledge of a company’s organization and how this relates to accomplishing tasks
- The value of effective communication and an appreciation for the lines of communication and information flow with an organization
- An appreciation for management’s problem solving techniques.
- Competency in keeping consistent records/logs

Additional learning experiences depend on the actual jobs/tasks the intern performs for the sponsoring company.

CMG 470 – INTERNSHIP 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 associated administrative costs associated with this course offering. The check is to be made out to: **Construction Management Program**; and mailed to

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

INTERN RESPONSIBILITIES

1. The intern is required to complete a minimum of 240 hours (6 weeks x 40hrs/wk) in an approved position, plus any other requirements specified by the course syllabus or as indicated below.
2. The intern's rate of compensation is to be negotiated between the Employer and the Intern.
3. The course grade assigned is contingent upon an evaluation by the Intern Supervisor, and the completion of all other requirements specified by the course syllabus.
4. Each intern will maintain regular contact with the Faculty Advisor of Record for the course by submitting a weekly report (signed by the Intern Sponsor) to the Faculty Advisor. Guidelines for this are outlined in the syllabus.

5. Each intern is required to present an initial list of personal objectives (developed in coordination with the Intern Supervisor) for their internship experience, and a final summary report on their experience.
6. 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 Employer.
7. The Intern is obligated to maintain confidentiality with regard to proprietary business practices/information gained during their internship.

FACULTY ADVISOR RESPONSIBILITIES

1. Provide the Intern and Intern Supervisor with a pre-internship orientation, reviewing course requirements and responsibilities of each party to this agreement.
2. Maintain regular interactions between the Intern and Intern Supervisor to ensure that course requirements, assignments, and prescribed objectives are being met.
3. The Faculty Advisor will travel (at least once during the term of the internship) to the Intern's Employment location and meet personally with the Intern and the Intern Supervisor for the purpose of discussing and evaluating the Intern's progress/experience.
4. The faculty Advisor will prepare a brief summary of this visit, providing any comments/feedback as appropriate. A copy of this summary is to be placed in the intern's experience book.

EMPLOYER and INTERN SUPERVISOR RESPONSIBILITIES

1. The Employer should assign a specific individual to act as the *Intern Supervisor* that works directly with the student to achieve the educational goals and objectives through the assigning of appropriate work duties/tasks.
2. During the first week of the internship, the Intern and the Intern Supervisor will create a specific list of objectives and assessment criteria that will provide the basis for evaluating the success of the internship. This will be a collaborative effort between the Intern and the Intern Supervisor that focuses on the expectations each individual has for this internship; i.e. what does the Intern want to learn and what does the Employer want the Intern to experience.
3. Provide the Intern an orientation regarding work hours, work duties/responsibilities, proper dress, company practices and expectations regarding the work environment.
4. Provide the Intern periodic feedback regarding their work performance and the progress in meeting the prescribed objectives.
5. Provide a safe and secure workplace/environment.
6. At the completion of the Internship, the Intern Supervisor will evaluate the Intern using the Intern Evaluation form (see page 9). This evaluation will constitute part of the Intern's grade for CMG 470.

(Intern)

(Date)

(Intern Supervisor/Employer)

(Date)

Course expectations & Data Submittal Guidelines

I. Course Expectations

- You are to maintain an *internship experience book* during the period of your internship.
- This book will be a white three ring binder with a clear plastic cover (1 ½” should be sufficient).
- On an 8 ½” x 11” sheet of paper in 24 pt. type (Font = “times new roman”) and centered vertically, put:
 - Your name,
 - CMG 470
 - Summer 20??
- You are to keep a daily log (emphasis on daily) of your work experience: i.e. you will have five (5) sheets each week at a minimum, more if your workweek is more than five (5) days.
 - This should at a minimum include
 - Activities...i.e. various tasks assigned to you throughout the day and the people you directly work with.
 - Your thoughts regarding things you have learned from this experience
 - Your thoughts regarding the reality of your experience vs. what your expectations are/were.
 - Type this daily log on 8 ½” x 11” paper and dated. Use *times new roman* font. One log sheet for each day.
- Place a copy of each daily log sheet in your *experience book*.
- In addition to each daily log, place the following:
 - A copy of your signed internship agreement
 - A signed copy of the supervisor’s evaluation form
- The compilation of daily logs begins on the day your internship starts and continues through the internship completion.
- In addition, part of this course requirement will be a site visit by the Faculty Advisor of record for this course. The faculty member will contact you individually to coordinate this visit, hence the need for accurate and timely contact information.

II. Submittal Guidelines

- At the end of each week, send to your faculty advisor a typed copy of each daily log for that week. This is not a one-page summary of all five + days, but a copy of each log for each day.
- Send these daily logs to the faculty advisor using the Utica College address (see below) via surface mail postmarked no later than Saturday of that week. You must send this report weekly, you may not wait two or three weeks and then send them....your submittals must be weekly and they must be via surface mail...NO EMAILS; NO FAXES.
- Mail your “*internship experience books*” containing your daily logs, internship agreement, and evaluation a to the faculty advisor immediately at the conclusion of your internship term.
- Failure to meet the course expectations and submittal guidelines will result in you being administratively being dropped from this course with a grade of “F”
- Mail Submittals on their respective due dates and the *internship experience book* to:

Faculty Advisor (name as applicable) CMG 470
Construction Management Department
Utica College
1600 Burrstone Rd
Utica, NY 13502-4892

Intern Contact Information Sheet

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'S SUPERVISOR'S

Name: _____

Contact Information

Email: _____

Cell #: (include area code) _____

INTERNSHIP DAILY TIME AND ACTIVITY REPORT

The Intern will submit weekly a report consisting of daily activity reports. The report must be typed and signed by both the intern and the Intern Supervisor. Submit this report by surface mail to the Faculty Member of Record for CMG 470 by the close of business on Friday of the report week. This report must be postmarked no later than Saturday of the report week.

Intern's Name: _____

Sponsoring Company's Name: _____

Week of: _____ Today's Date: _____

Hours Worked this day: _____ this week: _____

Received by Faculty Advisor: Initial _____ Date _____

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's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

INTERN EVALUATION

Intern's Name: _____

Employer: _____

Intern Supervisor: _____

Internship: Start Date _____ End Date _____

INSTRUCTIONS

The principal value of an internship is inherent in the practical work experience derived by it. This evaluation is an important consideration in assessing the overall performance of the Intern. The Faculty Advisor will evaluate other aspects of the Internship as provided by the course syllabus.

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

It is recommended that you discuss this evaluation with the Intern at the conclusion of the Internship.

In addition, please feel free to make comments/suggestions for improving the CMG 470 – Internship experience and course administration.

Mail the completed and signed evaluation (keep a copy for your records) to the Faculty Advisor of Record for the course at:

Construction Management Department
Utica College
1600 Burrstone Road
Utica, NY 13502-4892

Intern: _____

	<u>Excellent</u> 4	<u>Good</u> 3	<u>Satisfactory</u> 2	<u>Unsatisfactory</u> 1
1. Positive Work Ethic A belief in hard work, does more than expected (comments)	_____	_____	_____	_____
2. Courteous Considerate behavior, polite, good manners (comments)	_____	_____	_____	_____
3. Good Attendance Report to work every day and on time (comments)	_____	_____	_____	_____
4. Integrity Truthful, honest, fair, just (comments)	_____	_____	_____	_____
5. Flexibility Adapt to new circumstances/situations (comments)	_____	_____	_____	_____
6. Common Sense Displays sound practical judgment (comments)	_____	_____	_____	_____
7. Responsible Willing to be accountable (comments)	_____	_____	_____	_____
8. Personal Appearance Dressed appropriately, neatness of appearance, grooming (comments)	_____	_____	_____	_____
9. Writing Skills Displays basic command of spelling and grammar (comments)	_____	_____	_____	_____

	<u>Excellent</u> 4	<u>Good</u> 3	<u>Satisfactory</u> 2	<u>Unsatisfactory</u> 1
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)	_____	_____	_____	_____
15. Time Management Meet deadlines; completes assignments on time (comments)	_____	_____	_____	_____
16. Objectives Original objectives/expectations met. (comments)	_____	_____	_____	_____

INTERN (signature)_____
DATE_____
INTERN SUPERVISOR (signature)_____
DATE

SUGGESTIONS AND COMMENTS

I. Improving performance and professional growth of intern.

II. Improving the Internship course.