



UNIVERSITY OF WASHINGTON
COLLEGE OF BUILT ENVIRONMENTS
DEPARTMENT OF CONSTRUCTION MANAGEMENT

**2017 EMPLOYER SUMMER INTERNSHIP
ORIENTATION MANUAL**

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SUMMER INTERNSHIP PROGRAM 2017

NOTICE TO STUDENTS

REQUIREMENT

In order to graduate with a Bachelor of Science in Construction Management, each student must complete at least one three-month internship within the construction industry. The purpose of the internship is for the student to gain practical experience at a construction site and/or in a construction firm's office. Receiving an internship is a privilege, and the student is expected to exhibit professional behavior and to contribute to the employing company. The practical experience gained from an internship will provide a context for applying the principles learned in the classroom during the student's final year of study in the program.

SELECTION

It is the student's responsibility to obtain an internship and notify the Department of Construction Management by submitting the application form on page 3 no later than **Friday, May 26, 2017**. Applications should be given to Academic Advisor Rachel Faircloth.

PROCEDURE

Each student should 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 and submit it to the Department office. At the end of the summer, the student needs to ensure that the employer submits a completed evaluation form and annotated Intern Checklist. The form may be sent directly to the Department or may be given to the student for submission to the Department.

STUDENT 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, but also in exposing himself/herself to the concepts listed on the Intern Checklist (pages 8,9). It should be recognized that an internship is a secondary priority to the employer, and as such the student should actively ask for additional tasks and learning opportunities. Furthermore, as a paid intern, each student should make every effort to give his/her best work. An internship opportunity is a privilege, not a right. The student is not only representing himself/herself, but the entire Construction Management program.

APPLICATION

Completed application forms are to be submitted to the Department office no later than Friday, May 26, 2017.



Student Application for Internship Program Summer 2017

Due Friday, May 26, 2017

Name _____ Phone: _____

Address: _____

Any physical limitations? _____

Credits completed toward CM degree: _____ Cumulative GPA: _____

Once you have arranged work for the summer, complete the following:

Employer: _____ Phone: _____

Address: _____

Supervisor: _____ Job Title: _____

Your job title: _____ Days & Hours: _____

Duties: _____

Previous experience in the construction field?

<u>Job Title</u>	<u>Employer</u>	<u>Address</u>	<u>From</u>	<u>To</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby apply for admission to the Construction Management Internship Program for Summer Quarter 2017. I understand that I will be subject to all of the conditions of the employing firm.

Date

Signature



SUMMER INTERNSHIP PROGRAM 2017

GUIDELINES FOR EMPLOYERS

PURPOSE

All Construction Management undergraduate students are required to complete at least one three-month internship during their program of study at the University of Washington. The purpose of an internship is to provide practical work experience to reinforce the material learned in the classroom. The intent is for students to apply the concepts learned in an actual work experience and to gain on-the-job experiences that will serve as a context for the classroom discussions during their final year at the university. It is hoped that students will be exposed to a wide variety of tasks and issues during their internships, in both field and office environments. Interns are expected to be contributing members of their employers' staff. There is no expectation that employers will offer full-time employment to their interns upon graduation from the university, but many chose to do so.

STUDENT CURRICULUM

Listed below are the required courses that the student has accomplished at the end of the junior year (see web page for all course content including electives). This will provide a basic overview regarding what the student has learned so far in the construction management curriculum.

ARCH 320, 321, & 322 Introduction to Structures
CM 310 Introduction to the Construction Industry
CM 311 Construction Documents
CM 312 Construction Accounting
CM 313 & 323 Construction Methods and Materials
CM 331 Construction Estimating 1
CM 332 Construction Equipment Management
CM 321 Mechanical Systems in Buildings
CM 322 Electrical Systems in Buildings
CM 334 Construction Surveying

For additional information on course content:

<http://cm.be.washington.edu/Programs/ugradcurriculum.php>

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. This includes highlighting areas on the Intern Checklist (pages 8,9) that the intern should be exposed to during the internship. Add to the checklist any company or project specific goals that are not indicated. 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 (monthly minimum) throughout the internship period to track progress. At the end of the internship, the checklist should be annotated by the employer to indicate student exposure during the internship. The annotated checklist should be attached to the evaluation form (page 7) submitted to the Construction Management Department at the conclusion of the internship.



SUGGESTED PROCEDURE

Even though an intern may work with or for several supervisors, a senior manager should be assigned to oversee each intern to ensure that he or she is exposed to a variety of learning experiences during the internship. Even though it may change, the senior manager should sit down with the intern at the beginning of the internship to establish an outline and schedule of the tasks and experiences that the intern is to accomplish during the internship. A suggested template has been provided for your convenience (see page 6). You do not need to use this same template, but it does synthesize the recommended elements of a student internship. A copy of the developed plan should be given to the intern and any direct supervisors.

The best type of internship plan is one in which the intern is required to perform a variety of tasks. These tasks may include

- 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.
- Tracking RFIs and follow-up.
- Visits to multiple jobsites, at least two or three.
- Interview company management to learn their roles, for example, chief estimator, business development, operations, safety, and preconstruction.

In addition, the student should interact with and learn the responsibilities of other members of the construction team, particularly the superintendent.

MONITORING

The responsible senior manager should meet at least every two weeks with the intern to review progress on accomplishing the plan and to receive feedback regarding the intern's work experiences.

REPORTING

At the end of the internship, provide feedback to the Construction Management Department by completing the evaluation form provided by the intern (page 7) and attaching the annotated Intern Checklist (pages 8,9) indicating student exposure during the internship.



Construction Management Summer Internship Plan Template

Student Name:		Date:	
Company:			
Supervisor Name:		Supervisor Contact #:	
Project type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Civil Approx. total budget: <input type="checkbox"/> < \$1M <input type="checkbox"/> \$1M - \$5M <input type="checkbox"/> \$5M+		Brief project description:	
Week	Key Tasks or Roles	Team/Department	Supervisor
1			
2	* Check-in with Supervisor recommended		
3			
4	* Check-in with Supervisor recommended		
5			
6	* Check-in with Supervisor recommended		
7			
8	* Check-in with Supervisor recommended		
9			
10	* Check-in with Supervisor recommended		
11			
12	* Check-in with Supervisor recommended		
Additional Goals (including specific skills sets) of the internship:			

Please share a copy of this internship plan with the student, and any direct supervisors.



2017 Summer Internship Program

EMPLOYER'S EVALUATION FORM

Student's Name: _____ Date: _____

Employer: _____

Supervisor's Name: _____ Supervisor's Signature: _____

INSTRUCTIONS: The immediate supervisor is asked to evaluate the student objectively, comparing him or her with other students of comparable academic level, with other personnel assigned to the same or similarly classified jobs, or with individual standards. Please check the appropriate descriptor in each of the following categories:

RELATIONS WITH OTHERS	ATTITUDE/APPLICATION TO WORK
<input type="checkbox"/> Exceptionally well accepted	<input type="checkbox"/> Outstanding enthusiasm
<input type="checkbox"/> Works well with others	<input type="checkbox"/> Very interested and industrious
<input type="checkbox"/> Gets along satisfactorily	<input type="checkbox"/> Average in diligence and interest
<input type="checkbox"/> Has difficulty working with others	<input type="checkbox"/> Somewhat indifferent
<input type="checkbox"/> Works very poorly with others	<input type="checkbox"/> Definitely not interested

JUDGMENT	DEPENDABILITY
<input type="checkbox"/> Exceptionally mature	<input type="checkbox"/> Completely dependable
<input type="checkbox"/> Above average in making decisions	<input type="checkbox"/> Above average in dependability
<input type="checkbox"/> Usually makes the right decision	<input type="checkbox"/> Usually dependable
<input type="checkbox"/> Often uses bad judgment	<input type="checkbox"/> Sometimes neglectful/careless
<input type="checkbox"/> Consistently uses bad judgment	<input type="checkbox"/> Unreliable

ABILITY TO LEARN	QUALITY OF WORK
<input type="checkbox"/> Learns very quickly	<input type="checkbox"/> Excellent
<input type="checkbox"/> Learns quite readily	<input type="checkbox"/> Very Good
<input type="checkbox"/> Average in learning	<input type="checkbox"/> Average
<input type="checkbox"/> Rather slow to learn	<input type="checkbox"/> Below Average
<input type="checkbox"/> Very slow to learn	<input type="checkbox"/> Very poor

COMMUNICATION SKILLS	
<input type="checkbox"/> Excellent skills in speech, writing and drawing	<input type="checkbox"/> Very good at communicating clearly
<input type="checkbox"/> Average in ability to communicate	<input type="checkbox"/> Communicates at minimum level to accomplish job
<input type="checkbox"/> Experiences difficulty in communicating	

ATTENDANCE: _____ Regular _____ Irregular PUNCTUALITY: _____ Regular _____ Irregular
 OVERALL PERFORMANCE: _____ Wow! _____ Good _____ Average _____ Marginal _____ Unsatisfactory

Would this be the type of employee you would hire on a permanent basis? _____ yes _____ no
 If no, briefly state why not: _____



INTERN CHECKLIST

Student name: _____

Instructions: At the beginning of the internship, the employer should meet with the intern and highlight items on the list for student exposure during the internship. At the end of the internship, the employer should annotate the level of exposure provided during the internship by placing an "x" in the appropriate box and attach the annotated checklist to the student evaluation form submitted to the Construction Management Department.

		<i>Detailed Exposure</i>	<i>Partial Exposure</i>	<i>Needs Experience</i>			<i>Detailed Exposure</i>	<i>Partial Exposure</i>	<i>Needs Experience</i>
Construction Process Exposure					Communication and Efficiency				
• Drawing details (general understanding)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Prioritization and time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• RFI process (writing, sending, sketching)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Submittal process (start to finish)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Product vs. specification review (MSDS, warranty, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Shop drawing review process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Interface with design team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Project management software interface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Interface with superintendent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• As-built posting (hard line, CAD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metals				
• Subcontract and purchase order processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Steel decking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Conflict resolution (subcontractors, details, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Structural details (steel, block, wood, renovations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Labor tracking (cost codes, budget, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Structural steel framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Subcontractor coordination with fieldwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Design-build stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Subcontractor due dates and schedule tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Contracts				
• Electronic filing (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Prime contract document review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Project file organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Subcontract document review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Pre-installation conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Change orders (process explained)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Weekly subcontractor meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Estimating				
• Quality control (work in place, contract documents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Quantity survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Work					• Change order pricing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Earthwork/utilities (work plan, risks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Estimating software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Erosion control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Concrete				
• Drainage, utility issues with city	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Mix designs, process of tracking purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Traffic plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Structural details (concrete tilt-up, cast in place, post tension)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete					• Formwork systems (erection, removal, re-use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Mix designs, process of tracking purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Placement and finishing techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Structural details (concrete tilt-up, cast in place, post tension)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Masonry				
• Formwork systems (erection, removal, re-use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Concrete masonry unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Placement and finishing techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		• Brick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Masonry					• Related waterproof details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Concrete masonry unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
• Brick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
• Related waterproof details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						



INTERN CHECKLIST

Student name: _____

Doors and Windows

- Doors and hardware (coordination, installation support)
- Door and window schedules
- Curtain wall systems

	Detailed Exposure	Partial Exposure	Needs Experience
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mechanical

- Mechanical details
- Plumbing systems
- HVAC systems

	Detailed Exposure	Partial Exposure	Needs Experience
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Finishes

- Finishes (coordination, installation support)
- Drywall and framing
- Floor coverings (carpet and vinyl)
- Painting and floor covering
- Acoustical ceiling systems

	Detailed Exposure	Partial Exposure	Needs Experience
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electrical

- Power systems
- Lighting systems
- Low voltage systems

	Detailed Exposure	Partial Exposure	Needs Experience
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specialties

- Loading docks (power requirements)
- Fire extinguishers and cabinets
- Toilet accessories
- Metal toilet compartments

	Detailed Exposure	Partial Exposure	Needs Experience
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thermal & Moisture Protection

- Field review of work (quality control, placement, etc.)
- Waterproofing details (Material interface)
- Damp-proofing
- Sealants and joint issues
- Roofing systems and flashing
- Stucco and other siding systems

	Detailed Exposure	Partial Exposure	Needs Experience
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment

- Major equipment (coordination, installation support)

	Detailed Exposure	Partial Exposure	Needs Experience
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Furnishings

- Site furniture
- Window shades

	Detailed Exposure	Partial Exposure	Needs Experience
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other

- _____
- _____
- _____

Conveying Systems

- Elevators
- Escalators

	Detailed Exposure	Partial Exposure	Needs Experience
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire Protection

- Fire protection systems

	Detailed Exposure	Partial Exposure	Needs Experience
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: