



UNIVERSITY OF WASHINGTON
COLLEGE OF BUILT ENVIRONMENTS
DEPARTMENT OF CONSTRUCTION MANAGEMENT

**EMPLOYER SUMMER INTERNSHIP
ORIENTATION MANUAL**

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SUMMER INTERNSHIP PROGRAM

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 **Thursday, May 24, 2018**. Applications should be given to Academic Advisor Jessica Pak in ARC 120 or scanned and emailed to pakjm@uw.edu.

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.



COLLEGE OF BUILT ENVIRONMENTS
Department of Construction Management

Student Application for Internship Program Summer 2018

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. I understand that I will be subject to all of the conditions of the employing firm.

Date

Signature



SUMMER INTERNSHIP PROGRAM

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.



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

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has difficulty working with others
- Works very poorly with others

JUDGMENT

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses bad judgment
- Consistently uses bad judgment

ABILITY TO LEARN

- Learns very quickly
- Learns quite readily
- Average in learning
- Rather slow to learn
- Very slow to learn

COMMUNICATION SKILLS

- Excellent skills in speech, writing and drawing
- Average in ability to communicate
- Experiences difficulty in communicating

ATTITUDE/APPLICATION TO WORK

- Outstanding enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

DEPENDABILITY

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful/careless
- Unreliable

QUALITY OF WORK

- Excellent
- Very Good
- Average
- Below Average
- Very poor

- Very good at communicating clearly
- Communicates at minimum level to accomplish job

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: _____