



# 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.

	Detailed Exposure	Partial Exposure	Needs Experience		Detailed Exposure	Partial Exposure	Needs Experience
<b>Construction Process Exposure</b>				<b>Communication and Efficiency</b>			
• 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"/>	<b>Metals</b>			
• 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"/>	<b>Contracts</b>			
• 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"/>	<b>Estimating</b>			
• 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"/>
<b>Site Work</b>				• 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"/>	<b>Masonry</b>			
• Drainage, utility issues with city	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Concrete masonry unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Traffic plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Brick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Concrete</b>				• Related waterproof details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Mix designs, process of tracking purchases	<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"/>				
• Formwork systems (erection, removal, re-use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
• Placement and finishing techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				



# INTERN CHECKLIST

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## 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: