Appendices to

NAHB Resources for Developing an Internship Program for your Organization

Updated July 2025

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Appendix I.
Sample High School Internship Guidelines

Introduction

High school internships may differ from college internships in several ways:

- Student interns may be placed with interested companies by the school internship coordinator rather than interviewing for a job on their own
- Employers may work more closely with the school internship coordinator before the start of the internship to establish a training agreement and schedule for student work
- Placements typically begin early in fall semester and continue through the school year
- Internships may be allowed only for students nearing graduation who have met school eligibility requirements, including grades, behavior, and course prerequisites
- Student interns may have little to no previous work experience, a prepared resume, interview experience or firm career goals
- School district- and state-specific policies, as well as federal Department of Labor regulations impact the work of student interns.
- The internship may explore a variety of job roles in the construction business, including office operations in addition to field supervision and the trades

High school internships are comparable to college internships as well:

- Students are learning through work and are simultaneously earning academic credit
- Students are responsible to the school internship coordinator through journals, reports, or other written work to satisfy academic requirements
- Employers are responsible to the school internship coordinator through evaluations and ratings of student interns using evaluation forms and rubrics provided by the school
- Students are responsible to the internship supervisor at the workplace as outlined in the training agreement reached with the school internship coordinator.

The following manuals provide a comprehensive example of high school internship requirements, legal considerations, roles and responsibilities of the parties involved, and sample forms used in executing the internship agreement and managing the internship learning experience:

State of Indiana Work Based Learning Manual

South Dakota Career Ready Youth Internship Forms

Relevant excerpts from these and other sources are included in the following sections to summarize key employer responsibilities.

Example High School Internship Job Posting

PQR Home Builders is seeking up to two high school interns for the 20XX-20YY school year. This internship will offer a unique opportunity for the student(s) to learn about the home building industry under the guidance of seasoned professionals. Interns will be introduced to all aspects of the home building business. Interns will collaborate closely with a skilled construction team, engaging in hands-on activities covering a broad spectrum of the home building process, including such things as land acquisition and development, sitework, foundations, framing, plumbing, electrical and HVAC, insulation, painting and drywall, and more. Additionally, interns will explore the professional roles essential for managing and successfully completing construction projects, such as estimating, scheduling, and safety management.

Compensation for participants is set at a rate of $XX per hour.

Eligibility Criteria:

- Applicants must be legally entitled to work in the United States.
- An interest in residential construction is ideal.

Example Internship Roles and Responsibilities

Principal

The Principal, with the help of teachers in the school, is responsible for establishing and implementing the Youth Internship program. The Principal should:

- Communicate the goals and expectations of the Youth Internship program to the school and community.
- Provide resources to support the program.
- Oversee the communication of information to parents and the arrangements for parental involvement.
- Conduct program reviews as required.
- Address questions and, if necessary, mediate problems and issues among the participants in the experience.

Internship Coordinator

The Internship Coordinator is a staff member in the school and serves as the central information resource for all questions concerning Youth Internships. (Note: The instructor may also serve as the Internship Coordinator.) The Coordinator should:

- Inform the program participants of their roles and responsibilities.
- Arrange for the training of Youth Internship teachers.
- Arrange for teachers to meet with their students and worksite mentors.
- Inform prospective student interns about the process and requirements of securing and participating in an Internship.
- Help with the Internship implementation elements, such as setting goals, contacting faculty and employers, obtaining training agreements, etc.
- Oversee the communication of information to parents and the arrangements for parental involvement.
- Conduct program reviews as required.
- Address questions and, if necessary, mediate problems and issues among the participants.

Instructor

The instructor is responsible for helping the student integrate the internship into his/her total academic experience. The instructor should:

- Discuss the student's goals in finding and completing an Internship.
- Assist with the selection of an Internship site.
- Set requirements needed by students for placement, including course and internship site competencies.
- Advise the student in defining the Training Agreement objectives, tasks, and evaluation criteria. The contract should integrate the student's goals with those of the Internship program.

- Help the student in defining the academic requirements for the Internship. Academic requirements can be a journal, paper, relevant research and/or projects.
- Maintain appropriate contact with the student throughout the Internship.
- Meet with the worksite supervisor prior to signing the Training Agreement to establish contact, communication, and student requirements.
- Consult with the worksite to determine educational objectives, student competencies, appropriate experiences, and the expectations for the student during the project.
- Facilitate communication between the worksite and student.
- Participate in other forms of recommended contact throughout the Internship, such as site visits, email or phone calls with the intern and site supervisor, progress reports and feedback sent between the intern and instructor.
- Review the mid-term evaluation from the worksite on the student's performance.
- Review the final report (or as otherwise described in the Internship Agreement) from the student at the end of the Internship that satisfies the academic standards of the school.
- Review the Internship final evaluation from the worksite on the student's performance.
- Review the post-internship assessment from the student that evaluates the experience.
- Provide academic direction and evaluate the learning derived from the Internship.
- In consultation with the worksite supervisor, assign the student a grade for the Internship.

Worksite Supervisor

Student interns are supervised by a staff person employed by the worksite. Worksite supervisor should:

- Determine qualifications for the position.
- Interview applicants for the position.
- Provide the student with realistic, challenging assignments that facilitate learning (students should not be conducting work of a clerical nature unless the internship experience is in an office setting).
- Be certified in a related career/technical field.
- Help the student learn about the business "culture" and adjust to the workplace.
- Inform the student about the business regulations regarding confidentiality and public access to information.
- Serve as a mentor, sharing the pros and cons of a career in the field and giving suggestions for entering the profession. The worksite supervisor should have sufficient experience in the field to draw from and share that experience with the student intern.
- Meet with the intern on a regular basis to guide performance, answer questions, and provide background information and resources related to the intern's work. A worksite supervisor may also help by recommending ways to enhance the intern's learning.
- Submit both an Internship mid-term evaluation and final evaluation of the Internship experience to the school, describing achievements and providing suggestions for improvement.
- Participate in assigning the student a grade for the Internship.

Parents

- Support in developing, implementing, and reviewing their child's annual education plans.
- Participate in summary reviews of their child's annual education plans twice each year by providing feedback on the annual education plan form and attending any scheduled conferences.
- Help their child identify their strengths, learning style, interests, talents, skills and needs.
- Support their child's goals, help articulate strengths and accomplishments, encourage exploration of a range of alternatives for the future, and encourage use of available assistance.
- Sign the agreement form relating to requirements of the Youth Internship experience.

Students

- Select the internship worksite in cooperation with the instructor.
- Consult with the instructor to formulate academic goals that can be discussed with the worksite supervisor during the interview.
- Develop, with the assistance of the Instructor and the Worksite Supervisor, a Training Agreement outlining expectations, responsibilities, and a work schedule (including timelines and expected completion dates) and having it endorsed by all parties.
- Work the number of hours required by the school.
- Learn about and act in a manner consistent with the business "culture" and its commitment to a high level of service to the public.
- Learn about and adhering to business regulations regarding confidentiality and public access to information.
- Maintain high standards of professionalism while at the Internship site.
- Seek out supervision and assistance at the worksite as needed.
- Complete the academically-related tasks that are agreed upon by the instructor and intern (such as a journal, supplementary research, and/or a paper).
- Submit a post-internship evaluation form to the Instructor at the conclusion of the course.
- Attend regularly scheduled meetings with the instructor.
- Participate actively in classroom sessions.
- Develop, review, and completea personal learning plan.
- Understand the responsibilities of placement and site outcomes that will help determine grade and credits awarded.

Source: South Dakota Youth Internship Program Guide

Example Training Agreement

Name _____
Address _____
Telephone No. _____ Emergency Contact _____
Birthdate _____ Current Age _____Social Security No. _____
Work Permit No. _____ Covered Under Worker's Comp: ___ Yes ___ No
Student Career Objective _____ Worksite Placement _____
Worksite Employer _____
Address _____
Mentor/Worksite Supervisor _____ Telephone No. _____
Dates of Internship _____ Starting Time _____ Ending Time _____
Total Weekly Hours _____ Beginning Rate of Pay (opt.) _____

Worksite Employer Responsibilities

1. The training site will adhere to all State and Federal regulations regarding employment; child labor laws, minimum wages and workmen's compensation.
2. The worksite supervisor will provide an overview of the worksite and its operations, as well as safety instruction.
3. A periodic evaluation of job progress will be made by the mentor/supervisor on a rating form provided by the school.
4. The training site will not employ a student trainee to displace a regular worker.
5. Exposure to hazardous work will be incidental to the student's training and not an integral part of the student's training program.
6. Work which is hazardous shall be intermittent and for short periods of time.
7. The worksite is not liable to the unemployment compensation fund for wages paid to the student trainee while under the training program. (Check with your school attorney or insurance policy about this).
8. The worksite employer agrees to follow the plan for training by the school supervisor/coordinator; to give the student trainee a variety of work assignments according to the training plan and to provide comprehensive instruction under the direction of qualified personnel.
9. The worksite agrees to provide adequate equipment, materials, and other facilities required to provide an appropriate learning experience for the student trainee.
10. The worksite agrees to keep accurate records of the student trainee's attendance and to notify the sending school if the student trainee is absent without notification.
11. The worksite employer agrees to permit the school's supervisor/coordinator to visit the student trainee and worksite supervisor at the place of employment to determine progress, obtain direct feedback, and adjust the training plan whenever necessary.
12. The worksite employer will hold regular meetings of student trainee and worksite supervisor representatives to discuss progress, issues, and concerns.

Student Trainee's Responsibilities

1. The student trainee agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. The student trainee will discuss any worksite problems immediately with the worksite supervisor and the school supervisor.
3. The student trainee will adhere to company policy; employment may be terminated for the same reasons as regular employees.
4. The student trainee must be regular in attendance at school and on the job. If unable to report to work, the student will notify employer, and school coordinator will be notified before the start of the normal work day.
5. Transportation is the responsibility of the student.
6. The student trainee working under this agreement is not eligible for unemployment compensation, nor are they eligible to use wages received under the program as credit for termination for unemployment compensation benefits.
7. The student trainee will report to school for designated meetings and instruction.
8. The student trainee will dress appropriately and safely for the worksite.
9. The student trainee will complete the activities, assignments, and paperwork required through the work-based learning program.
10. The student trainee will demonstrate a willingness to learn throughout the work-based learning program.

School Responsibilities

1. The program is under the direct supervision of a school coordinator.
2. The student trainee will receive related instruction and safety instruction from the school during employment.
3. The school supervisor/coordinator will visit the student trainee and worksite supervisor on a regular basis at the training site and evaluate their progress.
4. The School agrees to award credits earned in this program toward the student's high school diploma.
5. The School District agrees to adhere to the curriculum and program regulations and standards of the State Department of Education and the School-to-Work Initiative.
6. The school supervisor will schedule regular meetings of student trainees, worksite supervisors, and school supervisor/coordinator to discuss progress, issues, and concerns.

Parent or Guardian Responsibilities

1. The parent/guardian will allow the student to participate in the work-based learning program as described in this agreement.
2. The parent/guardian will assume responsibility for the personal conduct of the student intern.
3. The parent/guardian will work with the student to arrange transportation to and from the worksite.

4. The parent/guardian will absolve the teachers, worksites, and the Board of Education of all responsibility involving incidences during the work-based learning experience.
5. The parent/guardian will ensure that the student has appropriate apparel and safety equipment for the worksite.
6. The parent/guardian will encourage and support the student to succeed in the work-based learning program.

This memorandum is for the purpose of outlining the agreement between the School and Training Site on the conditions of training to be given a student trainee while on the job. It, therefore, should not be interpreted by either agency as a legal document or any form of binding contract.

We the undersigned agree to the conditions and statements contained in this agreement.

Student Trainee _____ Date _____

Parent or Guardian _____ Date _____

Employer _____ Date _____

School Coordinator _____ Date _____

Source: South Dakota Youth Internship Program Guide

Example Internship Orientation Checklist

Student Intern _____ Date _____

Worksite Supervisor _____

Directions: Check the box after the item has been discussed and reviewed with the student intern.

Welcome/Introduction

□ What it means to work at this company

Tour of Workplace

□ Overall tour of facility
□ Comprehensive tour of work area
□ Introduce student intern to staff

Tour of Facilities

□ Restrooms
□ Lunch Facility
□ Telephones
□ Parking
□ Storage of personal belongings
□ Safety equipment: fire extinguishers, fire escapes, and evacuation routes

Company Specifics

□ Discuss company structure / organizational chart
□ Type of business, product, service
□ Types of customers Other branches or divisions
□ Company policies and procedures (personnel handbook)
□ Occupational information related to industry Technology available in the company
□ Training on how to use phone system
□ Dress code Department Specifics
□ Basic functions and expectations of the department
□ Work schedule (hours, break times, etc.)
□ Check-in procedures
□ Attendance requirements (punctuality, calling in when absent, etc.)
□ Working with other departments and co-workers
□ Importance of being part of the departmental team

Job Specific

□Discuss internship agreement
□ Discuss employability skills
□ Training on office equipment

Safety Training

Note: (The employer is responsible for training about safety hazards at the training site)

□ Company safety training
□ Special hazards
□ Stairwell/fire exits, fire extinguishers
□ Accident prevention

Supervisor Expectations

□ Dress code (clothing, hair, jewelry, etc.)
□ Customer service
□ Work performance (productivity, work habits)
□ Teamwork Special Training and/or Forms
□ Safety Training
□ Sexual Harassment Training
□ Confidentiality statement (if needed)

Student Forms

□ Evaluation procedures (evaluation forms)
□ Go over Intern Agreement
□ Provide liability information
□ Copy of school calendar/work schedule
□ Go over Evaluations (periodic)

_____
Student Intern's Signature

_____
Worksite Supervisor's Signature

_____ Date Form Completed

Source: Brandon Valley (South Dakota) School District

Example Activities for Home Builder Intern

In coordination with the school internship coordinator and the student, design a work-based learning curriculum that exposes the intern to a variety of experiences in all aspects of the business, not exclusively carpentry and framing. Sample activities that could take place over the course of a school year include:

- Use math to perform quantity take-off of items, lengths, areas and volumes.
- Read construction drawings, identify wood and metal framing components, perform quantity take-off.
- Read construction drawings to identify location and construction details of braced walls, partition walls, plumbing walls, stairwells and other features. Compare to completed components in houses under construction.
- Observe land development activities on a new jobsite. Identify equipment used, learn the procedures involved in land clearing, grading, utility construction, street construction, lot identification (plans versus in the field), service lines for water and sanitary sewer.
- Observe installation of building systems, including electrical, water, sanitary sewer, drainage pipes, HVAC systems and plumbing.
- Participate in building layout, including location of lines and corners, squaring building corners, identifying benchmarks and elevations, and identifying tools, equipment and safety procedures.
- Participate in building formwork for concrete flatwork, including learning the materials, tools and equipment used, including personal protective equipment.
- Participate in or observe wall framing, erection, plumbing and bracing.
- Observe and take notes on subcontractor planning and coordination meetings. Job shadow a subcontractor on a job site.
- Participate in ordering, taking delivery and installing windows and doors.
- Observe vendor/supplier deliveries and documentation procedures.
- Read construction drawings and specifications to identify type, size and details of interior wall and floor finishes, cabinets and millwork, appliances and other items.
- Perform jobsite housekeeping and safety monitoring activities.
- Observe final walk-through, punch list creation and project close-out procedures.
- Visit a model home and learn the qualifications and compensation model for sales personnel.
- Observe sales team working with a prospective client in selecting options and finishes.
- Job shadow in each of the various departments in the company and learn the education/experience requirements, job description, interaction between field and office personnel.
- Do a mock interview with HR for an entry level position, including resume writing, letter writing and answering interview questions.
- Participate in a company lunch or social event to learn business etiquette and professional interaction skills.
- Present the final paper or oral presentation required by the school to the worksite supervisor or a group of company employees for feedback and self-improvement.

Example Employer Evaluation of Student

Student Name _____ Worksite Location _____

Worksite Mentor/Supervisor _____ Date _____

WBL Coordinator _____

INSTRUCTIONS: Please rate your intern's performance. Give written comments on a separate sheet.

1. Attendance: ❑ Never Absent ❑ Dependable ❑ Usually dependable ❑ Not regular enough in attendance ❑ Too many absences	7. Attitude: ❑ Always positive ❑ Usually positive ❑ Rarely positive ❑ Is negative ❑ Is openly hostile and negative
2. Punctuality: ❑ Always on time ❑ Seldom tardy ❑ Needs improvement ❑ Very often tardy ❑ Tardiness affecting performance	8. Cooperation: ❑ Works well with others ❑ Usually gets along with others ❑ Prefers to work alone ❑ Does not work well with others ❑ Is antagonistic
3. Appearance: (Clothing/Hygiene/Hair) ❑ Always dresses appropriately ❑ Is good in appearance/frequently dresses appropriately ❑ Should make efforts to improve/frequently dresses inappropriately ❑ Often neglects appearance/dresses inappropriately most of the time ❑ Is extremely careless	9. Work Habits: ❑ Is industrious; stays on task until completed ❑ Seldom wastes time; is reliable ❑ Is usually reliable ❑ Frequently wastes time ❑ Work is often incomplete
4. Initiative/Motivation: ❑ Is resourceful; looks for things to do ❑ Is fairly resourceful ❑ Does acceptable routine work ❑ Takes very little initiative; requires urging ❑ Shows no initiative	10. Accuracy of Work: ❑ Does work of very good quality ❑ Makes few errors ❑ Often makes errors ❑ Is frequently inaccurate and careless ❑ Is extremely careless
5. Professionalism: ❑ Consistently demonstrates professionalism ❑ Usually demonstrates professionalism ❑ Occasionally demonstrates professionalism ❑ Rarely demonstrates professionalism ❑ Is totally unprofessional	11. Communication: ❑ Excellent communication skills ❑ Above average communication skills ❑ Average communication skills ❑ Needs to improve communication skills ❑ Ineffective communication skills
6. Courtesy: ❑ Is very courteous and very considerate ❑ Is courteous and considerate ❑ Usually courteous and considerate ❑ Is not particularly courteous ❑ Very discourteous and inconsiderate	12. Adaptability: ❑ Is adept at meeting changing conditions ❑ Adjusts readily ❑ Needs direction to make adjustments ❑ Has difficulty adapting to new situations ❑ Cannot adjust to changing situations

Site Supervisor's/Mentor's Signature: _____

Example Student Weekly Reporting Form

Name:_____

Internship Site:_____

Week beginning: (month, date, year)_____Ending: (month, date, year)_____

Using complete sentences and black ink, please document in detail the activities in which you participated, specific incidents you observed, and your hours at the internship site for each day (rounded to the nearest 1/4 hour). Attached an additional sheet of paper if necessary. You may key your responses on an attached sheet if you wish.

Monday:_____

_____

_____

Hours from:_____to_____ Lunch from:_____to_____

Total Hours:_____ (do NOT include lunch period)

Tuesday:_____

_____

_____

Hours from:_____to_____ Lunch from:_____to_____

Total Hours:_____ (do NOT include lunch period)

Wednesday:_____

_____

_____

Hours from:_____to_____ Lunch from:_____to_____

Total Hours:_____ (do NOT include lunch period)

Thursday:_____

_____

_____

Hours from:_____to_____ Lunch from:_____to_____

Total Hours:_____ (do NOT include lunch period)

Friday:_____

_____

_____

Hours from:_____to_____ Lunch from:_____to_____

Total Hours:_____ (do NOT include lunch period)

Total Hours for the Week: (do NOT include lunch period)_____

If you were absent from school **and/or** your internship site, ***any day or part of any day (college visit, doctor's appointment, field trip, competition, etc.)***, give an explanation below. Identify the specific day(s).
_____N/A—I was not absent at any time this week.

_____

_____

If you were absent at all this week, did you call your internship coordinator to report the absence by ____ a.m.?
_____Yes _____No (Why Not?_____) _____N/A

NOTE: In order to obtain credit for this assignment, all questions must have a response. N/A or "none" does not constitute a complete response.

1. What new knowledge or skill did you learn on the internship this week? Describe.

2. What have you learned in high school that you applied on the internship?

3. List any difficulties, mistakes, pleasant or unpleasant experiences that occurred this week. What did you do to correct your mistake(s)?

4. On what skill or question could you use help in performing your internship responsibilities better?

5. What interesting or challenging experience did you have with your fellow “workers” or site supervisor? Describe.

6. What value did you add to the internship site this week? Describe your contribution(s).

7. Is there anything concerning your internship, your internship site supervisor/mentor, fellow "workers," or school that you would like to discuss with me?
_____Yes _____No

Intern Signature: _____ Date: _____

I verify that the above information is correct and that the intern was in attendance on the above days at the times indicated.

Site Supervisor Signature: _____ Date: _____

Site Supervisor: If the intern was absent this week, did he/she call you very early in the day to report the absence? _____Yes _____No _____N/A

Source: Indiana Work-Based Learning Manual

Example Exit Interview for Student Intern

The exit interview is an optional step that could provide valuable feedback to the employer regarding student observations, perceptions, and the impact of the internship on future career direction. It is an opportunity to offer valuable interns full-time employment if their education is complete, part-time employment if they will pursue further education locally, or summer positions if they will be pursuing further education in another community.

Because one of the academic requirements for high school seniors may involve a final paper and/or oral presentation, one natural "exit interview" could be having the intern give the presentation to a select group of company employees. In addition to seeing the student's presentation skills, hearing the student's evaluation of the internship experience can give valuable insight for the improvement of policies and procedures for future interns.

Example questions for interns to cover during the presentation are:

- What did you hope to gain from this internship experience, and did you achieve your goal?
- What academic knowledge was most important during your internship? Give examples of how you saw reading, writing, mathematics, science or other subjects being used by employees?
- What technical skills did you develop or learn for the first time while working here?
- Describe one way you developed or improved your personal management skills during the internship.
- What were two of the biggest challenges you encountered during the Internship experience, and how did you meet or overcome these challenges?
- What was your biggest contribution to the company during your internship experience?
- If you were speaking to an audience of younger people considering an internship with this company or in this field of work, what story from your experience would you share with them?
- What have you learned about working in general, and working for a home builder in particular?

Appendix II.
Sample College Internship Manual

SAMPLE INTERNSHIP MANUAL

ABC University

DEPARTMENT OF CONSTRUCTION

JULY, 2025

Introduction

The purpose of this manual is to provide the student and the employer with information regarding the internship experience. Goals, procedures, forms, and criteria are provided for the mutual benefit of students, employer, supervisors, and the Department of Construction Internship Coordinator.

It is intended that this manual will be useful to both students and employers as they prepare for the internship experience. Additionally, it should be referred to throughout the experience so that all parties involved have a clear understanding of the procedures, requirements, and expectations of everyone involved.

Since its inception, the Internship experience has proven to have mutual benefit for everyone. For the student, it becomes an excellent opportunity to transition from classrooms and laboratories to positions of responsibility and challenge. For employers, it offers the chance to work with persons who have recently been involved in educational experiences and are, therefore, eager to learn how to apply their newly acquired knowledge to the workplace. And for the university staff, it offers the chance to make connections with business and industry and get your feedback on our students, thereby offering the strong potential for program development and enhancement.

The cooperation of all parties concerned is needed for this to be a meaningful experience for everyone. Therefore, suggestions and/or concerns should be immediately shared with the Internship Coordinator in the Department of Construction, phone (123) 456- 7890, FAX (123) 456-9876.

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Internship Overview

The goals for the CONS 500 internship experience are:

1. To apply the principles, knowledge and skills learned in the classroom to on-the-job practices and procedures in the construction industry real life situations.

2. To gain first-hand experiences associated with supervisory and/or management roles in an industrial setting.

3. To achieve an orientation to the business/industrial environment, operations and procedures.

4. To assist the transition from student status to professional status.

5. To implement, develop and/or refine skills in production, management, and personnel matters.

6. To develop and refine problem-solving techniques.

7. To refine communications skills with subordinates, peers and superiors.

8. To enhance personal development in:

    - Good work attitudes, values, and habits
    - Self-confidence
    - Responsibility
    - Better understanding of career options
    - Realistic appraisal of strengths

Internship Options

Internship – The internship is designed to be a culminating educational experience for Construction Students. Internships last a minimum of 300 hours over the academic year or during the summer. The internship option is *for credit for 3 credit hours obtained through enrolling in CONS 500.* This option is only available to students with senior standing.

Co-op – The co-op allows the student to work multiple work terms with an employer. Each work term exposes the student to new duties, thus allowing the student to gain a greater breadth of exposure to the workplace. Co-op courses are open *without credit* to all construction majors regardless of class standing.

The co-op program is run by the Career Development Center (CDC) and NOT the Construction Department, through enrollment in CONS 100, CONS 200, or CONS 300. For information on co-op programs contact the CDC at (123) 456-7654.

Student Eligibility

The Construction Internship Program is composed of internship work experiences performing approved construction management activities.

To be eligible for a Construction Management internship, students must:

- Be a declared Construction Management major
- Have completed 90 semester hours of coursework (Senior status)
- Have completed 2 semesters of ABC UNIVERSITY coursework (for transfer students)
- Have an overall and major GPA of at least 2.0
- Have completed and earned the OSHA 10-hour safety certificate prior to the internship, OR be registered to complete the certificate during the first semester of internship
- Have completed CONS 250 Plan-Reading.
- Have visited the ABC UNIVERSITY Career Development Center to develop a suitable resume and registered with ABC UNIVERSITY Career Development Center for notification of potential internship positions.
- Have completed an Application for Internship (Appendix A.1)

Internship Application Procedures

To enter a Construction Management internship, the student must:

- Meet the above listed requirements for internship.
- Secure and read the Internship Manual from the Internship Coordinator or online at (http://www.ABCU.edu/CONSTRUCTION/Internship_handbook_final.pdf). The Internship Coordinator is currently Dr. S. Smith.
- Submit a current resume and a copy of the OSHA 10-hour certificate or card to the Internship Coordinator, or be signed up to take the OSHA course during the first semester of internship.

- Meet with the Internship Coordinator individually or attend an orientation meeting to discuss requirements and the procedure for securing a placement.

- Locate an appropriate Internship work site using appropriate job hunt techniques. **You are encouraged to visit and register with the ABC UNIVERSITY Career Development Center (CDC)**, 3126 Jefferson Hall, to post your resume online and be matched with potential employers. Resume writing, interview coaching, and other services are offered at CDC (http://www.ABC U.edu/careers/). The Department of Construction will also maintain a list of potential employers.

- Enroll in CONS 500 for the term in which you will begin the internship. Students who do not complete the minimum 300 hours during one semester will receive a grade of "I" (incomplete) until all course requirements are met. When the student has completed all course requirements, a grade of "S" (satisfactory) or "U" (unsatisfactory) will be assigned. The rubric outlining a student's successful completion of the internship is given in Appendix C.3.

Responsibilities of the Student

The student shall:

- Attend an Internship Orientation meeting **before** the semester or Internship term begins.

- It is the responsibility of the student to locate a position for Internship. The Internship Coordinator maintains a list of potential employers and notifies students of job opportunities for which qualified candidates may apply.

- Students may discuss possible positions and duties with employers, but must obtain permission from the Internship Coordinator prior to accepting an internship position. The Internship Coordinator may require completion of an Application for Internship (Appendix A.1) to assist in predicting the number of students seeking internship in any given semester. The application form may be waived at the discretion of the Coordinator.

- Interview at the proposed work site following consultation with the Internship Coordinator. When hired, complete the Internship Schedule (Appendix A.2)

- Develop, with the employer, a training plan (Appendix A.3) outlining the learning objectives and associated activities for completing the internship. Outline the content and details of work assignments which will provide a variety of meaningful educational experiences. The training plan must include items which are management-oriented. The student should keep a copy of the training plan to include in the final summary report.

- Obtain a letter of employment (Appendix A.4) from the employer to include starting date, ending date, salary/compensation and the name and title of your supervisor. Submit a map

locating your place of employment (Appendix A.5) to facilitate a site visit by the Internship Coordinator at the midpoint of the internship (where feasible).

- Work the full assigned time - a minimum of 300 hours. The student will follow the published vacation schedules of the company rather than following the University calendar during the Internship semester. The student is expected to attend all company meetings and other extracurricular activities of the company offered.

- Keep a log of all duties or work performed. This log includes duties, thoughts, impressions, contacts, conferences with supervisor, examples of paper work, etc. (See sample log in Appendix A.6). The log must be signed by the student and work supervisor prior to being mailed to the Internship Coordinator each week. The student should keep a copy of each weekly log to include in the final summary report.

- Prepare a midterm and final self-evaluation of the Internship assignment and performance of duties. (See the form in Appendix B and C.) The student should keep a copy of each evaluation to include in the final summary report.

- At the completion of the Internship assignment(s), prepare a comprehensive summary paper covering the entire assignment which will be given to the Internship Coordinator within one week of the completion of duties in industry (Appendix D). The paper will be used in the evaluation process and will be returned to the student upon request.

- The rate of compensation is to be negotiated by you and your employer. Where the student is not compensated a special letter of agreement must be executed by the employer and the university before the student may start work. See Appendix E.

- Notify Internship Coordinator and the Construction Department secretary of any changed mailing address from your internship application.

- Provide own housing and transportation to and from work.

- Notify through proper channels both the university and the company immediately of any sickness or emergency which may prevent the performance of assigned duties.

- Abide by the employer's rules, regulations, and customs. You must conduct yourself in a professional manner at all times.

- Accept the decision(s) of the employer, Construction Department Chairperson, and/or Internship Coordinator, if it becomes necessary, due to unforeseen circumstances, to terminate the Internship assignment prior to the end of the assignment.

- Maintain confidentiality regarding sensitive business information gained in the work environment.

- Dress in clothes appropriate to their role in a professional office. It is the student's responsibility to become familiar with and adhere to the dress code of the company by which they are employed.

Responsibilities of the Employer

- Interview the student applying for Internship.

- Develop a formal training plan which familiarizes the student with the mission, function, and operation of the work site, as well as outline a variety of meaningful educational experiences the student will receive. The training plan should contain some items which will expose the student to the management aspects of the work environment. Some examples of student work might include:

    - Perform quality control, material and equipment verification tasks to verify work performed is in accordance with plans and specifications.
    - Monitor work in place and compare against budget labor production for tracking purposes.
    - Attend and document foreman level coordination meetings.
    - Establish and maintain field submittal filing system.
    - Post/draft as-built conditions on record drawings.
    - Perform quantity take-offs for material ordering purposes.
    - Assist with preparation of purchase orders for material and equipment.
    - Prepare, log, and distribute RFI's. Procure RFI answers from A/E and distribute to related parties.
    - Assist with preparation of owner billing/pay applications process.
    - Review submittals ensuring compliance with contract documents.
    - Log submittals from subcontractors in accordance with anticipate submittal log.
    - Log change requests in document tracking system, procure subcontract pricing, and assist with preparation of contractor change order requests.
    - Analyze subcontractor scopes; prepare bid tabulation for comparison purposes.
    - Participation in bid day activities.
    - Shadow management during owner contract negotiations.
    - Scope development.

- Assign a work site supervisor who will provide guidance, direction, and constructive criticism for the student.

- Provide a safe workplace and advise the student of any potential dangers associated with the workplace.

- Contact the Internship Coordinator in the event of special problems.

- Provide a written evaluation of the student's performance at midterm and at end of the Internship assignment. (Please see the evaluation forms in Appendix B and C).

- Allow student(s) in the Internship program to observe all national holidays that may occur during the Internship assignment.
- If possible, reimburse the student for any work-related travel or expenses incurred other than to and from work.

- Assure that adequate time is available during normal working hours for both the work site supervisor and student to conduct consultations, conferences, instruction and feedback.

- Assure that adequate time is available during normal working hours for both the work site supervisor and the student to meet periodically with the Internship Coordinator or university supervisor during visits, for purposes of consultation and appraisal of progress.

- Complete an Internship Practice Agreement (for unpaid internships ONLY).

Responsibilities of the Internship Coordinator

- It is the Coordinator's responsibility to:

- Maintain a list of Internship positions that may be available to Construction students who qualify to participate in the Internship program.

- Work to contact businesses and industries to develop new Internship positions.

- Assist students in negotiating with the employer and/or company supervisor to set up mutually agreed upon objectives and learning experiences.

- Conduct ongoing evaluations of companies to ascertain continued suitability as field instruction sites for the Internship program.

- Assess student qualifications and facilitate initial contact between employer and student(s).

- Assist interested students in determining their qualifications for participation in the Internship program.

- Review with all interested students, employers, and/or company and department supervisors all rules, regulations, requirements, prerequisites, and procedures involved with the Internship assignments.

- Advise the student of any intrinsic dangers associated with Internship assignments.

- Be sure that the student applicants have been provided with all necessary forms.

- Collect, review and file all completed forms from student applicants.

- Orient student applicants to the Internship programs and prepare them for the interview/selection process.

- While the student is on the job, make at least one site visitation with the work supervisor or assign the visits to faculty when possible.

- Maintain records of all visitations, communications, and written appraisals.
- Confer with the company supervisors regarding an appropriate grade for the student's Internship experience. This will be based upon the performance objectives enumerated in the training plan.

The final grade for the Internship will be determined by the Internship Coordinator.

Policies and Procedures for Evaluation of Students

To be eligible to receive academic credit for Internship, the student must complete the full work term as agreed upon in the Internship student contract. However, completion of the full work term does not guarantee a passing grade.

Student evaluation will be based on the following:

- Employer and/or company supervisor perception. This portion of the grade will be made based on the attainment of objectives stated in the student training plan and observations made by the work site supervisor. These observations shall be enumerated in the midterm progress evaluation and final evaluations. (See Appendix B and C for midterm and final evaluations by work site supervisor).

- Construction Department Internship Coordinator perception. This portion of the grade will be the basis of the daily log, summary paper, attainment of objectives and adherence to student responsibilities (see the final evaluation forms in Appendix C).

Appendix A Internship Deliverables

Application for Internship

Name_____

email _____

Local Address_____ Local Phone _____

_____ Cell Phone _____

Permanent Address _____

_____

Anticipated Date of Graduation _____

Total Semester Hours Completed _____

Overall GPA _____ Major GPA _____

Check the following courses completed

250 Plan Reading		405 Planning and Scheduling	
305 Soils		410 Contracts	
320 Electrical Systems		450 Estimating and Bidding	
330 Mechanical Systems		460 Materials Testing	
355 Structural Analysis			
365 Computer Applications			

List the computer programs you are familiar with.

_____

_____

Do you have any previous construction work experience? Describe.

_____

_____

Do you have any physical conditions that could limit or restrict your professional practice work assignment? ___ Yes ___ No

If yes, please explain.

I, _____, have read the Department of Construction Internship Manual and hereby agree to comply with all regulations, policies, procedures, and responsibilities as enumerated therein. In addition, I understand that there are intrinsic dangers associated with professional practice assignments.

I have completed or am currently enrolled to take the OSHA 10-hour safety certification course. ____ Yes _____ No

Signed _____ Date _____

SUBMIT APPLICATIONS TO THE INTERNSHIP COORDINATOR. A CURRENT RESUME MUST ACCOMPANY THIS APPLICATION.

The following schedule and standards of performance have been developed for all students to follow during their internship assignment. It is the responsibility of the student to notify the Internship Coordinator if there is any reason why the procedures presented in this manual cannot be strictly followed. The schedule outlined below contains due dates for required paperwork, including supervisor evaluations, weekly logs and summary paper.

Email all correspondence relating to your Internship to the Internship Coordinator ConsInternshipCoord@ABCU.edu University.edu

List of Student Deliverables While on Internship

Week 1

Internship Schedule: After discussing the above items with your supervisor, complete the Internship Schedule found in Appendix A.2 and return it to the Internship Coordinator via the Blackboard CONS 500 course site during the first week of your employment, or the first week of the semester in which you are enrolled in CONS 500, whichever is later.

Training Plan: If you have not yet submitted a training plan, you must do so during the first week of your internship or the first week of the semester in which you are enrolled in CNST 500, whichever is later. The Training Plan is a list of the duties you will be expected to work on during your internship and must contain some management-oriented work duties. A blank Training Plan form may be found in Appendix A.3 of the Internship Manual. Scan and submit this form via Blackboard.

Letter of Employment: Have your employer write a letter stating you will be working as an *intern.* The letter should include your start and stop dates, salary, and name of your immediate supervisor. Complete this letter during the first week of your internship or the first week of the semester in which you are enrolled in CNST 500, whichever is later, and return it to the Internship Coordinator via Blackboard. See Appendix A.4

Map: You must provide the Internship Coordinator with a map and/or directions to get to your internship site. Submit via Blackboard. See Appendix A.5

Every Week

Weekly Logs: Weekly logs must be submitted every week you are on the job. Each weekly log must be signed by both the intern AND the site supervisor. A weekly log must be submitted each week to the Internship Coordinator. **CAUTION: IT IS EXTREMELY IMPORTANT to maintain your weekly log daily** and submit it to the internship coordinator at the end of each week. If maintained properly, your weekly
logs will be very useful to you when you prepare your summary report. THIS DOCUMENT IS BEING USED TO RECORD YOUR WORK EXPERIENCES AND OBSERVATIONS – MAKE IT MEANINGFUL AND USEFUL. A sample weekly log is given in Appendix A.6.

Weekly logs are due by 4:30 p.m. Wednesday of the following week. Weekly logs are to be submitted via Blackboard.

MIDTERM (150 HOURS OF INTERNSHIP)

Supervisor Evaluations: You are responsible for providing your site supervisor with the midterm and final evaluation forms and instructions found in the Internship manual in Appendix B and C. Ask your supervisor to complete the midterm evaluation and review it with you during the week which marks the midpoint of your internship. Scan and upload the completed evaluation form to the Blackboard CONS 500 course site.

Ask your supervisor to complete the final evaluation and review it with you during the final week of your internship. Scan and upload the completed evaluation form to the Blackboard CNST 500 course site. Prepare your Internship schedule to allow you time to include a copy of the Final Evaluation in your Final Report.

Evaluation by Student: Complete the Midterm Evaluation by Student found in Appendix B in the Internship Manual, scan the form and upload the file to Blackboard CONS 500 course site.

Complete the Final Evaluation by Student, found in Appendix C in the Internship Manual, scan and upload the file to the Blackboard CONS 500 course site. Prepare your Internship schedule to allow you time to include a copy of the Final Evaluation in your Final Report.

COMPLETION (300 HOURS OF INTERNSHIP)

Summary Paper: The summary paper must be uploaded to the Blackboard CONS 500 course site no later than **4:30 PM on the Wednesday of Finals Week** in the semester in which you have completed the internship. If the internship carries over to a second semester, the final paper and final evaluations should be completed and submitted within one week of the completion of 300 hours' work. See Appendix D in the Internship Manual for instructions on preparing the summary paper.

OSHA 10-hour Construction Safety Certificate : A copy of your completed OSHA 10hour Construction Safety Certificate or a signed letter from your OSHA approved 10hour Construction Safety trainer that you have successfully completed the requirements of the 10-hour Construction Safety program is to be uploaded to the Blackboard CNST 500 course site at or before the time you submit the final summary paper. FAILURE TO HAVE THIS CERTIFICATE ON FILE IS CAUSE FOR A FAILING GRADE.

Internship Schedule

TO BE COMPLETED BY STUDENT WITHIN ONE WEEK OF EMPLOYMENT

Internship Schedule

Complete this schedule and return it to the Internship Coordinator via Blackboard during your first week on the internship/co-op. Retain a copy of this schedule for your records and use.

Student Name

Email address while on Internship

Cell phone while on Internship

Company Name

Company Address

Supervisor Name

Supervisor Title/job function

Supervisor work phone

Supervisor email

Your work phone on Internship

Your Internship Wage/Salary Rate

Internship Start Date

Internship Completion Date

Midterm Evaluation Date

(Student & Supervisor)

Final Evaluation Date

(Student & Supervisor)

Summary Paper Due Date

Training Plan

Instructions to student: The Training Plan is essentially your syllabus for the internship. It is a description of the learning objectives and the associated duties you will be performing during your internship. The Training Plan must contain some management-oriented duties to expose you to how work is completed/managed in a professional setting. Management-oriented does NOT mean you must supervise people. Estimating, planning, designing, project coordination, etc. are good management-oriented activities for Internship students.

TO BE COMPLETED AND SUBMITTED TO INTERNSHIP COORDINATOR via the Blackboard CONS 500 course site WITHIN ONE WEEK OF EMPLOYMENT

Training Plan

Note: The Training Plan is a planning tool used to help the student, employer and Internship Coordinator have common expectations regarding the work duties to be assigned to the student during his or her work term. The Training Plan must be completed during or before the first work week and must include some management-oriented work duties. This form may be re-created electronically if desired. Please contact the Internship Coordinator at (123) 456-7890 if you have any questions about the Training Plan.

Student's Name	Date
Name and address of Employer	
Name of Immediate Supervisor	
Supervisor's email	

Please state up to five broad performance objectives for the student intern:

A.	
B.	
C.	
D.	
E.	

(Continued next page)

Training Plan (Cont.)

Student Name _____

Outline specific activities that will contribute to each performance objective

Objective A

Objective B

Objective C

Objective D

Objective E

Letter of Employment

Have your employer write a letter stating you will be working as an *intern.* The letter should include your start and stop dates, salary, and name of your immediate supervisor.

TO BE COMPLETED AND SUBMITTED TO INTERNSHIP COORDINATOR WITHIN ONE WEEK OF EMPLOYMENT

Map

Student will submit a map and driving directions to the office or job site location at which the internship will take place. Google maps or similar are acceptable.

MAP AND DRIVING DIRECTIONS TO BE SUBMITTED TO INTERNSHIP COORDINATOR WITHIN ONE WEEK OF EMPLOYMENT

Weekly Log

The weekly logs are a very important aspect of your internship experience and should be written with thoroughness and much thought. The weekly logs are used by the Internship Coordinator and your site supervisor to monitor your progress and evaluate your writing skills. Also remember that your weekly logs will be a major portion of your final report, which you may use as a portfolio of your internship experience.

Weekly logs should be typed and should be sent to the Internship Coordinator each week via the Blackboard CONS 500 course site. Remember to keep a copy of each log to include in your final report. The content of the logs should include three items for each major activity of the day.

1. Activity Description:
   The activity description is the major portion of the weekly log and is a description of the major activities/tasks performed during each day. This section may outline a new task that was initiated, or it may update/summarize the progress made on a continuing task.

2. Reaction/Thoughts:
   During the completion of each task, you are encouraged to document your thoughts pertaining to the task. For example, does the task support one particular class you had in school, or does the task highlight an area that you may feel you could use additional studies? Why is the task important to the company and how was it initiated? Who is the customer for your work (internal or external) and how will they use the results of your work?

   The internship experience is more than a temporary job and you should be thinking about the work experience and using the knowledge gained to formulate a plan for your professional future.

3. Training Plan Objective:
   Most of the activities listed in your weekly logs should support one or more of the tasks outlined in your Training Plan. Document which training plan task is being addressed by recording the letter from the training plan objective with each activity described in the weekly log.

The weekly log should also document the hours worked each day, the total of the hours worked for the week, and the cumulative total hours worked in the internship. Weekly logs should be submitted weekly on a day that best meets the student and supervisor schedule. A typical scenario has the student hand-writing each day's entries before leaving work (while it is still fresh). The student then types the log over the weekend and asks the supervisor to review it on Monday. The student then mails the signed log with any corrections by Wednesday.

The following is a **sample weekly log**. Use this format.

Weekly log for A. Student Week: 4/17/25-4/21/25

Monday, 4/17/25 - 8 hours
Activity: Worked on layout of new conveyor system for the 300-ton Cincinnati. I had to coordinate with Maintenance and Tooling to determine how much clearance needed to be factored in between the machine take-up reel and the conveyor system. The Tooling engineer thought Safety should be consulted on this issue in addition to Maintenance and Tooling. I contacted Safety and scheduled a meeting for Tuesday morning at 8AM (Maint. and Tooling will also be there).

Thoughts: Involving Safety is probable the best way to go with this task. We don't want to install the conveyor only to find a pinch point problem down the road. I will need to put together an agenda for the meeting to make sure that all the issues are covered while Maint., Tooling and Safety are all there.
Supports Training Plan Objective: A

Activity: Spent the afternoon working with Ron H. to make sure that the specifications for the conveyor are outlined correctly.

Thoughts: Writing a specification for a piece of equipment is a very involved process. I never realized how much planning had to go into purchasing equipment.
Supports Training Plan Objective: B

Tuesday, 4/18/25 - 4 hours
Activity: Met with Maintenance, Tooling and Safety to discuss clearance requirements for the conveyor system. The meeting lasted 30 minutes, and I have several action items as a result of the meeting: 1. Check with the vendor to see what the standard height of the unit will be. 2. Draw up the area on CAD to check for maximum allowable clearance. I scheduled another meeting for Monday of next week to discuss my findings with Maintenance, Tooling and Safety.

Thoughts: I probably should have checked with the vendor before scheduling the meeting today. I did not think that this much information was needed to decide.
Supports Training Plan Objective: A

List all major activity for the week.

Hours worked this week: _____ Total internship hours to date _____

Student Signature: Supervisor Signature:

Appendix B Midterm Evaluations

TO BE COMPLETED AFTER 150 HOURS OF INTERNSHIP

STUDENT SHOULD SCHEDULE A SITE VISIT BY INTERNSHIP COORDINATOR

MIDTERM EVALUATION BY STUDENT

Name _____

Employing Firm : Name _____

Address _____

Name and Title of Worksite Supervisor _____

It is important that your Internship Coordinator know your feelings about the position you are now holding, the extent to which you were prepared for that position (you, your employer and the Construction Office), and your relationship with your supervisor. This information is confidential and will be used by the Construction Office strictly for information purposes.

Complete this form on the date indicated on your Internship Schedule (see Appendix D)

1. Describe your work assignment.

2. Who gave you that assignment?

_____ Member of Personnel Department	Name:_____
_____ An Operating Manager	Name:_____
_____ Your Supervisor	Name:_____
_____ Other	Name:_____

3. Is this assignment what you expected when you were hired?

4. How do you feel about the demands of the assignment?

_____ Too heavy or advanced
_____ Challenges you to work beyond your skill level
_____ At your level
_____ Below your level

5. To what extent has your supervisor been helpful to you?

_____ Excellent _____ Very Good _____ Good _____ Fair _____ Poor

6. If your answer to #5 is “fair” or “poor”, have you asked for guidance or clarification?

_____ Yes _____ No

If “no”, why not?

7. What do you expect to gain from this assignment?

8. Do you feel your supervisor knows enough about Internship? _____ Yes _____ No

9. Is your relationship with your co-workers:

_____ Excellent _____ Very Good _____ Good _____ Fair _____ Poor

Explain:

10. Is your relationship with your supervisor:

_____ Excellent _____ Very Good _____ Good _____ Fair _____ Poor

Explain:

11. How well were you prepared to assume the position you hold?

12. What could the Internship Coordinator do to improve your situation?

Signed _____

Date _____

Midterm Evaluation of Student by Work Site Supervisor

Instructions to the student: This evaluation form is to be completed midway through your assignment (as indicated on your Internship Schedule) by your work site supervisor. Complete the first page and give it to your supervisor along with a copy of the Evaluation Criteria found in this appendix.

Name _____

Employing Firm : Name _____

Address _____

Date internship started _____ Date internship will end_____

Department _____ Job Title _____

Name of Supervisor _____ Title _____

Attendance: Times late: _____ Reason: _____

Time Absent: _____ Reason: _____

Pay rate: $ _____ per _____

Brief job description

Date turned in to supervisor _____

Instructions to the work site supervisor: Please review the information provided in Section 1 and the evaluation criteria provided by the student, then answer all questions on this page. Please review this evaluation with the student and have the student submit the evaluation to the Internship Coordinator.

Traits	Exceeded expectations	Met expectations	Did not meet expectations	Not able to evaluate
Relationship with others				
Judgment				
Ability to learn				
Work habits				
Dependability				
Quality of work				
Quantity of work				
Communications: oral				
Communications: Written				
Leadership qualities				

Summary Statement: Please comment on the strengths and weaknesses in relation to the above traits.

Recommendations: Please indicate course work or other types of experiences which could improve the student's potential.

Signature of Supervisor _____ Date _____

I have read the midterm evaluation and my supervisor has reviewed it with me.

Signature of Student _____ Date _____

Appendix C Final Evaluations

TO BE COMPLETED AFTER 300 HOURS OF INTERNSHIP

Final Evaluation by Student

Student Name _____

Employing Firm : Name _____

Address _____

Name and Title of Work site Supervisor _____

This information is needed by the Internship Coordinator to assess your feelings at the end of each Internship term. This information is confidential and will be used by the Internship Coordinator for continuous improvement of the internship process. Please complete this form on the date indicated on your Internship Schedule (see Appendix A.2)

1. Briefly describe the progression of your work assignment.

2. How frequently has your supervisor reviewed your progress with you?
_____ Daily _____ Weekly _____ Occasionally _____ Has not reviewed

3. Is your relationship with your supervisor:
_____ Excellent _____ Very Good _____ Good _____ Fair _____ Poor

If "poor," please explain.

4. How did this experience fit your academic goals?

5. How did this employing organization relate to your career goals?

6. Were there any unsolved problems that kept you from attaining full value from the experience?
_____ Yes _____ No

If "yes," please explain.

Signed _____ Date _____

Final Evaluation by Work Site Supervisor

Instructions to the student: This evaluation form is to be completed near the conclusion of your assignment (as indicated on your Internship Schedule) by your work site supervisor. Complete the first page and give it to your supervisor along with a copy of the Evaluation Criteria found in this appendix.

Name _____

Employing Firm : Name _____

Address _____

Date term started _____ Will complete _____

Department _____ Job Title _____

Name of Supervisor _____ Title _____

Attendance: Times late: _____ Reason: _____

Time Absent: _____ Reason: _____

Pay rate: $ _____ per _____ Gross pay for full period $ _____

Brief job description

Date turned in to supervisor _____

Instruction to the work site supervisor: Please review the information provided in Section 1 and the evaluation criteria provided by the student, then answer all questions on this page. Please review this evaluation with the student and have the student mail the evaluation to the Internship Coordinator.

Traits	Exceeded expectations	Met expectations	Did not meet expectations	Not Able to Evaluate
Relationship with others				
Judgment				
Ability to learn				
Work habits				
Dependability				
Quality of work				
Quantity of work				
Communications: oral				
Communications: Written				
Leadership qualities				

Summary Statement: Please comment on the strengths and weaknesses in relation to the above traits.

Recommendations: Please indicate course work or other types of experiences which could improve the student's potential.

Signature of Supervisor _____ Date _____

I have read the final evaluation and my supervisor has reviewed it with me.
Signature of Student _____ Date _____

Sample Evaluation Criteria for Supervisor

The following rubric may be used by the supervisor in determining the performance of an intern. Additional criteria may also be applied.

1. Relationship with others
    - Functions effectively within the work setting
    - Accepts constructive criticism in a positive manner
    - Obeys all rules/policies of the employer
    - Develops appropriate relationships with peers and superiors

2. Judgment
    - Develops and exercises good judgment when making decisions
    - Asks for help when needed

3. Ability to learn
    - Demonstrates the ability to learn on the job
    - Develops a good working knowledge of his/her job assignment
    - Learns from his/her mistakes
    - Accomplishes all objectives listed on his/her training plan

4. Work habits
    - Makes effective use of time
    - Dresses appropriately each day he/she reports to work
    - Takes initiative to solve problems that come up
    - Demonstrates initiative in his/her approach to accomplishing the work assignment
    - Works to improve his/her performance

5. Dependability
    - Performs all jobs assigned
    - Reports for work every work day
    - Reports for work on time every work day
    - Turns in all written reports on time
    - Performs his/her duties in accordance with instructions
    - Makes proper notification for any illness or absenteeism
    - Makes up all work days missed

6. Quality of work
    - Quality of work (service) continually improves
    - Quality of work is equal to or exceeds that of regular employees

7. Quantity of work
    - Produces a quantity of work (service) which should be rated as outstanding/superior

8. Communications: Oral
    - Communicates well with peers
    - Communicates well with superiors
    - Discusses his/her progress with supervisor regularly

9. Communications: Written
    - Memos and reports are clear and precise
    - Written work is free of grammatical and spelling errors

10. Leadership qualities
    - Analyzes problems
    - Adapts to situations
    - Is tactful
    - Has ability to plan, organize, schedule
    - Fellow workers respond favorably to his/her suggestions
    - Commands respect and shows confidence

Final Evaluation of Student by Internship Coordinator

Name of Student _____ Date of Evaluation _____

	YES	NO
1. Weekly Logs		
a. Are the logs of sufficient quality, detail and completeness?		
b. Were the logs mailed each week		
2. Summary Paper		
a. Content – sufficient completeness, quality, detail?		
b. Appearance – Professional, outstanding?		
c. Grammar and spelling – good/acceptable		
3. Met Training Plan Objectives		
Objective A:		
Objective B:		
Objective C:		
Objective D:		
Objective E:		
4. Did the student comply with all of the responsibilities of the student as enumerated in the Department of Construction Internship Manual?		
5. Did the site supervisor give the student an excellent rating?		
6. Student's OSHA 10-hour Construction Safety Certificate on File?		

Evaluation completed by: _____ Date: _____

Criteria for Assignment of Grade

To be eligible for the grade of "S" (Satisfactory), no more than two (2) NO answers may be checked. If three or more NO answers are checked, the student will not receive academic credit for CONS 500 Internship. OSHA 10-hour Construction Safety Certificate must be on file at end of course or automatic "U" (unsatisfactory) grade.

Evaluation of Internship Coordinator by Student

Directions: This rating is confidential. It should be returned to the Department Head along with your final report. Circle the number that most nearly indicates your opinion of the Internship Coordinator's performance. Do NOT put your name on this form.

Name of faculty who served as Internship Coordinator _____

1. The Internship Coordinator maintained an attitude of friendly helpfulness and assistance.

   Strongly agree 5 4 3 2 1 Strongly Disagree

2. The Internship Coordinator was willing to and when requested, did help resolve problems that arose during the internship experience.

   Strongly agree 5 4 3 2 1 Strongly Disagree N/A

3. The Internship Coordinator had a good relationship with the site supervisor and site personnel.

   Strongly agree 5 4 3 2 1 Strongly Disagree

4. The Internship Coordinator made appropriate, helpful suggestions on written reports.

   Strongly agree 5 4 3 2 1 Strongly Disagree

5. The Internship Coordinator scheduled and made supervisory visits to the site at an appropriate time.

   Strongly agree 5 4 3 2 1 Strongly Disagree

6. Communications from the Internship Coordinator were clear and understandable.

   Strongly agree 5 4 3 2 1 Strongly Disagree

7. The Internship Coordinator was fair and objective in the assessment of performance in the internship experience.

   Strongly agree 5 4 3 2 1 Strongly Disagree

8. My overall rating of the Internship Coordinator is:

   Excellent 5 4 3 2 1 Very Poor

9. Comments and Recommendations for Improvement

_____

Appendix D Summary Report by Student

Preparing the Summary Report

A summary report is required to complete the Internship. It Is a written presentation of your accomplishments during the work period. Objectives of the **Work Summary Report Paper** are:

- to document the nature and extent of knowledge derived by the Internship student during the work period.
- to educate the reader concerning the type of work involvement and demonstrate that the student benefited from the experience.
- to provide a forum for the writer to learn and improve upon his or her communicative skills through the exercise of technical report preparation.

To help you prepare your report, consider the following items and how they can be related to your experience.

The Internship Coordinator will consider the professional characteristics of the report. The report will be typed, single-spaced, with attention to how well your ideas are expressed and, of course, correct spelling. Appearance always counts. A good report will always contain internal headings as you progress from one subject to another. Your report should look professional. REMEMBER the summary report is an in-depth study and analysis of your co-op job experience and should include all the following elements:

As an **introduction**, you should give a background of the business, the size of the facility, number of employees, and the nature and scope of the business activity. An organization chart would be appropriate. This information should be related, in a general way, to what you were asked to do in your job.

The body of your report should be concerned with **the learning experience**. You established a Training Plan when you started the job. The summary report should include a synopsis of the job duties as you accomplished these goals. You can relate the degree of accomplishment of each goal and what other activities and other learning goals you completed. What part of the experience was particularly interesting and what part was exceptionally dull? You might want to relate to any special training, meetings, or demonstrations that you were able to attend.

For the **conclusion** of the report, you might want to respond to questions relating to the value of the experience to you, and how well this will fit into your career goals. Will you maintain or modify your career goals because of the experience. Was this a realistic learning experience? Would you do it again or recommend it or similar training to others?

You may or may not have any recommendations. This part of the report would relate to program improvement, with regard to the site, supervision or procedures. It could also include suggestions on other items you have observed that would improve the program.

IT IS NOT NECESSARY to resubmit your original weekly logs with the report. However, you may wish to include any work samples or job photos if possible (check with your employer first).

General outline of paper

I. Letter of Transmittal (a letter from you telling the recipient what is contained in the report)
II. Introduction

III. Background of Business
IV. Course Objectives (from Training Plan)
V. Overview and Summation of Work Experience
VI. Evaluation of Internship Experience
VII. Appendices of work samples, forms, photos, etc. (optional)

General Format:

- single-spaced on 8 ½ x 11-inch paper
- 1-inch margins, left justified
- 5-10 pages in length
- use italics rather than underlining
- introductory section should begin with the Arabic numeral 1.

Title Page:

- Title CONS 500 Summary Report
- Include your name and the name of company you interned with
- MUST INCLUDE SIGNATURE OF STUDENT AND SUPERVISOR

Introduction:

- Tells the reader what the report will contain
- begins development of paper
- states your "argument" about the value and relevance of the internship experience
- contains relevant history of topic—how you were hired, what you were hired to do, what your objectives were

Body:

- "Body of Paper" should not be used as a title
- contains the supporting data for your argument
- may contain various headings as well as figures and tables

Summary and Conclusions:

- summarize technical information, not just feelings or opinions about Internship experience
- should not introduce new information

Figures and Tables:

- should appear professional and have a descriptive title
- figures should be numbered consecutively using Arabic numerals
- tables should be numbered consecutively using Roman numerals

References (if any):

- may include in-house reports, interviews, phone calls, articles or company manuals you were asked to read.
- follow example provided in guidelines, below

Appendix (if any):

- contains proofs, figures, drawings which are subordinate to the main argument but are needed as supporting documentation and explanation.
- must be referred to in body of paper and should be labeled appropriately and listed in the Table of Contents.

REFERENCE EXAMPLES

Periodical: Robert Hall, "Power Rectifiers and Transformer," Proceedings of the IRE, pp 1512-1518, Nov 1993.

Book: D.E. Wooldridge, The Machinery of the Brain, McGraw-Hill, New York, NY, pp 50-533, 1992.

Article: Ralph Larson, "The Awakening of a Giant," Careers and the Engineer, pp 16-18, Fall 1993.

Interview: Brad Lawrence, Project Manager, XYZ Corporation, Personal interview, February 1999.

Submit. Upload the summary paper to the Blackboard CONS 500 course site by Wednesday of final examination week for the term in which you complete the internship.