

Appendix E Sample College Internship Guidelines

INTERNSHIP MANUAL

ABC University
DEPARTMENT OF CONSTRUCTION

April, 2016

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 in Summer 2000, 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- 7899, FAX (123) 456-9876.

TABLE OF CONTENTS

| | |
|---|-----|
| Introduction | 122 |
| Overview of Construction Management Internship | 125 |
| Internship Requirements for Students | 126 |
| Responsibilities of the Student | 128 |
| Responsibilities of the Employer | 130 |
| Responsibilities of the Internship Coordinator | 132 |
| Policies and Procedures for Evaluation of Student Interns | 133 |

FORMS

| | |
|--|--------------|
| Internship Deliverables | Appendix A |
| Application Form | Appendix A.1 |
| Internship Schedule | Appendix A.2 |
| Training Plan | Appendix A.3 |
| Letter of Employment | Appendix A.4 |
| Map | Appendix A.5 |
| Weekly Log Format | Appendix A.6 |
| Midterm Evaluations | Appendix B |
| Final Evaluations | Appendix C |
| Summary Paper Format | Appendix D |
| Internship Practice Agreement (for unpaid internships) | Appendix E |

OVERVIEW OF INTERNSHIP IN CONSTRUCTION MANAGEMENT

Internship Goals For Students:

The CNST 500 experience should lead to the following goals for students:

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:
 - A. Good work attitudes, values, and habits
 - B. Self-confidence
 - C. Responsibility
 - D. Better understanding of career options
 - E. 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 CNST 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 CNST 100, CNST 200, or CNST 300. For information on co-op programs contact the CDC at (123) 456-7654.

REQUIREMENTS

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

STUDENT ELIGIBILITY FOR INTERNSHIP (CNST 500):

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

1. Be a declared Construction Management major
2. Have completed 90 semester hours of coursework (Senior status)
3. Have completed 2 semesters of ABC UNIVERSITY coursework (for transfer students)
4. Have an overall and major GPA of at least 2.0
5. 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
6. Have completed CNST 350 Plan-Reading.
7. 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.
8. Have completed an Application for Internship (Appendix A.1)

Internship Application Procedures

In order to enter a Construction Management internship, the student must:

1. Meet the above listed requirements for internship.
2. 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.
3. 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.
4. Meet with the Internship Coordinator individually or attend an orientation meeting to discuss requirements and the procedure for securing a placement.
6. 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.

7. Enroll in CNST 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:

1. Attend an Internship Orientation meeting **before** the semester or Internship term begins.
2. 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.
3. 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.
4. Interview at the proposed work site following consultation with the Internship Coordinator. When hired, complete the Internship Schedule (Appendix A.2)
5. 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.
6. 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).
7. 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.
8. 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.

9. 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.
10. 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.
11. 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.
12. Notify Internship Coordinator and the Construction Department secretary of any changed mailing address from your Internship application.
13. Provide own housing and transportation to and from work.
14. Notify through proper channels both the university and the company immediately of any sickness or emergency which may prevent the performance of assigned duties.
15. Abide by the employer's rules, regulations, and customs. You must conduct yourself in a professional manner at all times.
16. 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.
17. Maintain confidentiality regarding sensitive business information gained in the work environment.
18. 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

1. Interview the student applying for Internship.
2. 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.
3. Assign a work site supervisor who will provide guidance, direction, and constructive criticism for the student.
4. Provide a safe workplace and advise the student of any potential dangers associated with the workplace.
5. Contact the Internship Coordinator in the event of special problems.

6. 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).
7. Allow student(s) in the Internship program to observe all national holidays that may occur during the Internship assignment.
8. If possible, reimburse the student for any work-related travel or expenses incurred other than to and from work.
9. 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.
10. 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.
11. Complete an Internship Practice Agreement as outlined in Appendix E (for unpaid internships ONLY).

RESPONSIBILITIES OF THE INTERNSHIP COORDINATOR

It is the Coordinator's responsibility to:

1. Maintain a list of Internship positions that may be available to Construction students who qualify to participate in the Internship program.
2. Work to contact businesses and industries to develop new Internship positions.
3. Assist students in negotiating with the employer and/or company supervisor to set up mutually agreed upon objectives and learning experiences.
4. Conduct ongoing evaluations of companies to ascertain continued suitability as field instruction sites for the Internship program.
5. Assess student qualifications and facilitate initial contact between employer and student(s).
6. Assist interested students in determining their qualifications for participation in the Internship program.
7. Review with all interested students, employers, and/or company and department supervisors all rules, regulations, requirements, prerequisites, and procedures involved with the Internship assignments.
8. Advise the student of any intrinsic dangers associated with Internship assignments.
9. Be sure that the student applicants have been provided with all necessary forms.
10. Collect, review and file all completed forms from student applicants.
11. Orient student applicants to the Internship programs and prepare them for the interview/selection process.
12. 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.
13. Maintain records of all visitations, communications, and written appraisals.
14. 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

1. 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.
2. Student evaluation will be based on the following:
 - A. 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).
 - B. 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

APPENDIX A.1

Application for Internship

Name _____

e-mail _____

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

___ 305 Soils

___ 320 Electrical

___ 405 Planning & Scheduling

___ 335 Mechanical

___ 410 Contracts

___ 350 Plan Reading

___ 450 Estimating & Bidding

___ 355 Structural Analysis

___ 460 Material Testing

___ 355 Computer Applications

___ 465 Concrete Properties

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.

Mail, fax, or email all correspondence relating to your Internship to:

Internship Coordinator
Department of Construction
ABC University
Campus Box 1000
Anytown, USA 02026-1100
ssmith@ABC University.edu
Phone (123) 456-7899
Fax (123) 456-9876

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 CNST 500 course site during the first week of your employment, or the first week of the semester in which you are enrolled in CNST 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 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 in the Construction office by 4:30 p.m. Wednesday of the following week. Beginning in Summer 2010, 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 CNST 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 CNST 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 CNST 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 CNST 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 10-hour Construction Safety Certificate or a signed letter from your OSHA approved 10-hour 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.**

APPENDIX A.2

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: _____

Home address while on Internship: _____

Home phone while on Internship _____

Company Name: _____

Company Address: _____

Supervisor Name: _____

Supervisor Title/job function _____

Supervisor work phone: _____

Supervisor email: _____

Your work phone while on Internship _____

Your Internship Wage or Salary Rate _____

Internship Start Date:

Internship Completion Date:

Midterm Evaluation Date:
(Student & Supervisor)

Final Evaluation Date:
(Student & Supervisor)

Summary Paper Due Date:

Appendix A.3

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 CNST 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 recreated electronically if desired. Please contact the Internship Coordinator at (618) 650-2088 if you have any questions about the Training Plan.

Student Name _____ Date: _____

Title _____

Name and Address of Internship employer

Name of immediate supervisor(s) _____

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

1. _____
2. _____
3. _____
4. _____

Objective D

| |
|--|
| |
| |
| |
| |

Objective E

| |
|--|
| |
| |
| |
| |

A.4 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**

A.5 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**

A.6 WEEKLY LOG

Guidelines

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 CNST 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: 4/17/15-4/21/15

***** Monday, 4/17/15 - 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, 4/18/15 - 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

B.1 MIDTERM EVALUATION BY STUDENT

Name _____

Employing Firm : Name _____

Address _____

Name of Worksite Supervisor _____ Title _____

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 _____

B.2. MIDTERM EVALUATION OF STUDENT BY WORKSITE 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 _____

B.2. MIDTERM EVALUATION OF STUDENT BY WORKSITE 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

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 _____

C.2. FINAL EVALUATION OF STUDENT BY WORKSITE 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 _____

C.3. EVALUATION CRITERIA

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

(Continued on next page)

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
 - Tactful
 - Has ability to plan, organize, schedule
 - Fellow workers respond favorably to his/her suggestions
 - Commands respect and confidence

**C.4. 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: _____

C.5.CRITERIA FOR ASSIGNING GRADES

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 CNST 500 Internship. OSHA 10-hour Construction Safety Certificate must be on file at end of course or automatic "U" (unsatisfactory) grade.

C.6. 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 Paper Format

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:

- (1) to document the nature and extent of knowledge derived by the Internship student during the work period.
- (2) to educate the reader concerning the type of work involvement and demonstrate that the student benefited from the experience.
- (3) 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, you will want to 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, double 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.

A major area 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, etc. (optional)

General Format:

- double-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 CNST 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

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 CNST 500 course site by Wednesday of final examination week for the term in which you complete the internship.

Appendix E

Internship Practice Agreement for Unpaid Internships Only

INTERNSHIP PRACTICE AGREEMENT

This Agreement, made this _____ of _____ by and between the Board of Governors of ABC University, governing ABC University, hereinafter called the “University” and located at _____ hereinafter called the “Company.”

WHEREAS, this Agreement may include working with undergraduate construction students of the University School of Technology.

WHEREAS, the University offers a program of instruction in Construction Management, and the University desires that its students obtain, as part of the curriculum, internship learning experience;

WHEREAS, the parties desire to cooperate in establishing a continuing educational relationship for the education of Construction Management students by the University whereby the University may utilize the educational experience offered by the internships of the Company; and

WHEREAS, the Company operates a construction Company or construction management Company and is capable and willing to make available its operations for practical experience to University students.

NOW, THEREFORE, the parties in consideration of the promises and covenants between them, mutually agree as follows:

- I. UNIVERSITY RESPONSIBILITIES: The University shall:
 - A. Provide, through the University’s Department of Construction, a Construction faculty member who will assume the following responsibilities for Construction students:
 1. Arrange with Company personnel all student learning experiences within the Company;
 2. Provide for teaching and internship supervision of students;
 3. Provide course syllabi which define expectations regarding student learning;
 4. Provide for evaluation of the learning experience;
 5. Admit to the Internship experience only students who have met all University admission requirements and have maintained a cumulative GPA of “C;”
 6. Maintain primary responsibility for student education;

7. Monitor student performance relative to learning objectives for the internship experience;
8. Provide for Company input regarding student evaluation; and
9. Verify to the Company representative all of the above, upon request. B.
Maintain confidentiality regarding company information.

II. COMPANY RESPONSIBILITIES: The Company shall:

- A. Make available all internship learning experiences to the faculty and students of the Department of Construction as are arranged pursuant to this Agreement;
- B. Assume the responsibility for explaining to and instructing its staff members in their respective roles and relationships with the faculty and students of the University;
- C. Promote positive attitudes on the part of all concerned in making the cooperative arrangement between the Company and University successful;
- D. Arrange for student parking as is provided for Company staff;
- E. Provide for closets or other suitable facilities for coats, books, and other property of the faculty and students while performing activities pursuant to this Agreement; and
- F. Offer immediate emergency care of students or faculty in the event of accidental injury or illness. Students or faculty shall be responsible for any cost involved, follow-up care or hospitalization in connection with such accident.

III. THIRD PARTY CLAIMS: The parties shall have the right of contribution against one another with respect to any claim for damages by a third party against either party that is allegedly attributable to the negligence of either party, its officers, directors, agents, employees, students or representatives; provided, however, that such contribution claims may be subject to the Illinois Court of Claims.

IV. TERM AND TERMINATION: It is mutually agreed by both parties that this Agreement shall continue from year to year without annual renewal. Either party may terminate this Agreement for any reason by providing one hundred twenty (120) days written notice of termination. However, all students enrolled at the time notice of termination is given shall be allowed to complete the internship learning experience in which they are involved.

- V. **REMOVAL OF STUDENT:** Company may request University to remove and, upon any such request, University agrees to immediately remove any student assigned to Company,
if in the sole discretion of Company, student's presence is detrimental to company operations. Company agrees that the basis for such removal shall be reasonable and nondiscriminatory. Company agrees to provide University with a letter specifying the reasons for the request within ten (10) days following Company's decision.
- VI. **AMENDMENTS:** This Agreement may be amended only by written addendum signed by both parties.
- VII. **AUTHORITY:** The University affirms that the Dean of the School of Technology of ABC University has the authority to enter into this Agreement.
Company affirms that the person executing this Agreement has full authority to do so.
- VIII. **NON-EMPLOYEE STATUS OF STUDENTS AND FACULTY:** It is understood and agreed by all parties that students and faculty of the University are not employees of Company and, as such, are not entitled to wages, workers' compensation, medical insurance, or any other employee benefits from Company for activities related to the internship experience provided for under this Agreement.
- IX. **WAIVER:** The failure of either party to insist upon strict performance of any of the provisions of this Agreement shall not be construed as a waiver of any subsequent default of the same or similar nature. The waiver of one or more provisions of this Agreement does not act as a waiver of the entire Agreement.
- XI. **SEVERABILITY:** In the event any term or provision of this Agreement is found to be unenforceable or void, in whole or in part, the remaining provisions shall be construed as valid and enforceable to the maximum extent permitted by law.
- XI. **APPLICABLE LAW:** Questions of validity, execution, construction, and interpretation which may arise hereunder shall be governed by the laws of the state of XX without reference to conflict of law principles.
- XII. **UNLAWFUL DISCRIMINATION:** The parties hereto agree that neither party shall in the performance of this Agreement discriminate against any individual on the basis of race, religion, sex, creed, marital status, national origin, physical or mental disability unrelated to ability, or unfavorable discharge from military service not including dishonorable discharge.
- XIII. **UNLAWFUL SEXUAL HARASSMENT:** Company warrants that it has a policy prohibiting sexual harassment and has made its employees aware of its policy.

Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature toward or in the presence of students or faculty must not be condoned or permitted by the Company.

- XIV. ANTI-BRIBERY CLAUSE: The Company certifies that it is not barred from being awarded a contract or subcontract under Section 50-5 of the Illinois Procurement Code (30 ILCS 500/50-5).
- XV. DRUG FREE WORK PLACE: The Company certifies that it will comply with the Drug Free Work Place Act (30 ILCS 580) and will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.
- XVI. ASSIGNMENT: This Agreement shall be binding on all successors and assigns of the parties hereto.
- XVII. NOTICES: All notices pursuant to this Agreement shall be made in writing and will be deposited in the United States mail, postage prepaid, addressed to the persons on the signature page.
- XIX. HEADINGS: The headings in this Agreement are intended only for ease of reference and shall not be considered in the construction or interpretation of this Agreement.
- XVIII. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties and supersedes all prior written or verbal agreements between the University and Company.

APPROVED:

APPROVED:

BOARD OF GOVERNORS
OF ABC UNIVERSITY,
GOVERNING
ABC UNIVERSITY

Signed: _____

Authorized Company Representative

Printed Name:

Title:

Date: _____

J. Jones, Dean, School of Technology
For D. Davis, President, ABC University

Date: _____