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UNIVERSITY OF WASHINGTON

***COLLEGE OF BUILT ENVIRONMENTS***

**DEPARTMENT OF CONSTRUCTION MANAGEMENT**

#  EMPLOYER SUMMER INTERNSHIP

# ORIENTATION MANUAL

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**SUMMER INTERNSHIP PROGRAM**

# NOTICE TO STUDENTS

**REQUIREMENT**

In order to graduate with a Bachelor of Science in Construction Management, each student

must complete at least one three-month internship within the construction industry. The

purpose of the internship is for the student to gain practical experience at a construction site

and/or in a construction firm’s office. Receiving an internship is a privilege, and the student is

expected to exhibit professional behavior and to contribute to the employing company. The

practical experience gained from an internship will provide a context for applying the principles

learned in the classroom during the student’s final year of study in the program.

**SELECTION**

It is the student’s responsibility to obtain an internship and notify the Department of Construction

Management by submitting the application form on page 3 no later than **1 May**.

Applications should be given to Academic Advisor Jessica Pak.

**PROCEDURE**

Each student should approach a prospective employer regarding an internship and provide a

copy of the internship guidelines included in this packet. Once the employer agrees to provide

an internship, the student should complete the application form and submit it to the Department

office. At the end of the summer, the student needs to ensure that the employer submits a

completed evaluation form and annotated Intern Checklist. The form may be sent directly to the

Department or may be given to the student for submission to the Department.

**STUDENT RESPONSIBILITY**

It is the responsibility of each student to ensure that his/her internship experience is a success.

The student should be proactive in searching out ways to contribute to the goals of the

employer, but also in exposing himself/herself to the concepts listed on the Intern Checklist

(pages 8,9). It should be recognized that an internship is a secondary priority to the employer,

and as such the student should actively ask for additional tasks and learning opportunities.

Furthermore, as a paid intern, each student should make every effort to give his/her best work.

An internship opportunity is a privilege, not a right. The student is not only representing

himself/herself, but the entire Construction Management program.

**APPLICATION**

***Completed application forms are to be submitted to the Department office no later than***

***May 1.***

### Student Application for Internship Program

*Due May 1*

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any physical limitations?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credits completed toward CM degree:\_\_\_\_\_\_\_\_\_\_ Cumulative GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Your job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Days & Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous experience in the construction field?

Job Title Employer Address From To

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

**SUMMER INTERNSHIP PROGRAM**

# GUIDELINES FOR EMPLOYERS

**PURPOSE**

All Construction Management undergraduate students are required to complete at least one three-month

internship during their program of study at the University of Washington. The purpose of an internship is

to provide practical work experience to reinforce the material learned in the classroom. The intent is for

students to apply the concepts learned in an actual work experience and to gain on-the-job experiences

that will serve as a context for the classroom discussions during their final year at the university. It is

hoped that students will be exposed to a wide variety of tasks and issues during their internships, in both

field and office environments. Interns are expected to be contributing members of their employers’ staff.

There is no expectation that employers will offer full-time employment to their interns upon graduation

from the university, but many chose to do so.

**STUDENT CURRICULUM**

Listed below are the required courses that the student has accomplished at the end of the junior year

(see web page for all course content including electives). This will provide a basic overview regarding

what the student has learned so far in the construction management curriculum.

ARCH 320, 321, & 322 Introduction to Structures

CM 310 Introduction to the Construction Industry

CM 311 Construction Documents

CM 312 Construction Accounting

CM 313 & 323 Construction Methods and Materials

CM 331 Construction Estimating 1

CM 332 Construction Equipment Management

CM 321 Mechanical Systems in Buildings

CM 322 Electrical Systems in Buildings

CM 334 Construction Surveying

For additional information on course content:

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

**EMPLOYER RESPONSIBILITY**

The employer should provide the intern with a company orientation and access to company policies and

general practices as provided to any new employee. The employer should provide a clear set of

objectives for the intern to accomplish over the internship period. This includes highlighting areas on the

Intern Checklist that the intern should be exposed to during the internship. Add to the

checklist any company or project specific goals that are not indicated. It is recommended that the

employer meet with the student at the beginning of the internship to discuss how these objectives will be

met, as well as on a regular basis (monthly minimum) throughout the internship period to track progress.

At the end of the internship, the checklist should be annotated by the employer to indicate student

exposure during the internship. The annotated checklist should be attached to the evaluation form submitted to the Construction Management Department at the conclusion of the internship.

## SUGGESTED PROCEDURE

Even though an intern may work with or for several supervisors, a senior manager should be assigned to

oversee each intern to ensure that he or she is exposed to a variety of learning experiences during the

internship. Even though it may change, the senior manager should sit down with the intern at the

beginning of the internship to establish an outline and schedule of the tasks and experiences that the

intern is to accomplish during the internship. A suggested template has been provided for your

convenience (see page 6). You do not need to use this same template, but it does synthesize the

recommended elements of a student internship. A copy of the developed plan should be given to the

intern and any direct supervisors.

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

tasks may include

• Review of submittals and compare with specifications.

• Quantity take-offs and estimating for bids and change orders.

• Follow-up on change order pricing from subcontractors and vendors.

• Bid day activities like subcontractor/vendor follow-up.

• Attend job meetings with clients and publish minutes.

• Help a foreman with scheduling or follow-up.

• Purchasing activities and buyout.

• Assign them to obtain pricing on items.

• Jobsite walkthrough to determine what has been installed and compare it to the schedule

• Jobsite safety walkthroughs and inspections.

• Tracking RFIs and follow-up.

• Visits to multiple jobsites, at least two or three.

• Interview company management to learn their roles, for example, chief estimator, business

development, operations, safety, and preconstruction.

In addition, the student should interact with and learn the responsibilities of other members of the

construction team, particularly the superintendent.

**MONITORING**

The responsible senior manager should meet at least every two weeks with the intern to review progress

on accomplishing the plan and to receive feedback regarding the intern’s work experiences.

**REPORTING**

At the end of the internship, provide feedback to the Construction Management Department by

completing the evaluation form provided by the intern and attaching the annotated Intern Checklist indicating student exposure during the internship.

**Construction Management Summer Internship Plan Template**

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

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

 **Summer Internship Program**

**EMPLOYER’S EVALUATION FORM**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

RELATIONS WITH OTHERS ATTITUDE/APPLICATION TO WORK

\_\_\_ Exceptionally well accepted \_\_\_ Outstanding enthusiasm

\_\_\_ Works well with others \_\_\_ Very interested and industrious

\_\_\_ Gets along satisfactorily \_\_\_ Average in diligence and interest

\_\_\_ Has difficulty working with others \_\_\_ Somewhat indifferent

\_\_\_ Works very poorly with others \_\_\_ Definitely not interested

JUDGMENT DEPENDABILITY

\_\_\_ Exceptionally mature \_\_\_ Completely dependable

\_\_\_ Above average in making decisions \_\_\_ Above average in dependability

\_\_\_ Usually makes the right decision \_\_\_ Usually dependable

\_\_\_ Often uses bad judgment \_\_\_ Sometimes neglectful/careless

\_\_\_ Consistently uses bad judgment \_\_\_ Unreliable

ABILITY TO LEARN QUALITY OF WORK

\_\_\_ Learns very quickly \_\_\_ Excellent

\_\_\_ Learns quite readily \_\_\_ Very Good

\_\_\_ Average in learning \_\_\_ Average

\_\_\_ Rather slow to learn \_\_\_ Below Average

\_\_\_ Very slow to learn \_\_\_ Very poor

COMMUNICATION SKILLS

\_\_\_ Excellent skills in speech, writing and drawing \_\_\_ Very good at communicating clearly

\_\_\_ Average in ability to communicate \_\_\_ Communicates at minimum level to

\_\_\_ Experiences difficulty in communicating accomplish job

ATTENDANCE: \_\_\_\_\_ Regular \_\_\_\_\_ Irregular PUNCTUALITY: \_\_\_\_\_ Regular \_\_\_\_\_ Irregular

OVERALL PERFORMANCE: \_\_\_\_ Wow! \_\_\_\_ Good \_\_\_\_Average \_\_\_\_ Marginal \_\_\_\_ Unsatisfactory

Would this be the type of employee you would hire on a permanent basis? \_\_\_\_\_ yes \_\_\_\_\_ no

If no, briefly state why not: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_