



Department of Construction Management

COLLEGE OF COMPUTING, ENGINEERING AND CONSTRUCTION

Construction Management

INTERNSHIP MANUAL

*The construction industry's leaders are at
University of North Florida today and guided by one criterion –
a commitment to excellence.*

CM MISSION

The Department of Construction Management (CM) provides the student a program of study that prepares one for a variety of positions in the construction industry. The program consists of a management orientated technical curriculum regarding building construction, computer concepts, business and general education.

CM GOALS

To provide and maintain a high quality Bachelor of Science in Building Construction academic program which enables graduates to achieve their maximum potential in the construction management field.

To provide and maintain a strong, active relationship with the construction industry in Northeast Florida through graduates, an industrial advisory committee, and internships.

CM INTERNSHIP OBJECTIVES

The mission of the Construction Management Internship Program is to meet the challenges of the future by educating the student, supporting intellectual contributions by faculty, and assisting the construction industry. The Internship Program's primary purpose is to prepare the construction student with leadership responsibilities in a technologically oriented, diverse, dynamic and global construction environment.

Purpose

In an effort to aid the student in developing career awareness, the Construction Management Department at University of North Florida is placing increased emphasis on career planning. An important component of this emphasis is an internship program that provides the student with opportunities to obtain actual work experience while testing the concept of the student's chosen profession, thus assisting the student to be more certain of career objectives.

In addition, a viable internship program reinforces the student learning process. The understanding of the relationship between a course's content and the student's chosen profession enhances learning capabilities, resulting in improved academic skills.

The internship program also offers significant benefits to participating firms. It provides an excellent opportunity for the employer to evaluate a potential employee in the work environment. A well-designed internship program also brings to the company temporary employees who are capable of making significant and productive contributions during their tenure.

The training of a young man or woman for a successful career in the construction industry requires the combined efforts of University of North Florida and the construction business community in which the student will ultimately serve. Companies participating in the internship program support this philosophy by bridging the gap between the student's educational training and the student's practical experiences.

General Description

A number of construction firms in Florida have agreed to provide internship opportunities to Construction Management (CM) students in order to provide them with construction management-related work experience. Each internship agreement lasts 15 weeks, during which time the student (the Intern) is expected to work with the employer approximately twenty (20) hours per week. The employer assigns a specific Intern Supervisor to mentor the intern. The intern is required to submit bi-weekly reports and a final summary report about their work experiences. The intern earns three credit hours after they successfully complete the internship agreement. A member of the CM faculty supervises the internship program and will assign the final grade.

Each CM student must complete one (1) internship agreement as a prerequisite to earning a Building Construction degree. Each student may indicate their personal preference regarding the nature of the internship position and the internship company. The faculty member will assist students in finding an internship opportunity, but ultimately it is the student's responsibility to secure an internship job.

If a student possesses and exhibits extensive construction administration work experience, the student may petition/request to take additional course work in lieu of the internship credit hours as an alternative.

Program Objectives

The primary objective of the internship program is to provide CM students with an opportunity to observe and/or participate in all aspects of construction management that are typically encountered in the construction work place.

The instructional intent of the internship is, first, for the intern to develop an overall understanding of the different managerial processes regarding construction contract administration at both the construction site and at the home office. The intent is to introduce the intern to the various administrative requirements for each and how such processes vary. Second, the intern will be introduced to the costing system creating costing structures, the construction schedules and budgetary controls. Finally, the intern should attempt to integrate and utilize classroom gained knowledge and apply same to situations presented via the work experience.

Expected outcomes of the CM Internship Program

As a result of participation in the program, the student should:

- Be able to identify different leadership skills and styles
- Be able to define and demonstrate a broader understanding of the different construction operation processes and the processes of contract administration
- Be able to assess and evaluate personal managerial strengths and weaknesses
- Be able to evaluate career alternatives
- Be able to demonstrate succinct written and oral communication skills
- Be able to demonstrate analytical decision-making skills

Procedures and Responsibilities

For the CM Faculty Member:

1. Assist the student in selecting the internship employer/supervisor to ensure that the internship is an appropriate and desired work experience.
2. Advise the Intern and the Intern Supervisor of the program expectations, and requirements such as creating the internship goal assessment criteria.
3. Monitor the progress of the student by reviewing their weekly timesheets and work experience reports.
4. Assign a final grade based on the faculty member's and Intern Supervisor's evaluation and other factors as defined by the course syllabus and the Internship Manual.

Procedures and Responsibilities (continued)

For the Intern Supervisor:

1. A specific construction manager, rather than the construction firm, is responsible for the overall internship experience. This person is designated as the student's Intern Supervisor; however, this does not preclude a student intern from working with other construction managers where and when necessary to expand the Intern's work related experience.
2. The Intern Supervisor and the Intern will create a list of specific objectives for the internship, including assessment criteria that will form the basis for evaluating successful completion of the internship agreement between the Intern Supervisor and the Intern.
3. The Intern Supervisor should be available for consultation, with both the Faculty Advisor and the Intern, regarding the internship placement process, ongoing progress, and final evaluation.
4. The Intern Supervisor must sign the intern's work experience report before it is submitted to the faculty member. Although each Intern is expected to work a minimum of twenty hours during the internship agreement period, it is not necessary that the length of the internship be confined to twenty (20) hours per week. If the Intern desires to work more than twenty (20) hours per week, and the Intern Supervisor agrees to this, then the intern may do so. The intern must understand, however, that only three (3) semester credit hours may be credited towards the student's baccalaureate degree.
5. The Intern Supervisor should strive to provide the Intern with as many different kinds of experiences and responsibilities in construction management as the placement will allow. These opportunities, for example, might include (but are not limited to) observing or perhaps performing (under supervision) field supervisory tasks, drafting letters to an owner, architect, subcontractor, or vendor, negotiating contracts, and drafting contract documents.
6. During the internship, the Intern Supervisor should contact the faculty member should any problems arise with the Intern's work performance.
7. At the completion of the internship agreement, the Intern Supervisor will evaluate the Intern's work. The faculty member will provide an evaluation form. Brief comments on the positive and negative aspects of the student intern's performance are encouraged. The evaluation should be submitted the last week of the internship.

Procedures and Responsibilities (continued)

For the Intern:

1. At the beginning of the semester, the faculty member will provide each student with information about the available internships. The student may indicate a preference for a particular category and a particular construction manager and firm with whom he or she would like to work. Students can even arrange their own internships on an *ad hoc* basis (especially if an opportunity for a future employment agreement exists!), but final approval rights are still reserved by the faculty member.
2. Where necessary, the faculty member will make a preliminary match of the student with an Intern Supervisor. Final placement ultimately depends upon the acceptance of the student by the Intern Supervisor.
3. The actual work experience schedule shall be negotiated between the Intern Supervisor and the Intern. All issues relative to work schedules, rate of compensation, school vacations, and holidays shall be resolved between the Intern and Intern Supervisor.
4. The Intern will submit a typed work experience report' to the faculty member that has been signed by the intern Supervisor. A standard form will be provided for this purpose. The report should list the nature of the previous period's work experiences and include at least one "insightful" observation related to the nature of "leadership and/or management styles of construction managers". These "insights" will form a partial basis for the required final summary report. The faculty member must receive the report by 4:00pm on the Wednesday following each period being reported. The purpose of the report is to ensure that the Intern is participating in meaningful and varied *management-related* work experiences.
5. The Last week of the semester the intern will submit to the Faculty Advisor a summary report about the Intern's work experiences focused on the "lessons learned". The faculty member will provide the report content and format requirements separately to the intern. In addition to "satisfactory" performance on the job (as evaluated by the Intern Supervisor), the Intern will be expected to produce a "thoughtful, insightful, and comprehensive" summary report that addresses both the "lessons learned" about specific management methods and processes and observations/conclusions about "leadership and management styles of construction managers".
6. The intern must register for the Internship course and pay tuition and fees (for 3 credit hours) for the academic term during which the internship work is being performed. Internship credit will not be granted retroactively; the student must have the internship approved in advanc

Academic Advisor Contact Information

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TO THE EMPLOYERS:

Please know that the UNF Department of Construction Management sincerely appreciates your interest and support of the Building Construction Management Internship Program—THANKS!



Department of Building Construction Management
COLLEGE OF COMPUTING, ENGINEERING, AND CONSTRUCTION

CONSTRUCTION MANAGEMENT INTERNSHIP AGREEMENT

Intern's Name _____ N# _____

Intern's Address _____
(Street/P.O. Box) (City) (State) (Zip)

Intern's Phone Number _____ E-mail _____

Employer _____ Phone Number _____

Employer's Address _____
(Street/P.O. Box) (City) (State) (Zip)

Intern Supervisor's Name _____ Title _____

Intern Supervisor's Contact Information

Phone _____

Fax _____

E-mail _____

Internship Starting Date _____ Ending Date _____

Intern's Rate of Compensation _____ Hours to be worked per week _____

INDUSTRY FEE

A fee of \$400 is requested from the Intern employer. These funds are used to help defray Internship program expenses such as faculty travel to employers and other CM program enhancements. The check should be made out to the University of North Florida. The check should be mailed to Dr. Maged Malek, Department of Construction Management, University of North Florida 1 UNF Drive, Building 50 room 2400 Jacksonville, FL 32224-2645.

RESPONSIBILITIES OF THE INTERN

1. The Intern is required to complete a minimum of 300 hours (15 weeks * 20 hours) of work in an approved position, plus any other requirements specified by the course syllabus and/or Internship Manual.
2. The Intern's rate of compensation is to be negotiated between the Employer and the Intern.
3. A grade will be assigned that is contingent upon a "satisfactory" evaluation by the Intern Supervisor, as well as completion of all other requirements specified by the course syllabus and/or Internship Manual.
4. Each intern will maintain regular contact with the Faculty Advisor by submitting a bi-weekly work report (signed by the Intern Supervisor) to the faculty member. The Intern is also required to present an initial list of their personal objectives for the internship (developed in coordination with the Intern Supervisor) and a final summary report on their work experience.

5. The Intern is subject to the jurisdiction of all rules, regulations, and codes of conduct affecting students at University of North Florida, as well as those that the employer may require.
6. The Intern must maintain confidentiality with regard to sensitive business information gained in the work environment.

RESPONSIBILITIES OF THE CM FACULTY MEMBER

1. Provide the Intern and Intern Supervisor with a pre-internship orientation, maintain regular interactions with both parties to assure that the learning objectives are being achieved, and conduct the final evaluation of the internship based on input from the intern supervisor and reports submitted by the Intern.
2. Provide the participating employer/supervisor with appropriate instruments for evaluating the student.
3. Assist the student in developing topics for appropriate research projects, readings, and written papers relating to the internship experience.

RESPONSIBILITIES OF THE PARTICIPATING EMPLOYER AND INTERN SUPERVISOR

1. The Employer should assign a specific Intern Supervisor to work directly with the student to achieve the educational goals of the internship by assigning appropriate work duties.
2. The Intern Supervisor and the Intern will create a list of specific objectives and assessment criteria for the internship that will form the basis for evaluating “satisfactory completion” of the internship.
3. Provide the student with an orientation to the work-site duties, hours, and employer/supervisor expectations.
4. Schedule regular meetings with the Intern and provide ongoing feedback about the Intern’s performance.
5. Provide a safe and secure workplace at which the Intern has the opportunity to meet his/her educational objectives.
6. At the completion of the internship agreement, the Intern Supervisor will evaluate the Intern’s work performance. The Intern Supervisor will complete the “Confidential Evaluation Form” (provided by the faculty advisor) and will provide brief comments on the positive and negative aspects of the Intern’s performance. The evaluation form should be submitted during the last week of the internship.

This agreement is subject to any specified educational objectives, duties, learning outcomes, and evaluation methods that may accompany this agreement or are included in the Internship Manual.

(Intern)

(Date)

(Intern Supervisor/Employer)

(Date)



Department of Building Construction Management
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CONFIDENTIAL

INTERN SUPERVISOR'S EVALUATION

BUILDING CONSTRUCTION MANAGEMENT INTERNSHIP

INTERN'S NAME _____

EMPLOYER _____

INTERN SUPERVISOR _____

INTERNSHIP STARTING DATE _____ ENDING DATE _____

CERTIFICATION _____
(Signature of the Intern Supervisor) (Date)

INSTRUCTIONS

The principal value of an internship is derived from the practical work experience, and this evaluation will be an important consideration in assessing overall performance of the Intern. (Other aspects of the internship will be evaluated by the Faculty Advisor).

Please check the appropriate column for each item. General or specific comments on how the Intern can improve their own performance (especially those related to professionalism, leadership and management style, etc.) are especially appreciated. We are also very interested in suggestions for improving the effectiveness of our BCM internship program.

This evaluation will be kept confidential. The Faculty Advisor will use your input to make general suggestions aimed at improving the professionalism of the Intern.

THANK YOU for taking the time and effort to mentor your Intern.

INTERN'S NAME _____

INTERN SUPERVISOR'S NAME _____

INTERN SUPERVISOR'S EVALUATION

	<u>Excellent</u>	<u>More than Satisfactory</u>	<u>Satisfactory</u>	<u>Needs to Improve</u>	<u>Unsatisfactory</u>
Ability to work with all types of people.	_____	_____	_____	_____	_____
Ability to think and reason logically.	_____	_____	_____	_____	_____
Ability to understand and solve construction problems.	_____	_____	_____	_____	_____
Ability to make sound economic decisions.	_____	_____	_____	_____	_____
Ability to communicate clearly and concisely, both oral and written.	_____	_____	_____	_____	_____
Are computer literate And Internet capable.	_____	_____	_____	_____	_____
Knows and upholds ethical standards of the field.	_____	_____	_____	_____	_____
Prepared for successful entry into the construction industry.	_____	_____	_____	_____	_____
Potential to be a leader in the construction industry and in the community.	_____	_____	_____	_____	_____

OVERALL RATING OF INTERN

- ____ Excellent
- ____ More than Satisfactory
- ____ Satisfactory
- ____ Needs to Improve
- ____ Unsatisfactory

INTERN'S NAME _____

INTERN SUPERVISOR'S NAME _____

SUGGESTIONS AND COMMENTS

For improving performance and professional growth of Intern:

For improving the internship program:

PLEASE MAIL OR FAX EVALUATION FORM TO:

Dr. Maged Malek, Professor and Chair
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College of Computing, Engineering, and Construction
University of North Florida
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Building 50 room 2400
Jacksonville, Florida 32224-2645
mmalek@unf.edu
(904) 620-2683 (office)
(904) 620-2573 (fax)

The Intern will submit a weekly report using the template shown below. A digital format version will be provided to the Intern. The report must be typed and then signed by both the Intern and the Intern Supervisor. The weekly report must be submitted to the faculty member by close of business on Tuesday of the week following the report week.



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INTERNSHIP WEEKLY TIME AND ACTIVITY REPORT

Intern's Name _____ N# _____

Company Name _____

Week of: _____

Date of Period: _____

Date Received by faculty member: _____

Section I: Description of specific work experiences during this week and their relationship to construction management.

Section II: Observations and insights related to the nature of "leadership and/or management styles of construction managers".

Intern's Signature _____

Intern Supervisor's Signature _____