



COLLEGE OF COMPUTING, ENGINEERING AND CONSTRUCTION

Department of Construction Management

Construction Management
ACADEMIC 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 mission of the Department of Construction Management is to educate and develop construction professionals with a global perspective through a rigorous, relevant, and accredited degree program offered by faculty devoted to excellence in teaching, scholarly activities, service projects, community involvement and ethical standards. Students will experience an active working relationship with local industry and develop a global perspective through cooperative efforts and exchange programs with international universities and colleges in the framework of a culture of ethics, which are vital in the development of successful construction professionals and provides distinct characteristics for our graduates' pursuit of career development and professional opportunities.

CM GOALS

1. The Department will develop a cooperative agreement with international universities serving our Construction Management graduates, and maintain a high quality Bachelor of Science program in Building Construction that will enable graduates to achieve their maximum potential in the building construction field. The Department will broaden our graduates' horizons through local community based learning service projects and through international study abroad classes.
2. The Department will focus its resources on the continuing development of a construction management program of the highest quality in keeping with the needs of our dynamic industry.
3. The Department will offer degree programs that have relevance to the needs of the community in areas such as life-long learning, ethics, and professional development.
4. The Department will maintain an active presence through its partnerships in the northeast Florida community and surrounding region.
5. The Department will recruit and retain exceptional faculty and staff to ensure quality academic programs

CM ACADEMIC INTERNSHIP OBJECTIVES

The mission of the Construction Management Academic 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 academic 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 academic 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 academic 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 academic 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 academic 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 academic internship opportunities to Construction Management (CM) students in order to provide them with construction management-related work experience. Each academic 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 academic internship agreement. A member of the CM faculty supervises the academic internship program and will assign the final grade.

Each CM student must complete one (1) academic 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 academic internship credit hours as an alternative.

Program Objectives

The primary objective of the academic 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 academic 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 Academic 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 academic 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 academic 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.

For the Intern Supervisor:

1. A specific construction manager, rather than the construction firm, is responsible for the overall academic 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 should be available for consultation, with both the Faculty Advisor and the Intern, regarding the academic internship placement process, ongoing progress, and final evaluation.
3. 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 academic internship agreement period a minimum of 300 hours for the term must be achieved for credit. 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.
4. 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.
5. During the academic internship, the Intern Supervisor should contact the faculty member should any problems arise with the Intern's work performance.
6. At the completion of the academic 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 academic internship.

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 academic 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. 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.
3. 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 ethics, quality control, or 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 deadline outlined in the syllabus. The purpose of the report is to ensure that the Intern is participating in meaningful and varied management-related work experiences.

4. 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 ethics, quality control, or leadership and management styles of construction managers.

5. The intern must register for the academic Internship course and pay tuition and fees (for 3 credit hours) for the academic term during which the internship work is being performed. Academic Internship credit will not be granted retroactively; the student must have the academic internship approved in advance

Academic Advisor Contact Information

Mrs. Michele Lamarsh Advisor and Instructor Department of Construction Management College of Computing, Engineering, and Construction University of North Florida 1 UNF Drive Building 4, Room 1209 Jacksonville, Florida 32224-2645 m.lamarsh@unf.edu (904) 620-4256

TO THE EMPLOYERS:

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



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

CONSTRUCTION MANAGEMENT INTERNSHIP ACADEMIC 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 _____

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 within a construction company, plus any other requirements specified by the course syllabus and/or Academic 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 Academic 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.

RESPONSIBILITIES OF THE PARTICIPATING CONSTRUCTION COMPANY 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 academic 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’s Signature _____ (Date)

Intern Supervisor’s Signature _____ (Date)

INTERNSHIP SUPERVISOR – Please check the boxes corresponding to the responsibilities the intern will be given during the academic internship.

Estimating	Scheduling
Surveying	Procurement
Quality Control	Safety Management
Construction Finance and Cost Control	Managing Subcontractors
Following up on RFPs, RFIs, and Contracts	Coordinating Construction Activities
Other: (please explain)	

Internship Supervisor signature **Date**

Intern signature **Date**

Please describe a description and address for current construction projects in which the intern will be involved:

Internship Supervisor signature **Date**

Intern signature **Date**



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

CONFIDENTIAL
INTERN SUPERVISOR'S EVALUATION

CONSTRUCTION MANAGEMENT ACADEMIC 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 academic 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 SUPERVISOR'S EVALUATION

INTERN'S NAME _____

INTERN SUPERVISOR'S NAME _____

	Excellent	More than Satisfactory	Satisfactory	Needs to Improve	Unsatisfactory
Apply the ability to work with all types of people					
Apply the ability to think and reason logically					
Apply the ability to understand and solve construction problems					
Apply the ability to make sound economic decisions					
Apply the ability to communicate clearly and concisely, both oral and written					
Apply computer literacy and internet capability					
Understand and uphold ethical standards on the field					
Understand and be prepared for successful entry into the construction industry					
Apply the ability to lead in the construction industry and community					

OVERALL RATING OF INTERN

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

INTERN'S SIGNATURE _____

INTERN SUPERVISOR'S SIGNATURE _____

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
Department of Construction Management
College of Computing, Engineering, and Construction
University of North Florida
1 UNF Drive
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 Advisor by close of business on Tuesday of the week following the report week.



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ACADEMIC 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 ethics, quality control, leadership and/or management styles of construction managers.

Intern's Signature _____

Intern Supervisor's Signature _____