

BC 4680/6125: Professional Internship

Required Texts:

Course Description:

Students work for a professional architecture/engineering/construction company in which they learn first-hand about the construction industry.

Objectives include the following:

- To gain practical experience in the construction industry.
- To understand the complex inter-relationships which exist between the various tasks and participants in a constructed project.
- To expose you to the numerous management functions which must be performed within a construction organization.
- To aid you in obtaining future jobs.

Grading: Although a Pass/Fail course, students are cautioned that in order to complete the course with an “S” (i.e. pass grade) the Internship Report **MUST** conform to the requirements specified below. Poor quality writing, not following the prescribed format or failure to adequately document your internship with photos will result in a “U” (i.e. fail grade) and require repeating the Internship.

Internship Report

Internship Report Deadline: Your Internship Report must be submitted to the BC receptionist or academic advisor **TWO WEEKS** before the **LAST DAY OF CLASSES** (Not the last day of the exam week). Late reports will not be accepted. Students will be given the opportunity to correct deficiencies prior to the last day of classes.

Internship Report Format: Your report must be A **MINIMUM** of 15 pages typed, single-spaced (30 pages typed, double-spaced) not including attachments and photos. Pages must be numbered.

Your Internship Report must have the following six sections (reports with other formats will not be accepted). Make sure you number your report by the following section numbers:

- Cover sheet (your name, course number, semester, date, project title and other relevant information)
- Table of contents

- Section #1: Executive Summary (max one page text)
- Section #2: Project(s) Description (approx 11 pages text)
- Section #3: Your Role in the Project(s) (approx 2 pages text)
- Section #4: What Did You Learn? (approx one page text)
- Section #5: Photo CDs Format:
 - Table of Contents for Photo CD (Description of the Photo CDs and photo number and title). Make sure you reference each photo at appropriate points in your report.
 - A photo CD with at least 20 pictures from the project(s) you worked on. The photo CD must be from a developer, (i.e. you can take your film to Wal-Mart, CVS, Eckerd, etc and request a Photo CD with your pictures). **Take pictures with your camera – when you get the film developed – tell them you want your pictures on a CD.**
 - **PRINTED PICTURES (or negatives) WILL NOT BE ACCEPTED.**
- Section #6: Appendix (any additional information related to your project)

Graduate Student Requirement: In addition to the internship report described above, students will prepare a 6-8 page professional report that summarizes personal interview(s) conducted with the company's CEO/CFO/COO/Senior Mgt Personnel. The interview should examine, as a minimum, the following issues:

- A. The role of graduate education in the construction industry (the need, the value, etc).
- B. The three most prevalent trends in the construction industry.
- C. The most important qualities needed by future project managers.

The following part provides additional information on the Professional Internship. Please read the following information very carefully and share it with your Industry Partner :

- Responsibility of the Industry Partner.
- Suggested Work Activities for the Internship.
- Responsibilities of the Student Intern.
- See the attached examples of past acceptable reports.

Responsibilities of the Industry Partner (Firm)

1. Provide meaningful working experience for each student Intern. During the internship period, try to expose the Intern to three primary areas of experience as follows:
 - a. Field Operations.
 - b. Office Operations.
 - c. Project Management.

Firms are free to assign field, office, and project management operations in any order and for any duration depending on their needs and preferences. However, an early exposure to field operations is considered to be most compatible with the beginning intern's limited experience and training, and will prove valuable for the student to develop an understanding of other functions that are part of the construction process which will be learned in succeeding work periods. The Intern is expected to be obligated to the Industry Partner as is any other responsible employee and may be subject to discipline and/or discharge for cause as is any regular employee of the firm.

2. The firm should assign a contact person to coordinate work assignments over the total internship duration.
3. The firm should provide an orientation to introduce the Intern to the firm's organization.
4. The firm should pay the student Intern appropriate basic compensation and reimburse the student for eligible travel expenses.

Suggested Work Activities for the Internship

Field Operations (first level):

- Assisting with surveying, testing, sample collection, drawing correction and filing, check material deliveries.
- Assisting with time keeping and cost control, inventory control, schedule checking, sub-contractor monitoring.
- Assisting with report preparation, safety inspections, submittal logging and processing.
- Observing and recording results of meetings, conducting site tours for visitors.

Office Operations (second level):

- Preparing quantity take-off's, calling vendors and sub-contractors for proposals.
- Checking drawings and specifications for completeness, discrepancies, etc.
- Attending bid openings, conferences, etc; taking notes, making records, completing forms.
- Assisting with project record keeping, preparing shop drawings, assisting with cost control records.

Project Management (third level):

- Assisting project managers and superintendents at as high a responsibility level as practical.
- Coordinating sub-contractor activities, verifying work and recommending progress payments, inspecting.
- Planning and scheduling, processing change and extra work orders, preparing requests for progress payment.
- Obtaining permits and licenses, checking zoning and code requirements, designing temporary facilities.
- Arranging for utility services, conducting safety inspections and training, supervise punch-list activities.
- Expediting material deliveries, assisting in documenting and preparing claims.
- Verifying work-hours, materials used and other elements necessary for updating data base files.
- Preparing briefing charts and formal report, etc.

Responsibilities of the Student Intern

The student intern has the following specific responsibilities:

1. Interview various companies to find a company for your internship. Insure that you explain: the objectives of the Internship Program, the suggested work activities and, the company's responsibilities as outlined in the previous sections.
2. Sign up for the Internship course.
3. Establish contact with the designated industry representative at least a month in advance of the internship to determine when, where and to whom to report for work each period and provide this information to the BC office.
4. Be a conscientious, dependable employee of the industry sponsor, performing all assigned tasks and observing the functions performed by other people working at the job site during the working period.
5. Be willing to travel away from home and establish a temporary residence in any geographical location where assigned by the sponsor for durations of a least twelve weeks.
6. Make all necessary arrangements and pay for travel to and from home to the assigned working location and for daily commuting between temporary lodgings and the work site.
7. Make all necessary arrangements and pay for lodging, meals and all incidental costs of living during each work period.
8. Maintain a daily log of your work activities and take the necessary photos.
9. Write your Internship report and submit it two weeks before the last day of classes.