

Course Policy, Procedures, and Syllabus

Building Construction Program, Georgia Institute of Technology

Course Title:	Professional Internship
Course No:	BC4680/BC6125
Prerequisites:	BC Student in good standing
Semester/Year:	Varies
Instructor(s):	Dr. Linda Thomas-Mobley
Assistant (if any):	varies
Office:	College of Architecture Annex (Building Constructing/GIS Building)
Office Phone:	404-894-3642
E-mail Address:	Linda.thomas@coa.gatech.edu
Office Hours:	By Appointment
Required Textbooks:	None
Course Description, Goal, and Objectives:	This is an independent study course designed for the student to gain practical experience in the built environment industry, understand the complex inter-relationships which exist between the various tasks and participants in a constructed project, and to expose the student to the numerous management functions which must be performed within a working organization. Students enrolled in this course may work in the following areas: construction management; facility management; residential development. Students are not permitted to work as labor more than 30% of the time in their position. If there is doubt please speak with the instructor.

Assignment and Evaluation:

Final grades are based on your **internship report**, which must conform to the requirements specified. The paper shall be double spaced, 12 font type. You may turn your report in via the course's T-Square site. If necessary students may submit reports in hard copy, with the photographs on a CD.

The report sections will be graded on quality, appropriate length and originality, to successfully complete the course the report must receive a grade of 60% or above.

Satisfactory	Unsatisfactory
60 points and above	Less than 60 points

Grading of report

Report Section	Minimum number of pages	Points
Quality of writing	n/a	10
Cover sheet, name course number, semester, date, project title (if applicable)	1	5
Table of Contents	1-2	10
Section 1: Executive Summary	2-3	10
Section 2: Description of job duties performed, or description of construction project(s) worked on or observed, interview with company principal or executive	8-10	10
Your role in the projects or objectives of the company	2-3	10
Internship Performance Review Form filled out and signed by supervisor (you must use the form attached to this syllabus)	1-2	10
Lessons learned, technical and career	1-2	15
Photos of projects, work environment, company buildings, etc at least 20	n/a	20
Appendix if necessary	n/a	
TOTAL		100

Please note all sections of the report are required. If one section is omitted the student will earn the grade of “Unsatisfactory”. This report is due by noon on Monday of Finals Week. Late reports will not be accepted.

Graduate Component

For those students who have registered under BC6125 you must complete an additional requirement. In addition to the report described above, please prepare a 10 page report describing the competitors of your firm. You may ask executives in the firm to help you identify

competitors. You must summarize basic information about the competing firms and identify the aspects of your firm that renders them unique. You should also include a short discussion of how you think your firm can best rise above their competitors.

This is a great opportunity for you to speak with firm executives and discuss macro issues. If you have identified that your firm has no competitors please speak with the instructor of record for an additional assignment. If this component is not attached to your report, you will earn a grade of “unsatisfactory”.

Please adhere to applicable course policies outlined below.

COURSE POLICIES

In the following policies, ‘you’ indicates the ‘student’ and ‘instructor’ means ‘faculty’ or ‘professor.’

Policies and Expectations: This course will be an intense and sometimes frustrating educational experience; it is necessary that we all contribute to its success by following the course policies. You should not only be in class, but also strive to participate in class discussions when appropriate.

Assignment Deadlines: All assignments given are due on the date indicated. All students are expected to complete any and all assignments given. The instructor reserves the right to modify assignments as necessary. You will not receive credit for late assignments (homework, projects, readings, and others). However, the instructor will accept and correct these assignments, in order to provide you with feedback that will be beneficial in the learning process. **NO EXCEPTIONS.**

Class Attendance Policies: Attendance is mandatory for all class lectures, labs, site visits, and exams, unless you are ill or officially excused by the instructor as the result of participation in a university function. There are no “free cuts” permitted and there will be a penalty (as decided by the instructor) for not attending the class. If you attend fewer than 75% of the scheduled class meetings, you will not receive credit for the course. Any student arriving late for class or leaving early from class will be counted as absent from that class period. This policy is in your best interest, since attendance is essential for understanding some of the complex reasoning processes covered in this course which is critical for doing well in this class. In the case of unavoidable absences, you are responsible for making up the work done in class. It is not the instructor’s responsibility to provide the student with that information outside of class. It is your responsibility to obtain any missed information or handouts given in class from a classmate and you should exchange phone numbers or e-mail addresses with other students in the class to better facilitate note sharing, etc. No companions, friends, family, or pets are permitted in class.

Methods of Communicating: You can submit all written work to the instructor in class, in hard copy or by e-mail, if allowed by the instructor (the assignment must be received by the deadline

given). You can also ask questions and ask for clarification by e-mail, in class, or by visiting the instructor by appointment at his/her office. Students are not permitted to discuss grades with the instructor via e-mail, only in-person.

Method of Instruction: The course may consist of a combination of lectures, discussion, guest speakers, site visits, videos, presentations by industry professionals, labs, and teamwork.

Readings, Preparation and Participation: The reading assignments, problems cases and discussion forums are an integral element of the course. Students are expected to complete readings and other assigned work prior to each class, in order to fully participate in the discussion. Learning is approached as a participatory process, which benefits from student/teacher and student/student interaction. The lectures may not explicitly follow the assigned book reading, but are designed to bring together diverse information from various sources.

Field Trips: Field trips visits are mandatory and are meant as an enrichment experience. Field trip locations will be announced prior to the scheduled visit. It is the student's responsibility to wear hard-toed shoes, hard hats, protective eye cover (on certain sites) and long trousers/slacks during the field trip. Students are required to fill out and sign the Georgia Tech's "Release and Waiver of Liability" form, as well as any other forms required by the company whose site is being visited.

Laptop/Handheld Computer Use: Laptop/handheld computers may be used in class to take notes ONLY, but not for other purposes, such as e-mail, Web site searches, chat, or other personal uses. Students using computers during class for work not related to that class must leave the classroom for the remainder of the class period. Abuse of this policy will result in the prohibition of laptop use by this student.

Cell Phones: All communication devices must be turned off in the classroom. The use of cell phones, beepers, or other communication devices is disruptive, and is therefore prohibited during class. No personal listening devices or personal transportation devices are permitted.

Make-up Exams: There will be no make-up exams under any circumstances, except medical reasons. Provide your instructor with a letter from your medical doctor to schedule a make-up exam.

Food and Drink in the Classroom: Students are not allowed to bring food or drinks into classroom unless approved by the instructor.

Class Discussions: Your active and productive participation in class discussions is encouraged. Various viewpoints and opinions are encouraged and welcome. Questioning the ideas of others, including the instructor, is similarly welcome. However, the instructor will exercise his/her responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. If your conduct during class discussions seriously disrupts the atmosphere of mutual respect, you will not be permitted to participate further.

Instructor's Absence or Tardiness: If the instructor is late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions the instructor may give you about an anticipated absence or tardiness.

Plagiarism: Students are expected to do their own work in this course. To use another writer's or speaker's ideas without giving proper credit by means of standard documentation is plagiarism. All course papers, notes, homework, and projects submitted to the instructor are subject to textual similarity review for the detection of plagiarism. All submitted papers will be included as source documents in the reference database for the purpose of detecting plagiarism of such papers. The instructor will follow the Institute's policy for plagiarism.

Academic Misconduct/Honor Code: Students in this course are responsible for behaving in accordance with the Georgia Tech Academic Honor Code. The Institute Student Honor Code is printed in the Georgia Tech General Catalog, as well as available on the Web at: www.honor.gatech.edu.

Disabilities: Any student that may need an accommodation for any sort of disability should contact the ADAPTS Office: Assistant Dean/Coordinator for Students with Disabilities, Smithgall Students Services Building, Suite 221. The phone number is (404) 894-2564.

Computer Specifications: For information on computer specifications to meet Georgia Tech standards, visit www.coa.gatech.edu/computing/comp_specs.htm. Internet access is required for this course, as is an e-mail account for communication with the instructor.

Policy Changes: Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Supplemental Policies:

The following supplemental policies (if any) will supersede the previous policies listed above, at the discretion of the instructor.

**Internship Performance Review Form
Building Construction Program
Georgia Institute of Technology**

Dear Supervisor this form is provided for you to review your intern's performance. The student will earn a grade of unsatisfactory if this form is not completed and submitted. You may fill the form out and give it to the student or fill it out and mail it to the instructor directly. Thank you for allowing this opportunity for the BC students. If you require additional interns from our program please contact the instructor.

If form will be mailed, please address to:

CONFIDENTIAL PERFORMANCE REVIEW

Dr. Linda Thomas Mobley
Associate Director
Building Construction Program
College of Architecture
280 Ferst Drive-First Floor
Atlanta, GA 30332-0155

Phone: 404-894-4875

EMPLOYEE INFORMATION

Name	Employee ID
Job Title	Date
Department	Manager
Review Period	to

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Overall Rating <i>(average the rating numbers above)</i>					

EVALUATION

ADDITIONAL COMMENTS
<i>Additional training needed</i>

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature	Date
Manager Signature	Date