



**UNIVERSITY OF TEXAS AT EL PASO  
COLLEGE OF ENGINEERING  
DEPARTMENT OF CIVIL ENGINEERING**

**CONSTRUCTION MANAGEMENT  
INTERNSHIP PROGRAM**

CONTENTS:

- Introduction to the Construction Management Internship Program
- Notice to Students
- Guidelines for Employers
- Attachment A: Application for the Internship Program
- Attachment B: Construction Management Internship Plan
- Attachment C: Intern Final Supervisor's Evaluation



## CONSTRUCION MANAGEMENT INTERNSHIP PROGRAM

### INTRODUCTION

#### OBJECTIVE

The objective of the internship program is to provide students enrolled in the Construction Management Program with an opportunity to participate as an intern in activities that are typically encountered at the workplace. The instructional intent of the internship is for the student to develop an overall understanding of the different managerial processes at both the construction site and the office. The practical experience gained from an internship will provide a context for applying the principles learned in the courses offered in the certificate program.

#### EXPECTED OUTCOMES

It is the responsibility of the student to ensure that his/her internship experience is a success. The student should be proactive in meeting goals of the employer as well as in achieving the program objectives. The student is expected to:

- develop broader understanding of the different construction operation processes and the processes of construction management
- assess and evaluate managerial strengths and weaknesses
- demonstrate analytical decision-making skills
- demonstrate succinct written and oral communication skills

#### ADMINISTRATION

The Chair of the Civil Engineering Department is the administrator of the internship program. A program director, appointed by the Chair of the Department upon the recommendation of the CE faculty, will be responsible for daily administration of the program.

Students are required to take a minimum of 12 weeks (480 hours) of work with a construction company or government agency that is involved in construction management and engineering. Students will register in **CE5385/CE4385 Construction Internship** and receive a grade from the program director after completing 12 weeks of work with the company or agency. The internship may be arranged by the program or the student. If it is arranged by the student, the student will have to receive an approval from the program director prior to reporting to the job site. Students' performance will be evaluated by the internship sponsor and the program director.

#### PROGRAM ASSIGNED INTERNSHIP

A Construction Industry Advisory Council (CIAC) will be formed to promote industry support and to help guide the strategic direction of this program. UTEP will invite construction companies to join the CIAC. Members of the CIAC may provide financial resources to help support the program. The CIAC members are encouraged to provide



stipends for the internship trainees. In return, the CIAC members will receive the following benefits:

- Publicized recognition
- Direct access to students through information sessions, posters, invited guest speakers, etc.

### **STUDENT INITIATED INTERNSHIP**

Students who pursue their internship with their employers or other public/private agencies/institutions bear the responsibility to notify the Program Director by submitting an application form signed by an intern supervisor from the employer offering the internship.

### **PROGRAM MONITORING**

The Program Director will work in collaboration with the University Career Center to synergize the resources and activities available from that office into the program. A Career Center liaison will be assigned to assist the program to increase students' internship opportunities. The Program Director will meet with the representative of the University Career Center and the Construction Industry Advisory Council each year to review the internship opportunities and maintain consistency in responsibility and compensation among the opportunities. The Director will make sure that needs of the companies meet with the objectives of the program. The student will be supervised by an intern supervisor working for the employer. The Director will also work with the student and the intern supervisor. The University Career Center will provide needed services to the students such as etiquette workshops, résumé and interview preparation, campus interviews, and employer contacts prior to their reporting to the internship. The intern supervisor will share the responsibility for a successful internship experience for the student.

### **PROGRAM ASSESSMENT**

An internship program assessment questionnaire will be developed by the program. Internship sponsors and program trainees will be asked to fill out and return the forms to the program at the completion of the internship. Results of the questionnaire will be summarized for outcome assessment and future improvement.

### **RESPONSIBILITIES**

The roles of the Sponsor's Intern Supervisor and Program Director are described as follows.

#### **The Intern Supervisor:**

1. 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.



2. The Intern Supervisor should be available for consultation regarding the internship placement, progress, and, evaluation.
3. The Intern Supervisor must sign the intern's work experience monthly report before it is submitted to the Program Director.

**The Program Director (or Designated Faculty Mentor)**

1. Coordinate with 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
3. Monitor the progress of the student by reviewing their monthly work experience reports.
4. Assign a final grade based on the Intern Supervisor's evaluation and intern's final report.



## **CONSTRUCION MANAGEMENT INTERNSHIP PROGRAM**

### **NOTICE TO STUDENTS**

#### **REQUIREMENT**

In order to obtain a Certificate in Construction Management, each student must complete an internship. The student is expected to exhibit professional behavior and to contribute to the employing company.

#### **PROCEDURE**

Each student may 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 (see Attachment A) and submit it to the Construction Management Program of the Civil Engineering Department.

At the end of the internship, it is the student's responsibility to ensure that the employer submits a completed evaluation form to the Program Director in a signed and sealed envelope.

#### **STUDENT (INTERN) 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.

The intern will prepare in coordination with the Intern Supervisor an Internship Plan (see attachment B) and submit it to the Program Director. This plan will serve as a guideline to monitor the intern's work progress. Based on this plan, the intern should submit a work experience monthly report to the Program Director that has been reviewed and signed by the intern Supervisor. The report should list the nature of the previous period's work experiences. At the end of the internship, the student will submit to the Director a summary report about the Intern's work experiences and knowledge acquired. The Director (or Faculty Mentor) will review the report and consult with the Intern Supervisor on the student's performance during the internship. 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 final report that addresses the lessons learned during the internship.

#### **APPLICATION**

Completed application forms must be submitted to the Construction Management Program of the Civil Engineering Department.



## **CONSTRUCION MANAGEMENT INTERNSHIP PROGRAM**

### **GUIDELINES FOR EMPLOYERS**

#### **PURPOSE**

Students of the Construction Management Program are required to complete an internship during their course of study. The purpose of the internship is to provide students with practical work experience and to develop an overall understanding of the different managerial processes in the construction management profession.

#### **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. 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 throughout the internship period to track work progress. The employer will submit an evaluation form to the Director of the Construction Management Program at the conclusion of the internship (see Attachment C).

#### **SUGGESTED PROCEDURE**

Even though an intern may work with or for several supervisors, an Intern Supervisor should be designated for overseeing and evaluating the progress made by the intern. The Intern Supervisor should meet with the intern at the beginning of the internship to develop an outline and schedule for the tasks to be implemented during the course of the internship. A copy of the developed plan should be given to the intern and any direct supervisors.

The internship plan must specify the tasks to be performed by the intern. As examples, these tasks may include, but are not limited to:

- 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.
- Visits to jobsites.



- Interview company management to learn their roles, for example, chief estimator, business development, operations, safety, and preconstruction.

### **MONITORING**

The responsible Intern Supervisor should meet on a weekly basis with the intern to review progress on accomplishing the plan and to receive feedback regarding the intern's job performance.

### **REPORTING**

The intern will submit to the Program Director (or Designated Faculty Mentor) a work experience monthly report that has been reviewed and signed by the Intern Supervisor. The report should list the nature of the previous period's work experiences. The intern will submit to the Program Director a final report summarizing the Intern's work experiences at the end of the internship. The final report should be reviewed and signed by the Intern Supervisor.

### **CONTACT INFORMATION**

Any questions regarding the Construction Management Internship Program, please contact the Director of Construction Management Program at the following address:

Program Director, Construction Management Program  
Department of Civil Engineering  
The University of Texas at El Paso  
500 W. University Avenue  
El Paso, Texas 79968



**CONSTRUCION MANAGEMENT INTERNSHIP PROGRAM**

**ATTACHMENT A**

**APPLICATION FOR INTERNSHIP PROGRAM**

Intern's Name \_\_\_\_\_

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 20 hours of work per week in an approved position, plus any other requirements specified by the Construction Management Program.
2. Stipend for the Intern shall be agreed 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 at the Construction Management Program.
4. Each intern will submit a monthly work report (signed by the Intern Supervisor) to the Program Director. 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 report on their work experience.





5. The Intern is subject to the jurisdiction of all rules, regulations, and codes of conduct affecting students at the University of Texas at El Paso, 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 CONSTRUCTION MANAGEMENT PROGRAM DIRECTOR (or Designated Faculty Mentor)**

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 (see Attachment B).
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 “Intern’s Final Supervisor’s Evaluation Form” (see Attachment C) 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.

\_\_\_\_\_  
(Intern) \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Intern Supervisor) \_\_\_\_\_  
(Date)



**CONSTRUCCION MANAGEMENT INTERNSHIP PROGRAM**

**ATTACHMENT B**

**INTERNSHIP PLAN AND WORK PROGRESS REPORT**

Student Name:

Date:

Company:

Supervisor Name:

Supervisor Contact #:

Task	Objective	Work Progress Report (*)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Additional Goals (including specific skills sets) of the Internship:**

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



**CONSTRUCTION MANAGEMENT INTERNSHIP PROGRAM**

**ATTACHMENT C**

**CONFIDENTIAL**

**INTERN FINAL SUPERVISOR'S EVALUATION**

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 Program Director or Designated Faculty Mentor).

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 construction management internship program.

This evaluation will be kept confidential. The Program Director 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**

	<u>Excellent</u>	<u>More than Satisfactory</u>	<u>Satisfactory</u>	<u>Needs to Improve</u>	<u>Unsatisfactory</u>
Ability to think and reason logically.	_____	_____	_____	_____	_____
Ability to understand and solve construction problems.	_____	_____	_____	_____	_____
Ability to make sound decisions.	_____	_____	_____	_____	_____
Ability to communicate clearly and concisely, both oral and written.	_____	_____	_____	_____	_____
Ability to work with all types of people.	_____	_____	_____	_____	_____
Knows and upholds ethical standards of the field.	_____	_____	_____	_____	_____

**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:

INTERN'S NAME \_\_\_\_\_

INTERN SUPERVISOR'S NAME \_\_\_\_\_

PLEASE MAIL THIS EVALUATION FORM TO:

Program Director, Construction Management Program  
Department of Civil Engineering,  
The University of Texas at El Paso  
500 W. University Avenue  
El Paso, Texas 79968