

M. E. RINKER, SR. SCHOOL OF BUILDING CONSTRUCTION

Guidelines for CONSTRUCTION MANAGEMENT INTERNSHIP

General Information for Students Desiring Credit for an Internship:

- Internships may be either paid or unpaid, determination being made by the employer.
- Internships are not allowed during the student's last semester.
- The School of Building Construction requires that all internships must be approved before work for the employer begins. Student requirements (prerequisites) are as follows (any exceptions must have the approval of the Director):

Students must have maintained a minimum 2.00 UF GPA and 2.00 GPA in all Building Construction courses.

- An internship may be counted as a 3 credit BCN elective under the following conditions:
 1. The internship must be with a construction company with a national or regional reputation.
 2. The internship period must cover at least one full semester plus summer term (e.g., summer and fall or spring and summer).
 3. Employment must be in a supervised, full-time (e.g., 40 hrs./week), construction management position.
 4. The internship will be graded based upon receipt of a formal evaluation from the company and a 2000-word Internship Work Report submitted by the student. The evaluation and work report are due approximately two weeks before the end of the internship semester. (Check School for specific due date.) The student also will be required to make an oral presentation upon returning to the School.

The student will be required to submit a mid-term (end of first semester) draft of work being done during the internship.

5. The student must submit a written request (including the name of the company, dates/semester(s) to be covered) to the Director during the semester prior to the internship. A letter of offer from the company describing the position must also accompany the student's request.
6. Upon approval of the internship by the Director or authorized representative, the student must see Sallie Schattner to receive copies of the evaluation form to be completed by the company, and registration information.
7. Registration and fees are YOUR responsibility. **HANDLE BEFORE YOU LEAVE CAMPUS** for the internship assignment. Registration should be completed during authorized registration and drop/add periods.
8. You may NOT retroactively register for internship credit. To receive credit, you must be registered for the internship during the semester you work.

Internship Agreement

Intern's name	
Intern's address	
Intern's phone number	e-mail

Company name	
Company phone number	Fax
Company address	
Sector of construction	

Intern's supervisor's name	Title
Intern's supervisor's phone	e-mail
Internship starting date	ending date
Intern's rate of compensation	

If a student is on a paid internship, they are probably covered by Worker's Compensation and Liability Coverage. If a student is not covered by Worker's Compensation, they should be made aware of the implications.

Student must complete this form with employer and return to the Office of Job Placement in RNK 304 as per the requirements for enrollment into the BCN Structured Internship Program

Intern's signature	Date
Intern's supervisor's signature	Date

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**Application for
CONSTRUCTION MANAGEMENT INTERNSHIP**

Note: Read the guidelines on reverse side before completing this application.

NAME: _____ UFID# _____

BCN CLASSIFICATION (Check one): ___ Pre-BC, ___JR.I, ___JR.II, ___SR.I, ___SR.II,

ADDRESS/TELEPHONE NO. WHERE YOU MAY BE REACHED DURING YOUR INTERNSHIP:

Email: _____

Telephone: _____

COMPANY NAME: _____

INTERNSHIP POSITION: _____

SEMESTERS TO BE INCLUDED: ___ Spring & Summer 2 ___ Or ___ Summer & Fall 2 ___

REQUIREMENTS TO BE MET:

DATE RECEIVED

- | | | |
|----|---|-------|
| A. | Student's written request | _____ |
| B. | Offer of employment from company | _____ |
| C. | Registration for BCN 4949, 3 credits
(See Sallie Schattner) Semester: _____
Section No. _____ | _____ |
| D. | Mid-term Internship Work Report
due: _____ | _____ |
| E. | Internship Work Report (min 2,000 words)
due: _____ | _____ |
| F. | Employer's evaluation of student
due: _____ | _____ |
| G. | Oral presentation

(to be arranged by BCN Office) | _____ |

Student is in good academic standing: Yes ___ No ___

INTERNSHIP APPROVED: ___

INTERNSHIP DISAPPROVED:

Director or Authorized Representative

Director or Authorized Representative

Internship Activities

(Company should have one immediate supervisor who is willing to help coordinate the interns activities)

	Days		Company employee	Task
	Planned	Actual		
Office Activities			Estimator	Subcontractor/vendor solicitation
				Subcontractor qualification
				Prepare bid forms & bid packages
				Receive, analyze & make bid recommendations
				Prepare subcontracts & purchase orders for review
			← day sub total	
			Estimator	Prepare quantity surveys
				Prepare detailed estimates for select work scopes
				Assign & input cost codes
			← day sub total	
			Project Manager	Review subcontractor pay requisitions for payment
				Review subcontracts for compliance
				Review insurance certificates for proper coverage & endorsements
			← day sub total	
			Pre-construction services	Participate in design review meetings
				Participate in quality implementation planning
				Participate in project kick-off meeting
				Participate in project specific safety planning
			← day sub total	
			Project Manager	Review & update project schedule
		Assist in preparation of progress reports		
		Create/update submittal record		
		Review, process and route submittals		
		← day sub total		
		Accounting	Business development & marketing	
			Senior vice-president of operations	
			Accounts payable	
			Accounts receivable	
Field Activities			Project Supervisor	Review subcontractor and self-perform work progress
				Prepare daily progress reports
				Update short term schedule & coordinate with project schedule
				Provide photo documentation
				Maintain submittal files
				Respond to & process RFI's
				Maintain "record" drawings
				Prepare concrete placement checklists
				Conduct safety inspections & prepare reports
				Job cost reports
				Budget transfers
			Review pay requests for owner	
			← day sub total	
			Project Manager	Participate in weekly safety and subcontractor coordination meetings
				Attend owner meetings
		Participate in punch list and other close out activities		
		← day sub total		
		← day total		

Evaluation Form

Intern's name	
Company name	
Company address	
Sector of construction	
Internship starting date	ending date
Intern's supervisor (please print)	
Intern's supervisor (signature)	Date

<p>Instructions: Please check the appropriate box for each item. Comments related to the student's work ethic, professionalism and personal performance, etc. are greatly appreciated. The Rinker School is also interested in your candid feedback with regards to the structure and effectiveness of the internship program.</p> <p>The Intern evaluation is completely confidential and used to further develop our students into the future leaders of the construction industry.</p>	Excellent	More than satisfactory	satisfactory	Needs to improve	Unsatisfactory
Eagerness to learn about the construction process					
Motivated self-starter					
Reliability					
Attendance and punctuality					
Seeks guidance in unfamiliar areas					
Communicates clearly and concisely in oral form					
Communicates clearly in written form					
Cooperation / teamwork skills					
Quality of work produced					
Exhibits leadership potential					
Areas of performance and professionalism for intern to improve:					
Suggestions for improving the Summer Internship Program					

PLEASE MAIL OR FAX EVALUATION FORM TO:

M.E. Rinker, Sr. School of Building Construction
 Admissions/Registrar Officer, 301 Rinker Hall
 P.O. Box 115703 University of Florida Gainesville, FL 32611-5703
 352.273.1180 phone 352.392.9606 fax