

**STRUCTURED SUMMER INTERNSHIP PROGRAM FOR THE
M.E. RINKER, SR.
SCHOOL OF CONSTRUCTION MANAGEMENT**

Internships are an excellent way for students and companies to work together in an atmosphere of business professionalism, while learning about the other's strengths and weaknesses. The internship provides a necessary link between a student's educational goals and career-related experience. The Rinker School has developed a voluntary structured internship program to meet the needs of our students. Students can do a three month certified or non-certified internship and/or an eight month internship.

Student Responsibilities

1. Participate in BCN summer internship orientation workshop.
2. Initiate contact with a construction management firm obtaining summer employment. The student is strongly encouraged to capitalize on the opportunities available to them through recruiting events such as the BCN Career Fair, on-campus seminars and interviews, and job postings.
3. Complete the student/employer internship agreement, have a company representative sign the agreement, and turn it into the Job Placement Office in RNK 304.
4. Explain the objectives of the internship program, the suggested areas of career focus, and the company's responsibilities regarding your continuing education.
5. Complete 400 hours (ten weeks at forty hours a week) of work experience with a company in the area of construction.
6. Complete the internship activity form and submit to Job placement office no later than one week after the Fall classes begin.
7. Students are responsible for their own healthcare insurance coverage, as many employers typically do not offer such benefits to temporary employees.

If a student chooses to do a certified internship, then they would do the following:

8. Maintain a weekly log noting the operations of the employing firm, the technical skills and management skills required for the job, the corporate culture, and how the experiences may have affected perceptions.
9. Provide a comprehensive report on the internship. This is a minimum 2000 word professionally written document due no later than one (1) week after fall classes begin. The weekly log should be attached.
10. Employee evaluation form must be completed and signed by an intern supervisor and turned into the Job Placement Office no later than one week after fall classes begin.

Employer Responsibilities

1. Provide an immediate supervisor who is willing to observe and evaluate the intern's job performance.
2. Provide an orientation to introduce the intern to the employees, familiarize them with corporate policy and other facets of the organization.
3. Expose the intern to construction management related activities providing them with a meaningful work experience. Three areas of primary importance are office operations, field operations and project management.
4. The company may choose any order in which to expose the student to these suggested activities. There is no preferred methodology. It is up to the individual organization and the resources available to them how to facilitate the learning process. The position created should also be one of responsibility and one that will prove lucrative both to the organizations financial statement and to the students' future development.
5. 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 and allowed to have a professional liability policy in effect.

Faculty/School Responsibilities

1. The Job Placement Office is the main point of contact for the students wishing to seek counsel regarding employment decisions.
2. Support students in selecting appropriate internship employment.
3. Facilitate the BCN summer internship orientation workshop offered during the spring semester.
4. Monitor the progress of students by reviewing the mid-term reports.
5. Counsel students if they have questions or concerns regarding their experiences over the course of their summer internship.
6. A certificate of completion of a structured internship will be issued to the student if all internship forms are

submitted on time.

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 Summer Internship Program

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

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	
		← day sub total		
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 summer 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 Construction Management
 Office of Job Placement, 304 Rinker Hall
 P.O. Box 115703 University of Florida Gainesville, FL 32611-5703
 352.273.1150 phone 352.392.9606 fax