UNIVERSITY OF FLORIDA

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

**BCN 5949 – Graduate Construction Management Internship**

**Credit Hours:** 1–3 (Variable)

**Grading Scheme:** Satisfactory / Unsatisfactory (S/U)

**Graduate Internships Coordinator:** Dr. Masoud Gheisari

Room 304B Rinker Hall, Phone: 352-273-1166
Email: masoud@ufl.edu

 **Available by appointment**

**CLASS TIME/ROOM:** NA

**OFFICE HOURS:** NA

**COURSE WEBSITE:** CANVAS <https://lss.at.ufl.edu/>

**EMAIL:** Mail tool in CANVAS

**PREREQUISITES:** Approval of graduate coordinator.

**COURSE DESCRIPTION**

BCN 5949 is a graduate-level internship course designed to provide students with supervised industry experience that complements their academic learning. The internship must be directly related to the field of construction management and offer meaningful engagement with professional practices, challenges, and expectations in the industry.

**COURSE OBJECTIVES**

* Apply construction management principles in real-world settings.
* Reflect on the integration of academic coursework with professional practice.
* Develop and demonstrate professional competencies, including communication, ethics, and detail orientation.
* Produce a comprehensive, well-organized report reviewed and endorsed by the work supervisor.

**GRADING CRITERIA**

This course is graded on a **Satisfactory/Unsatisfactory (S/U)** basis. To receive a Satisfactory, students must:

1. **Complete the internship hours.**
2. **Submit a comprehensive internship report (see requirements below).**
3. **Obtain a signed letter of evaluation from the work supervisor.**
4. **Ensure both student and work supervisor sign the final report.**

**FINAL REPORT GUIDELINES**

Each student must submit a final report that demonstrates critical reflection, professionalism, technical understanding, and academic integration. The report must:

* Be **3,000 words minimum** (excluding references/appendices), regardless of credit hour.
* Be submitted in **PDF or MS Word** format via Canvas.
* Be **reviewed and signed by the internship supervisor.**
* Be accompanied by a **formal letter (within the company letterhead) from the internship supervisor** commenting on the student’s role, contributions, work ethic, and professional development.

**FINAL REPORT STRUCTURE**

**1. Title Page**

* Student’s full name
* Internship supervisor name and contact information
* Internship course credit hours
* Company name and internship period
* Title of report (max. 20 words)
* Signatures of student and internship supervisor
* Submission date

**2. Keywords**

8–15 keywords relevant to the internship and report content.

**3. Executive Summary (Max 300 Words)**

Concise overview of the report, internship objectives, main activities, and outcomes.

**4. Introduction**

* Company background and history
* Size, structure, and services of the company
* Department or division the student was placed in
* Key organizational processes observed

**5. Project Involvement**

For each project or task:

* Description of the project or assignment
* Student’s specific role, responsibilities, and tasks
* Tools, software, technologies, or systems used
* Key decisions made and how they were informed by prior coursework
* Challenges faced and solutions developed

**6. Academic Integration**

* Specific courses taken at Rinker that were relevant to the internship tasks
* How classroom concepts were applied in the workplace
* How the internship helped reinforce or challenge prior academic knowledge

**7. Professional Development**

* Growth in communication, teamwork, leadership, and time management
* Lessons learned about professional conduct and expectations
* Any ethical dilemmas or real-world constraints faced and addressed

**8. Reflection and Conclusion**

* Personal takeaways and long-term impact
* Key areas of improvement for the student
* Recommendations for future interns
* Summary of overall value of the internship experience

**9. References**

Any literature, tools, or documentation cited.

**10. Appendices (Optional)**

Photos, charts, diagrams, schedules, or supporting documents relevant to the report.

**11. Work Supervisor Evaluation Letter (Final Page of Report):**

The final page of the report must include a letter from the internship supervisor on company letterhead. This letter should:

* Confirm the student’s participation in the internship and the duration of their employment.
* Provide a brief evaluation of the student’s performance, professionalism, and contributions.
* Comment on the student’s preparedness for industry based on their internship performance.
* Confirm that the supervisor has reviewed the internship report and agrees with the accuracy and completeness of the details provided.
* Be signed by the supervisor and include their contact information and official title.

This letter is a required component of the final report and must be submitted together as a single PDF or Word document via Canvas. **Reports submitted without this letter will be considered incomplete.**

**SUBMISSION DEADLINES**

* **Final Report (including signed work supervisor letter):** Due by **last day of classes** for the semester.
* **Progress Check-In (Optional):** Students are encouraged to submit a brief progress outline 2 weeks before the final deadline for optional instructor feedback.

**UNIVERSITY ACADEMIC POLICIES AND CAMPUS RESOURCES**

To support consistent and accessible communication of university-wide student resources, please use this link to academic policies and campus resources: <https://go.ufl.edu/syllabuspolicies>.