**{Insert Logo or Company Name}**

**OVERVIEW OF INTERNSHIP**

**Construction Management Internship Position – Summer 20xx**

**Template Instructions: Please remove all items in blue and replace with your content (in black).**

**Internship Details –** Internship will be a minimum 12 weeks in length.

Projected Start Date -

Projected End Date -

Projected hours worked per week –

Hourly wage and any additional benefits -

**Company Information -** (Background, Scope of Work, Size, Location)

**Description / Purpose of Internship –**

Include the purpose of your internship and overall description.

**Learning Objectives**

Indicate each area the intern will be exposed to during their internship experience.   
Click on the box to indicate if this component will be addressed during the internship experience.

Cost Accounting and Analysis

Labor Resource Management

Organization Culture

Cost Estimating and Bidding

Project Planning, Scheduling, and Time Control

Project Organization and Supervision

Interpretation and Use of Construction Documents

Construction Safety

Construction Materials and Methods

Quality Control and Inspection

Construction Equipment

**Overview of Experiences** -   
Provide an overview of responsibilities and experiences. Include a timeline for the 12 weeks (may not be exact, but approximate amount of time in each area). Note time spent in project management and field operations. Not more than 20% of the intern’s time may be devoted to production/labor on the project site to be eligible for the UNK CM academic internship.

**Projects**

Projects the intern will be assigned to, if known. If not known, describe the type of project(s) in general the internship will be assigned to (i.e. waste water treatment, hospitals, schools, residential, specialty trades).

**Additional Experiences**

Indicate experiences that will be part of the internship that may not fit above, that your company exposes the intern to or that your company requires of interns. Examples might include:

* Weekly review with assigned supervisor
* Company outings
* Training and development opportunities for interns

**Contact Person & Contact Information** –

List the contact person(s) that the University will be working with during the internship experience (HR, Recruiter, Site Supervisor, Project Manager).