**{Insert Logo or Company Name}  
OVERVIEW OF INTERNSHIP**

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

**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 –** We are an industry leader in construction management and design build, utilizing green building practices. Our main offices are in Town, State and our scope of work takes us throughout the Midwest region. We specialize in health care and education. www.ourcompany.com

**Description / Purpose of Internship –**

The internship is a learning experience providing exposure to all aspects of construction including project management and field operations. We provide real world experiences that can only be learned outside of the classroom and will assess and provide feedback on the intern’s capability to learn, apply instructions and function as part of a project team.

**Learning Objectives**

An intern at our company will gain exposure to each of the following areas:

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** -   
The breakdown of the 12 week internship will follow this guide

3-6 weeks on a project site assisting both the Project Superintendent and Project Manager

* Verify dimensions of existing structures for use during construction materials submittal process
* Verify layout of building systems such as structural components, mechanical systems, and wall layouts
* Take progress photos
* Perform daily safety audits
* Update blueprints on site with information received from RFI’s, ASI’s, COR’s or addenda
* Spend some time working with craftsmen performing general trades work for hands-on experience (approximately 5-6 hours per week)
* Observe how various unexpected work issues arise and how they are resolved
* Exposure to supervising people in the office and field setting

3-6 weeks working closely with a Project Manager (may take place on site but more than likely in the office)

* Exposure to project scheduling, the submittal and approval process for construction materials
* Learn the RFI process
* Review specification book for mock ups required and contact subcontractors to schedule mockup preparations
* Participate in monthly project meeting with owners and architects (may be asked to take notes for meeting documentation)
  1. weeks working in the main office with Estimating.
* Begin with an estimate for a project that has already been completed to test skills
* Call subcontractors to elicit interest in bidding an upcoming project
* Attend design development meeting with project owners, architects, engineers, preconstruction manager, estimator and project manager

**Projects**

The intern will be assigned to the XYZ Hospital addition in City, State. Since this project is in the final stages, the intern will visit other job sites/work with a Project Manager for exposure to pre-construction processes for another project.

**Additional Experiences**

* Weekly review with assigned supervisor
* Lunch meeting with mentor once a month
* Intern outing to a Rockies game
* Leadership development, one day workshop in June
* Attend bid opening and/or pre-construction meeting
* Develop and administer a safety meeting

**Contact Person & Contact Information** -

First Last Name, Recruiter (or Human Resources)

telephone, email

First Last Name, Project Manager (Internship Supervisor)

telephone, email