**{Insert Logo or Company Name}**

**Internship Proposal**

**Construction Management Internship Position**

**Semester of Internship – Summer 20xx**

**Instructions:** Remove items in blue and replace with your content (in black). After completing the Internship Proposal, return to the student for review. The student will forward to the Career Center indicating their intent to pursue this experience for an academic internship. The Career Center will review and communicate approval of the position through the student.

**Student Contact Information**

Name
Email Address

Telephone Number

**Company Main Contact Person’s Information**

 Name

 Title

 Email

 Telephone

 Address

**Internship Details**

Fall and Spring semester internships must be at least 12 weeks in length.

Summer semester internships must be at least 10 weeks in length.

Projected Start Date - xxxxx

Projected End Date - xxxxx

Hourly wage and any additional benefits – xxxxx

Projected hours worked per week – xxxxx

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

**Description / Purpose of Internship –**

Include the purpose of your internship and overall description.

**Learning Objectives or Milestones**

Select the appropriate boxes to indicate which components will be included in the internship.

[ ]  Labor Resource Management

[ ]  Cost Estimating and Bidding

[ ]  Project Planning, Scheduling, and Time Control

[ ]  Plan Reading

[ ]  Construction Safety

[ ]  Quality Control and Inspection

[ ]  Construction Equipment

**Overview of Experiences** -
Provide an overview of responsibilities and experiences. Include a timeline for the 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. If your company has an internship overview developed, the document may be attached.

**Projects**

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

**Additional Experiences**

Indicate experiences of the internship that were not included above. Examples might include:

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

**AGREEMENT OF TERMS:** **I have read the student and employer policies below and agree to comply.**

