Construction Management Internship Program
Company Handbook
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UNK Construction Management Program Mission
Provide a strong managerial foundation for all sectors of the construction industry by focusing intently on communication, organization, and leadership.

UNK Construction Management students are required to complete an internship for academic credit during the summer term (May to early August). The purpose is to provide students with professional and applied learning experiences in the industry. Students will work for your company for 12 weeks (no less than 460 work hours) and be involved in required industry experiences, in addition to academic course requirements.

Benefits All Involved

Employer
- Expose your industry to talented young people.
- Work with students eager to learn and apply their skills.
- Preview skills and work performances of potential fulltime hires (12 week interview).

Intern
- Apply classroom knowledge to real world experiences.
- Evaluate areas of interest for fulltime employment.
- Network with experienced professionals.
- Develop time management skills in the balance of academic requirements and work responsibilities.

University
- Develop and strengthen partnerships with business and industry.
- Gain feedback for program development and enhancement.
Required Components

A Construction Management internship is with a residential, commercial, civil or industrial construction company that demonstrates professionalism and provides experiences in the following areas. Interns are to be exposed to management and leadership with no more than 20% of their time devoted to production/labor on the project site.

- Management Principles
- Cost Accounting and Analysis
- Labor Resource Management
- Organizational Behavior
- 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
- Software Applications
- Quality Control and Inspection
- Construction Equipment

Companies complete the Overview of Internship Experience (template on www.unk.edu/cm, select "Internships" from the menu on the right) defining how these components will be addressed during the internship experience. Internships are approved by the CM Program and Internship Director based upon these components. The Overview of Internship Experience should be provided to the intern at the time an offer is made, if not before as part of the hiring process.

CM Program Competencies

Since the internship is a vital and integral part of our program, we have outlined below the core competencies of the Construction Management program at UNK to assist you in developing the internship experience.

By the end of the Construction Management program, students will be able to:

- Demonstrate use of industry based computer software by submitting individually developed projects.
- Write a professional research paper discussing a new technology or advancement of industry using APA format and present the findings to a panel of their peers for evaluation.
- Critique a construction job site in order to organize and present a safety training seminar.
- Create and present an individual business plan proposal that demonstrates their knowledge and application of cash flow, overheads and profits, and production efficiencies.
- Identify examples of current building code standards and violations.
- Compute the basic structural design and material specifications of a construction project.
- Interpret and explain a construction blueprint at all three industry levels; residential, commercial, and civil.
Responsibilities of the Employer

PRIOR to INTERNSHIP

- **Interview** students interested in internship position.
- Provide potential intern with an **Overview of Internship Experience**, being sure to cover all items listed under “Required Components” listed above (template on unkcm.org).
- **Make offers** in a timely manner.
- After the site has been approved by the UNK Internship Director and CM Program Coordinator, the student will send the company an **Internship Agreement** to review, sign and return.
- Place the intern in a location which provides **diverse experiences** and where the intern will be supervised by someone who will provide guidance, direction, and constructive feedback. **Mentoring and training** are vital to a successful experience.
- Provide student with **contact information** of their direct supervisor for the internship experience.
- Assign work activities pertinent to the professional development of the intern.
- Provide intern with **access to the internet** for academic requirements of the internship. This would include UNK email and our online course management program (Canvas).

DURING INTERNSHIP

- Direct intern to appropriate resources to complete the **Company Profile** (due end of Week 1).
- Work with intern to develop a formal **Training Plan** including goals for experience (due end of Week 2).
- Complete **Midterm Evaluation** and **Final Evaluation** of the intern (provided by our program).
- Assure adequate time is available for both the work site supervisor and student to conduct **discussions/conferences** to provide feedback and further instruction. Recommend once a week meetings.
- Meet with the intern and Internship Instructor during a scheduled **Site Visit**, for purposes of consultation and appraisal of progress. When traveling to the location is not feasible, a telephone call to the supervisor and intern will be conducted with the time set in advance.
- Provide **feedback** to the Internship Director as needed. Contact the Internship Instructor in the event of problems or concerns.

Academic Requirements of the Student / Intern

- Represent the University and Construction Management program in a professional manner.
- Complete preliminary paperwork prior to obtaining internship (provided by CM program).
- Compile **Company Profile** by end of week 1.
- Develop **Training Plan**, outlining goals for the experience by end of week 2.
- Complete twelve **Journals** and submit at the end of each week on Canvas (online course management program).
- Participate in the **Discussion Board** each week, by reading and commenting on other intern journals.
- Participate in one **Video Conference** with other CM interns.
- Complete a **Midterm Evaluation** and **Final Evaluation** and be sure to submit evaluations completed by the internship company.
- Deliver a **Final Presentation** to the Internship Instructor and CM program faculty on the internship experience at the beginning of the fall semester.
Offering Internships

- Internships are only available during the summer term (May to August).
- Extend offers no later than early March. With the competitive nature of the industry, some companies extend offers as early as October for the summer.
- Provide the student with an overview of the company's internship experience which highlights all areas that the UNK CM program requires. A detailed overview is needed in order to approve the internship for academic credit.
- If a student has not secured an internship by March 31, the student will be moved to the next summer for their term of internship.

Keys for a Great Experience

1) Provide intern with a well-rounded experience exposing to the many aspects of construction management.
   - Actively participate in or shadow various positions within the organization.
   - Ensure exposure to management.
   - Provide a balance of technical and business practices.

2) Company recognizes the valuable contribution they are making to the career development of a young professional.
   - Discuss with other employees their important role in assisting in the training of the intern and thank employees on behalf of UNK for providing valuable experience and guidance.
   - Introduce intern to members of your organization during their first day/week.
   - Assign work activities pertinent to the intern's professional development and CM program competencies.
   - Challenge the intern to progressively learn, by providing a variety of responsibilities and a broad spectrum of learning opportunities.

3) Exposure to your company culture and new surroundings (as well as any other onboarding activities provided by the company)
   - Company outings, get-togethers with other interns
   - Meet as many people as possible from your company
   - City offerings (softball leagues, gyms, festivals, etc.)

4) Communication is frequent and effective.
   - Early in the first week on the job, the supervisor and intern should discuss company expectations and develop goals for the experience (develop internship training plan).
   - Supervisor should meet with intern to discuss progress each week.
   - An individual from senior management should contact the intern no less than three times during the summer to ensure that required experiences are being met and the intern is being acclimated to the company culture.
   - Consider providing the intern with a mentor.

5) Complete requirements set forth by the University.
   - Work collectively with intern to develop training plan which is due to the Internship Director prior to the end of the second week.
   - Complete midterm and final evaluations and review with intern (forms provided by intern and found in their Internship Manual).
   - Participate in either a site visit or phone call from the Internship Director.
Common Questions Asked by Companies

**What is the best way to promote our company to UNK students.**
Successful recruiting is strongly tied to attendance at the UNL STEM Fall Career Fair. We require interns to attend this event. Other options to promote your company include showcase nights held monthly.

**Are there minimum or maximum numbers of internships a company can offer?** No. However more interns increase exposure to the opportunities your company provides.

**Does the Training Plan have to be done individually for each student or can a general one be utilized with pre-determined objectives?**
Most effective is when the company sets overall objectives for the experience and then the student and supervisor tailor the goals outlined in the training plan based upon the company objectives. While developing the training plan, the student should share the types of experience he/she would benefit from while also discussing goals the company has for the internship. Students are required to write goals utilizing the SMART concept (specific, measurable, attainable, relevant, and time-bound/trackable) as well as define specific activities to achieve these goals. Students are provided with examples of plans of previous interns and have a template to follow.

**Will we see the journals and evaluations the student completes?**
Student journals and evaluations are not shared unless the student opts to share with the company. However, each year we compile data of all interns that can be shared with the company if requested.

**Is the student required to complete their academic requirements (i.e. journal, discussion board, etc.) during work hours or is it to be done after work?**
We ask that you provide the student access to a computer with internet capabilities. Many will be in temporary housing situations and may have limited internet access. Interns will submit journals each week and respond to other intern journals. Internet access is also needed for video conferences, often completed in the evening. Whether the time spent on academic requirements is compensated time is the discretion of the company.

**Are there requirements on what we pay a student for an internship?**
Students seek out competitive opportunities much as they would a full time position. The median hourly rate for Summer 2017 was $17.00 per hour with a range of $12 - $20 per hour. Some also received assistance with housing, either paid in full or a stipend.

**What does the company need to submit to UNK prior to starting the internship program?**
Contact Brenda Jochum to discuss your proposal for an internship experience. Submit an Overview of Internship Experience using the template provided on our website: [www.unk.edu/cm](http://www.unk.edu/cm) (under Internships). You may also advertise your position on the website.
Recommended Hiring Procedures

The CM program recommends that your company conduct the following prior to hiring an intern or full-time employee from UNK.

a. Background check
b. Drug test
c. Request and review university transcripts.

Interns must have a 2.5 major comprehensive core GPA to enroll in the internship program. Due to FERPA regulations, the CM program is not able to provide you with this information and it must be obtained directly from the student.

We suggest that offers contain a statement similar to "this offer is contingent upon acceptable results regarding background check, drug test, and GPA verification."

Additional Questions

If you have questions, please contact Brenda Jochum, Associate Director
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