Internships are very important ways for students to gain experience while attending college. They can be rewarding and can lead to exciting careers. Real-world, practical experience can enrich an already top-notch curriculum.

**Key Facts of the Course:**
- Carries one hour of upper-level academic credit.
- Enrollment requires completion of Pre-Screening Form and Learning Agreement.
- If you do not currently have an Internship site, Career and Testing Center will assist you in the process.

**For the CMGT 4100, credit can be earned for Internships under the following conditions:**

**Guidelines for Approval:**
- Students must attend an Orientation prior to the internship.
- Credit is not given for general work experience. It **must** be an Internship-not a job.
- Duties and project descriptions are required.
- The Internship must have a beginning, an end, and concrete professional development goals.
- The Internship should be a necessity for entering a career field and a valuable experience.
- Students need a cumulative GPA of 2.0 or higher both in and out of major.
- Students must complete a minimum of 90 academic credit hours toward CM degree.
- Students must agree to work a minimum of 400 hours during Internship.
- Students must apply and be approved to participate in the Internship program with the Faculty Internship Coordinator.
- Only one Internship can apply toward your degree plan.

**How to Register for Class:**
All the necessary forms are available on the Construction Management and Career and Testing Center websites. The following pages further list all materials and forms that must be submitted to the Career and Testing Center and Faculty Internship Coordinator before you can enroll in the course.
INTERNSHIP CHECKLIST

Step 1. Before your internship begins:

- Schedule and meet with the Faculty Internship Coordinator.
- Attend and complete a mandatory Internship Orientation.
- Review and complete all forms required at the Internship Orientation.
- Secure an Internship related to your major.
- Complete and return the Pre-Screening Form and Learning Agreement for CMGT 4100.

Step 2. During your internship placement:

- Keep your weekly log of your work activities up to date.
- Be prepared to meet with the Faculty Internship Coordinator as requested or needed.
- Periodically assess your progress in achieving learning objectives.
- Be prepared to meet with your employer as requested or as needed to discuss the internship.

Step 3. At the conclusion of your internship placement:

- Meet with your Faculty Internship Coordinator at the close of the experience.
- Attendance at class meetings during the semester.
- Turn all required paperwork into your Faculty Internship Coordinator:
  - Employer Evaluation that will be emailed to Employer by Career and Testing Center;
  - Student Evaluation Survey that may be found on Career and Testing Center website;
  - Daily Logs of Work Activities and Daily Log of Hours;
  - Submit a Final Internship Assignment/Summary Report to Faculty Internship Coordinator.
LAMAR UNIVERSITY
PRE-SCREENING FORM

PLEASE BE SURE TO READ AND COMPLETE ALL PARTS OF THE FORM

The purpose of this form is to assist all parties with understanding information needed prior to formal commitment to an Internship. The form should be completed by the Student and submitted to the Career and Testing Center.

PART 1: STUDENT INFORMATION

Name __________________________ Major __________________________
Address __________________________ Telephone __________________________
_________________________________ Email __________________________
GPA: __________________________ Classification __________________________

During which term and academic year will you be doing the Internship? ________________

During which term and academic year will you be enrolling for academic credit? ________________

PART 2: EMPLOYER INFORMATION

Organization ________________________________________________________________
Address _________________________________________________________________

Supervisor __________________________ Title __________________________

Email __________________________ Phone __________________________

PART 3: JOB DESCRIPTION

Please attach a copy of your job description to this agreement.

PART 4: PROJECT DESCRIPTION

Please attach a detailed description of your project to this agreement.

I hereby request an Internship as described in Parts 2, 3, and 4 above:

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Career Center Consultant Signature</th>
<th>Faculty Coordinator Signature</th>
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The purpose of this agreement is to assist all parties with understanding mutual obligations involved in the Internship program for academic credit. Within the guidelines and provisions below, the parties hereby agree to the following:

1. **Student Obligations**
   1.1 Student shall attend a mandatory Internship Orientation prior to enrollment for academic credit. Student agrees to complete all forms required at the Orientation.
   1.2 Student must meet with the Faculty Internship Coordinator once Internship is secured.
   1.3 Upon accepting an Internship, the student is expected to fulfill the work experience. This means completing all reports, projects, and proposals by the deadline given by the Faculty Internship Coordinator.
   1.4 Please see attached General Guidelines for class details for student criteria and responsibilities specific to this Internship program.
   1.5 Student should be covered by his/her own insurance or by Employer’s insurance.
   1.6 Student agrees to the terms listed in the attached Student’s Waiver of Liability.
   1.7 Student agrees to complete a brief evaluation at the completion of the Internship.

2. **Employer Obligations**
   2.1 Employer shall provide Student with a full-time supervisor who will guide, mentor, monitor, and advise Student throughout the Internship process.
   2.2 Employer is to provide Student with real “hands on” career-related work experience and give training sufficient enough so that Student has every opportunity to successfully perform his/her duties. Please do not expect Student to perform minor tasks or tasks others wish to avoid.
   2.3 Supervisor will be expected to complete a brief evaluation at the completion of the Internship, which will be used to determine Student’s final grade.
   2.4 Supervisor shall agree to serve as a role model and to contribute his/her experience, knowledge, and leadership abilities to provide Student with an important practical learning experience.
2.5 Employer shall comply with all federal and state employment, safety, and civil rights laws applicable to the position.

2.6 Employer agrees to the terms listed in the attached Employer's Waiver of Liability.

3. **Faculty Internship Coordinator Obligations**
   3.1 Faculty Internship Coordinator shall monitor Student’s progress and assign a final grade for the Internship.
   3.2 Faculty Internship Coordinator shall determine that Student meets all eligible criteria and that the Internship opportunities properly supplement Student’s academic work.
   3.3 Faculty Internship Coordinator shall allow adequate office time to meet with Student for guidance on assignments and project.

4. **Career and Testing Center Obligations**
   4.1 Career Center Consultant shall assist students in locating Internship opportunities that provide experience in career-related positions to supplement their academic experience.
   4.2 Career Center Consultant may visit Student’s employment site.

All Parties agree to comply with all stipulations and requirements.

______________________________  ________________  ________________________________  ________________
(Student Signature)             (Date)                                    (Authorized Employer Signature)  (Date)

______________________________  ______________________
(Faculty Internship Coordinator Signature)  (Date)
Student's Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Internship Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the student to provide documentation of coverage.

I, _______________________________ (student name) in consideration of being permitted to participate in this internship and recognizing the current educational and potential career value and professional experience that I will reap from it, I, on my own behalf of my heirs and estate or any other person claiming through me, hereby voluntarily waive, release, and hold harmless Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] from any loss, claim, liability, or damage arising out of the Internship Program. I intend this waiver to include any and all losses I may suffer including personal injury, property damage or death. I voluntarily intend this waiver to be broadly interpreted in favor of the released parties. Further, I intend hereby to waive any and all claims I may have that result from the ordinary negligence of the Released Parties.

I fully understand that by signing this form, I am

a). giving up legal rights and/or remedies, that may be available to me for the ordinary negligence of Lamar University or any of the parties listed above; and

b). accepting and assuming all personal and property risks inherent to the activities of said course(s).

__________________________________ _________________

StudentDate

Employer's Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Internship Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the student to provide documentation of coverage.

The Employer, ____________________________________________ (business name), in consideration of being permitted to participate in this internship and recognizing the value that business owner will reap from having access to an unpaid intern, providing their labor, will reap from it, hereby agrees not-to-sue Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] and to hold the Released Parties harmless and free from any loss, claim, liability, or damage arising out of the Internship Program pertaining to any and all actions undertaken by _______________________________ (student name) while participating in the Internship. Employer voluntarily waives any and all claims resulting from ordinary negligence, on the part of the Released Parties.

The Employer fully understands that by signing this form, the Employer is:

a). giving up legal rights and/or remedies, that may be available to the Employer for the ordinary negligence of Lamar University or any of the parties listed above; and

b). accepting and assuming all personal and property risks inherent to the activities of said course(s).

__________________________________ _________________

Authorized Signature of Employer Date
Introduction
An Internship is a planned academic-work experience in industry directly related to the student’s area of college study. It is an excellent opportunity for students in the Reese Construction Management Program to gain entry-level competencies. It is also an opportunity for students to attach their field of study to a practical experience of their career interest in short term. Internships help students integrate what is taught in school with what is required in the workplace. Students take internships to develop knowledge and skills valued by employers. At Lamar, every undergraduate student enrolled in the Reese Construction Management Program must complete the CMGT 4100 Construction Management Internship/Independent Study during any semester (Fall, Spring, and/or Summer). Successful completion of one semester long internship accounts for 1 credit hour.

Course Description
Prerequisites: Open only to Construction Management senior students who have completed 90 credit hours and maintain a 2.0 GPA both in and out of the major (or minor); scope of internship requires pre-approval and permission. Strongly recommend completion during the summer preceding students' final semester or year.

Description: Four hundred hours of pre-planned, unique practicum that provides knowledge and skills not found in the traditional classroom setting. Special learning objectives in one of the following is recommended, but other objectives will be considered: project management, acquisition and development of residential land, scheduling, construction technology, field operations, office operations, building materials, estimating, finance, marketing, construction management, and/or land use codes and regulations. A final report and oral presentation are required under supervision of an academic advisor.

Course Objectives
Through the successful completion of this course students should:

- Demonstrate appropriate workplace behavior, such as punctuality, dependability, team work, problem solving, etc.
- Demonstrate and apply knowledge of construction management experience, skills and knowledge.
- Examine the construction industry’s planning, design, and field operations, including the interrelations among the various tasks and participants in the construction process.
- Describe, explain, and evaluate the intern, the placement organization, and the entire internship experience.


Ethics Component: None

Writing Component: Yes
General Lamar University Internship Requirements

The Career and Testing Center of Lamar University provides program support to students during the internship process. The following requirements must be accomplished by the student through that Center:

- Attend a mandatory Internship Orientation conducted by the Career and Testing Center.
- Complete the Career and Testing Center's Internship Orientation and all required forms prior to the internship.
- Secure an Internship related to your major.
- Complete and return the Career and Testing Center's Pre-Screening Form and Learning Agreement for CMGT 4100.
- Ensure your employer completes the online employer evaluation of your Internship.
- Complete the online student evaluation of your Internship.

Expected Work Requirements

Learning objectives in one or more of the following is recommended: project management, acquisition and development of residential land, scheduling, construction technology, field operations, office operations, building materials, estimating, finance, marketing, construction management, and/or land use codes and regulations.

The following tasks are typical of those expected by the Construction Management Program at Lamar to receive academic credit for the internship.

- Preparing quantity take-off’s, calling vendors and subcontractors for proposals.
- Assisting with project record keeping, preparing shop drawings, and assisting with cost control records.
- Assisting with safety inspections, logging and processing submittals.
- Assisting with cost control, inventory control, schedule checking, subcontractor monitoring, and problem resolving.
- Assisting project managers and superintendents at as high a responsibility level as possible.
- Coordinating and inspecting subcontractor activities, verifying work and recommending progress payments.
- Planning and scheduling, processing change and extra work orders, preparing requests for progress payment.
- Obtaining permits and licenses, checking zoning and code requirements, designing temporary facilities.
- Arranging for utility services, conducting safety inspections and training, supervise punch list activities.
- Expediting material deliveries, assisting in documenting and preparing claims.
- Preparing charts and formal reports.
- Working as a helper, clerk, or assistant, in the office or in the field.

General Academic Requirements

General academic requirements on the student include:

- Must be a Reese Construction Management Program major.
- Must maintain a 2.0 grade point average (GPA) in overall course work as well as in all construction management courses.
- Must register for college credit after accepting internship.
- Maintain copies of all documentation pertaining to their internship until they have successfully received credit for a completed internship.
- Students are required to find their own internship; the financial terms of the internship are between the student and the employer. However, the work performed by the student should be consistent with the "Expected Work Requirements" delineated above.
The student is responsible to ensure the adequacy of his/her insurance coverage during the internship period. Lamar University does not insure internship activity. Statutory Worker’s Compensation and general liability policies offered by employing companies typically cover employees for job-related injuries. (Be sure to check with the employer.) For health insurance, the student would normally be covered under their parent’s policy or a separate policy purchased by the student (check with Student Services); health insurance coverage by the internship employer is normally not available for short-term employees. However, visit with the internship employer about this issue.

CMGT 4100, Construction Management Internship/Independent Study, is a graded course that will be evaluated using the following criteria:

- 20% of grade will be measured from the General Workplace Behavior submitted by your employer.
- 80% of grade will be measured by the quality and content of your Student Self-Report.

<table>
<thead>
<tr>
<th>Internship Assessment Reports</th>
<th>Points</th>
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<tbody>
<tr>
<td>Attendance</td>
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<tr>
<td>Employer Evaluation</td>
<td>15</td>
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<tr>
<td>Student Self-Report</td>
<td></td>
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<tr>
<td>Daily Log and Daily Log of Hours</td>
<td>15</td>
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<tr>
<td>Student Evaluation Survey (online)</td>
<td>5</td>
</tr>
<tr>
<td>Project Summary Report</td>
<td>5</td>
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<tr>
<td><strong>Total</strong></td>
<td>100</td>
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**Internship Assessment Reports:**

Each student must submit the following Internship Assessments. These Assessments must be completed by each student, and signed by the Faculty Internship Coordinator. The assessment also serves as verification of the 400 hours of work completed. **Proof of 400 hours completed must be submitted before a grade can be given. No grade will be posted until the Internship Assessments are received.**

**Attendance:** There are three components to the Attendance grade.

1. Attendance at the Career and Testing Center's Internship Orientation;
2. Attendance in the Internship class; and
3. Submit a copy of the employer required time sheets. (Also, please report to work according to the requirements of the work schedule assigned by the employer, and conform to those attendance policies.)

**Employer Evaluation:** Employers shall complete an Employer Evaluation for each student, summarizing the student's internship work experience. The evaluation is emailed to the employer by the Career and Testing Center.

**Student Self-Report:**

**Daily Log and Daily Log of Hours:** Students are expected to complete a daily report of work activities and to reflect on their importance to learning. The Daily Log should take just a few minutes to complete each day. It should be both a record of each day's activities and a reflection of those activities on what you learned, especially in light of the questions and statements below. The reflections will help you develop a self-evaluation paper.

Each day must include (1) the day worked number, beginning with the number one, (2) the date worked, and (3) a log of hours on the job that day, the total of all hours worked must be 400 hours or more.
Use the list below to prompt your reflections; it is not necessary to respond to every statement or question every day.

1. What did you learn about yourself – your interests, aptitudes, strengths, and weaknesses?
2. Describe the technology or equipment you used or observed being used.
3. Give specific examples of mathematics or science concepts and skills you used or observed.
4. Give an example of oral or written communication you used or observed being used.
5. Describe a work activity you performed and the procedures you followed.
6. Describe special instructions you received from your mentor or another employee.
7. Describe any materials you had to read and interpret to complete an assigned work activity.
8. Describe any initiative you took to learn something new.
9. List a problem you solved or observed being solved, and tell how you or others arrived at a solution.
10. Describe a meeting you attended, and list the decisions made or actions taken. What contributions did you make to the meeting? What happened as a result of the meeting?
11. List something new you learned about the company and its opportunities for employees.

**Student Evaluation Survey:** Complete the online survey available at the Career and Testing Center's Website.

**Project Summary Report:** Each student shall submit a paper that critically analyzes the internship experience, and neatly and carefully written using a word processor. The paper must be a summary of the work conducted during the internship, and include a self-assessment of the entire internship experience. It is the single most important component in the grade for this course, and, therefore, must be a 4000-level paper that will be graded for content, clarity and form using the rubric contained in the Appendix of this document.

Submission should meet the deadline specified by the Faculty Internship Coordinator.
CMGT 4100: Construction Internship
Project Summary Report Rubric

Your paper must include the following elements:

- (10%) Format and Cover Page
  - Cover Page to include: Name, Date, Internship Supervisor, Position, Internship Company Name and Address, Period of Internship (from date to date), Writing Format Style: either APA or MLA, with the exceptions listed below.
  - Written at the 4000-level according to content and clarity.
  - Paper is fully 14 pages long, no more, no less; double-spaced, with one (1) inch margins.
  - Fonts: Main Title: Arial 14 size, bold; sub-titles: Arial 12 size, bold; Body: Times New Roman 11 size font.
  - Clearly divide paper into section below, with sub-titles.
  - Include page numbers at the bottom of each page.
  - Images are encouraged, but not required. Images do not count towards overall page length.

- (10%) Introduction (one or two paragraphs)
  - Clearly and completely summarized what you expected to learn during the summer, i.e. your learning goals.
  - Clearly and completely summarized the duties and tasks were you assigned.
  - Describe products, if any, that you produced during the internship.
  - Clearly and completely rate your performance on these tasks, explain why you rated your performance as such.

- (10%) Description of Relationships (two to three paragraphs)
  - Describe your supervisory relationship (e.g., positive, helpful, etc.) and tell why.
  - Describe other important relationships and tell why they were important (choose only the most important ones).
  - Clearly and completely describe the most helpful/influential person you worked with at this company?
  - Write her/him a thank you note and include it in this report!
  - Analyze the leadership styles you observed and used during your internship.

- (10%) Evaluation of Work Place (three or more paragraphs)
  - Evaluate the strengths of co-workers during the internship in terms of ability to learn, attitude, dependability, leadership, initiative, judgment, problem solving, relationships with others, quality of work, planning, etc.
  - Describe and evaluate the benefits and weaknesses of this work place for you and others future students.
  - Explain one thing that may need to be changed about the internship. Explain the importance of this change.

- (20%) Evaluation of Learning Objectives (five or more paragraphs)
  - Explain anything that you wish you had known prior to beginning your internship.
  - In terms of your learning objectives, clearly and completely discuss how the internship was helpful; how it was influential; and what you learned.
  - Clearly and completely discuss how the internship integrated course material learned in the CM Degree Program.
  - Address these statements:
    - Describe what you see is the most important part of being a construction manager.
    - Describe your strengths (ability to learn, attitude, dependability, leadership, initiative, judgment, problem solving, relationships with others, quality of work, planning, etc.)
    - Discuss that part of your internship job where you were most effective;
    - Discuss that part where you were most troubled or where you need further growth and improvement.

- (15%) Evaluation of Career and Life Growth (three or more paragraphs)
  - Analyze, carefully, how the internship experience related to your previously expressed career interests.
  - State how the internship experience advanced (or not) your career and life growth.
  - Analyze the internship experience for overall relevance in your life.

- (10%) Conclusion (two or three paragraphs)
  - Summarize your experience.
  - Incorporate how your education has or has not contributed to you internship experience and vice versa.
  - Rate and explain your internship using one of the following: Excellent, Above Average, Average, or Below Average.
  - Incorporate your thoughts on how the internship has or has not helped you define a career path.
  - Include any final thoughts on your internship experience.

- (15%) Writing Effort and Style:
  - Followed directions and answered the assigned question or statement?
  - Used paraphrasing and student’s wording only; no quotations?
  - Indicates original, independent, believable, meaningful experience of the material?
  - Avoided spelling and grammatical errors?
  - Organized, thorough but concise, coherent, smooth, easy to follow?