

# **CM A495 – Advanced Construction Management Internship**

## **SYLLABUS AND APPLICATION**

### **Internship Coordinator**

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# **SYLLABUS**

**Instructor of Record:** Joel Condon

**Course Description:** Provides career development through self-assessment and career exploration by placement in a construction management home or field office. Intern will perform duties directly related to construction management functions.

**Course Objectives:** The primary goal of the construction management advanced internship course is to help students develop a comprehensive, “real-world” perspective of construction operations and professional construction management functions. Students who successfully complete the course requirements will be able to apply the theory, skills, and techniques learned in the classroom to actual managerial situations while under the guidance of a supervisor or construction management executive.

## **Internship Placement Requirements:**

- Meet all requirements in the **CM Internship Application Packet** (see below)
- **Department Approval:** The student must obtain permission from the CM Internship faculty member by completion of the **Internship Faculty Agreement Form** (see below) *before* proceeding with the application process.
- **Documents needed for CM Internship Coordinator review:**
  - All information and documents required on the “Information Checklist” (see below)

**Course Initiation Process:** The internship course includes both educational and workplace opportunities that involve the student, the faculty and department, and the internship employer/supervisor; all three play an active role in the student’s internship course. Students should seek internship placement that will provide a meaningful work experience and that compliments their career goals. During the internship the student is expected to be directly involved in a number of construction management-related duties such as cost estimating, project scheduling, labor management, subcontractor management, field operations and reporting, contract administration and the like. These duties can be performed in the field, in a project office or in the home office. The student should seek the advice of the internship faculty member if they have any questions about the appropriateness of a planned internship.

Students shall follow these steps to initiate the internship course:

- 1) Students must arrange their own internship employment. Information on companies who employ CM interns can be found at the UAA Academic Advising and Career Development website [www.uaa.alaska.edu/careerdevelopment](http://www.uaa.alaska.edu/careerdevelopment) or in the department offices of the Construction Management program. Contact Kirsten Kensinger, CM Internship Coordinator at 907-786-6465.
- 2) When the student has a potential internship they must first meet with the CM Internship Coordinator and bring with them all information and documents required on the “Information Checklist” below.
- 3) When the above documents are reviewed and approved by the Internship Coordinator, the CM Internship Faculty member will sign the Internship Faculty Agreement Form verifying the student’s GPA (see below).

- 4) Once the above documents are reviewed and signed, the student will bring them to the CM Internship Coordinator, Kirsten Kensinger, in the Construction Management Office, SSB 221A. **Call 786-6465 for an appointment or make an appointment by email: [klkensinger@alaska.edu](mailto:klkensinger@alaska.edu).** The CM Internship Coordinator will complete a Student Internship Learning Agreement. The Coordinator, the Internship Faculty member, the Internship Employment Supervisor, and the student intern will all sign the Learning Agreement. This is done by e-mail using electronic signatures. After required signatures have been obtained, the student will be allowed to register for the class using the UAOnline system.

*Note: Students may not count any of the hours worked toward course completion until they are formally enrolled in the course. There will be no exceptions to this policy.*

After the student has registered for CM A495, internship work can begin. Students may register for the course within the dates listed on the first page of the Application Packet for the listed semesters.

### **Course Requirements:**

1. **Work Hours:** 225 hours of on-the-job work must be completed to successfully meet the requirements of the course. In accordance with UAA policy, a maximum of 20 hours per week may be counted during the fall and spring semesters to meet this requirement. A maximum of 40 hours per week may be counted during the summer and during academic breaks.
2. **CM Internship Journal:** Write and maintain a journal that records your internship activities. The journal must contain the following information:
  - a. The title page of the journal should include:
    - i. Student name, course title, semester, internship faculty name
    - ii. Employer information (company name, address, phone number, etc.)
    - iii. Internship supervisor's name and title
    - iv. Name of project or projects worked on (if applicable)
  - b. The following information should be recorded **daily**:
    - i. Date
    - ii. Number of hours worked
    - iii. Weather conditions (if applicable)
    - iv. Any site conditions or circumstances that affect the work (if applicable)
    - v. A short summary of the day's work activities
  - c. Discussion of work experiences: The journal should also include regular contemporaneous written reflections, notes, comments or descriptions of notable or interesting aspects of the work experience. This does not have to be done on a daily basis but should be completed at the student's discretion as they determine that the day's events or operations may contribute to the overall quality of the student's recording of the internship experience. Note: These can also be used as subjects for Blackboard discussion postings (see below).
  - d. Photos: A minimum of 6 and a maximum of 12 digital photos should be included in the journal. The primary subject of the photos should be progress of the construction project(s) but may also be construction "action" photos. If the student is based in the home office or does not have ready access to the project site, photos of the project taken by others on the site may be substituted. If none of the options to obtain appropriate photos are available to the student, please contact the internship faculty for suggestions on how to fulfill this requirement.
  - e. Upon completion of the internship, the journal will be compiled in a single electronic file (in MS word or .pdf file format). The file should be turned in to the CM Internship Faculty by e-mail attachment to [jcondon1@alaska.edu](mailto:jcondon1@alaska.edu) or hand-delivered as an electronic file.

- f. **Confidentiality:** The journal is a confidential student document and will not be shared with any unauthorized persons outside of the department. Still, all students should be mindful of the conditions of confidentiality that govern their employment and use discretion in revealing proprietary or personal information about their place of employment or the individuals that they work with.
3. **Blackboard Discussion:**
- a. About once each week (and **in no case less than six times** during the internship course) students will write a discussion posting to the Blackboard discussion board. An aspect of the work that the student finds notable, interesting or important “lessons learned” should be shared with the rest of the internship cohort. Additionally, at least once each week, students should respond thoughtfully to at least one other student’s post. There is no minimum or maximum number of words required for a discussion post or response, however responses should be written in grammatically correct full sentences: simple declarative responses (i.e., “awesome dude”) are discouraged. CM students should strive to be clear and concise in all of their written communications and Blackboard posts are an opportunity to practice this.
  - b. If the student joins the class late in the semester, there may be less discussion board activity in the assigned Blackboard discussion group. Students can request to be added to another discussion group in the current semester. Please send such requests to the CM internship faculty member.
  - c. All postings to the Blackboard discussion boards should reflect the ability of the student to write in a professional and courteous manner. The following policy guidelines will be followed when participating in online discussions:
    - i. Use common courtesy, the way you would in a traditional classroom. No shouting through capital letters, no degrading or offending language.
    - ii. Disrespectful language, racial or ethnic or gender slurs, cursing or profanity, is not allowed. .
    - iii. Postings should be relevant to the course objectives. No private or personal information should be revealed.
    - iv. The instructor may remove the discussion board privileges, with a corresponding loss of points towards their grade, of any student who violates these policies.
  - d. **Confidentiality:** Students are cautioned to be mindful of the proprietary nature of some workplace activities and must use proper discretion when revealing information on the Blackboard discussion board that may be internal or private information about the internship employer, their operations, or their internal policies and practices. When describing workplace activities, names of individuals or companies should *never* be revealed; rather the student should use generic role names (i.e., general contractor, subcontractor, foreman, superintendent, carpenter, etc.) to identify same. Violation of these confidentiality standards may result in the student losing their discussion board privileges, with a corresponding loss of points towards their grade. Also, interns are company employees and are expected to be in compliance with the confidentiality conditions of their employment.
4. **Internship Summary Paper:** After the internship hours are completed, the student will submit a written reflection paper that addresses the student’s overall learning experience in the internship course. This paper will include:
- a. The internship job description and duties as they were originally assigned
  - b. Compare and contrast expectations with actual experiences in the workplace
  - c. Explain how the student’s classroom learning was useful to their job performance
  - d. Explain how the student’s internship experience can benefit their future career
  - e. Additional comments about the overall internship experience and the course itself

The Internship Summary Paper should be no less than three pages, double-spaced, 12-point font, and should be written to APA standards including format, in-text citations and references. Upon completion of the internship, the summary paper should be turned in an electronic file format (MS word or .pdf) to the CM

Internship faculty. If the file(s) are too large to easily e-mail, they can be written to a jump drive and turned in to the department office in SSB 221.

5. **Internship Employer/Supervisor Evaluations:** Twice during the internship period, near the mid-point and at the end of the internship, the employer/supervisor in the student's workplace will be asked to complete an evaluation of the student's performance. The evaluation forms will be sent directly to the internship employment supervisor and will be factored into the student's grade.

### **CM A495 – Advanced Construction Management Internship Evaluation and Grading:**

The student's grade is based on the following:

1. Construction Management Internship Journal	50 points
2. Blackboard discussion board participation	25 points
3. Internship Summary Paper	25 points
4. Internship Employer/Supervisor Evaluations	50 points
Total	150 points

#### **Grading Scale**

1. 150 – 135 points (90%)	A
2. 134 – 120 points (80%)	B
3. 119 – 105 points (70%)	C
4. 104 – 90 points (60%)	D
5. Less than 89 points	F

Grades (A – F or other grade) will be issued at the end of the semester in which the student is registered for the course regardless of the date at which they may have enrolled. Depending on the date the student joins the internship course, they may or may not have all course requirements completed at the end of the semester.

In cases where the internship work and course requirements are incomplete, the student will receive a “DF” (Deferred) grade. Upon successful completion of all of the course requirements, the internship faculty will change the “DF” to a letter grade. DF grades do not affect a student's grade point average.

If for any reason during the internship course the student loses their internship employment or position, they must contact their internship faculty member immediately.

### **Instructional Goal:**

The internship will provide Construction Management students with experience in the field on active construction projects. In CIM

### **Course Learning Outcomes:**

- Demonstrate proficient use of construction management skills and concepts to successfully perform duties as assigned by intern supervisor.
- Demonstrate professional conduct in the workplace.
- Independently solve problems that arise on construction projects.

- Work cooperatively as a team member on construction projects.
- Develop independent planning and organizational skills.
- Apply oral and written communication skills to facilitate project delivery.

## Topical Course Outline

- 1.0 Safety and Procedures
  - 1.1 General work site rules
  - 1.2 Professional conduct
  - 1.3 Documentation
- 2.0 Student Objectives
  - 2.1 Test classroom learning in work place
  - 2.2 Improve post-graduation job prospects
  - 2.3 Improve job search skills
    - 2.3.1 Resume writing
    - 2.3.2 Interviewing techniques
  - 2.4 Enhance direct relationship between college major and full time permanent employment
- 3.0 Employer Objectives
  - 3.1 Improve personnel selection process
  - 3.2 Increase access to minority and/or disabled students
  - 3.3 Enhance company relations with college staff and students
  - 3.4 Develop on-the-job performance evaluation criteria
- 4.0 Program Objectives
  - 4.1 Develop strong relationship with business community
  - 4.2 Use employer/student evaluation and feedback to enhance program curriculum development
  - 4.3 Access to latest and most sophisticated equipment in the work place

## ACCE (Accreditation Requirement) Assessment of Student Learning Outcomes:

Employee evaluations will be used as an indirect measure in the assessment plan for those ACCE student learning outcomes that best reflect internship duties.

## CM INTERNSHIP APPLICATION PACKET

Complete the following steps prior to beginning your internship. *Please be advised that failure to complete the proper steps will impede our ability to process your application.* It is your responsibility to ensure each step is completed.

<u>Application Dates and Deadlines*</u>	<u>Internship</u>
November 9, 2020 to March 15, 2021	Spring 2021 Internship
February 8, 2021 to July 2, 2021	Summer 2021 Internship
April 5, 2021 to October 22, 2021	Fall 2021 Internship
<p><i>*Future dates and deadlines are subject to change. Please check with Construction Management Internship Coordinator for updates: 786-6465</i></p>	

- ☐ STEP 1: Contact the CM Internship Coordinator and obtain the Internship Application Packet
- ☐ STEP 2: Find an internship and contact the CM Internship Coordinator for acceptance into your internship course.
- ☐ STEP 3: Submit completed Internship Application with a job description to CM Internship Coordinator.
- ☐ STEP 4: **International Students ONLY**-Must receive approval in writing (memo) from the International Student Services Office in order to receive a current I-20.  
*\*International students are not permitted to work until they have obtained a current signed I-20 and have submitted it to the CM Internship Coordinator.*
- ☐ STEP 5: Review and sign the Academic Learning Agreement via DOCUSIGN
- ☐ STEP 6: Register for your internship course on UAOnline  
*Wait for the CM Internship Coordinator's Approval before you begin your internship*

*Incomplete internship applications will not be accepted or processed!*

## INFORMATION CHECKLIST

The following information is required for the CM Internship Coordinator to process your internship application packet.

- ☐ Student Information  
Name, Address, Phone, Email, Student ID number, and Academic Major
- ☐ Internship Faculty Advisor Information  
Name, Title, Department, Phone, Email, Fax  
Course number and section for internship course
- ☐ Company's Information  
Name, Address, Telephone  
Supervisor's name, Title, Department, Phone, Email, Fax (if available)
- ☐ International students ONLY  
Must receive approval in writing from the International Student Services Office in order to receive a current I-20 Certificate.
- ☐ Detailed internship description
  - Good Example: Learning and managing data input system to ensure maximum efficiency of incoming and outgoing shipments
    - Why? Because it clearly states the task and demonstrates how it contributes to the overall success of the company. (Hint...is also in excellent format to be transferred into your resume)
  - Bad Example: Typing reports
    - Why? Because anyone can type, it is too vague; it does not show any learning of skills or skills gained.
  - Bad Example transformed into good example
    - *Typing* weekly briefs in collaboration with Branch Manager to ensure clear communication between corporate expectations and branch staff

*All required information must be submitted to the CM Internship Coordinator*

**ATTENTION:**

- You may not begin counting hours towards your internship until your internship has been approved by the CM Internship Coordinator
- All interns must contact the CM Internship Coordinator prior to submitting their application and beginning the internship process
- International students are subject to strict regulatory policy and are required to meet with International Student Services and the CM Internship Coordinator prior to beginning the internship process. International students are not permitted to work without proper certification from International Student Services.



## Internship Application

Please fill out all of the information below and return to the CM Internship Coordinator. Please note that incomplete applications will not be accepted or processed.

### Personal Information

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Primary Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you an International Student? (Circle one) NO YES VISA Type: (F-1, J-1, etc.) \_\_\_\_\_

Are you graduating this semester? (Circle one) NO YES

Are you receiving Financial Aid? (Circle one) NO YES

### Academic Information

Major: \_\_\_\_\_ Cumulative G.P.A.: \_\_\_\_\_ Last Semester G.P.A.: \_\_\_\_\_

Class Standing (First-year, Sophomore, Graduate, etc.): \_\_\_\_\_

## Internship Faculty Agreement

STUDENT: Please meet with the Internship Faculty Member to complete the below listed requirement.

FACULTY: I agree to provide academic support to the above-identified student in his/her Student Internship placement. I agree to perform the following:

1. Review and approve the Learning Agreement, outlining the student's objectives to be accomplished during the internship.
2. Participate in conference calls, if I wish, as arranged among faculty, student, and employer.
3. Review student's final report and evaluations upon completion of the internship and assign a grade.

\_\_\_\_\_  
Student's GPA & Verifying Faculty Initials

\_\_\_\_\_  
Internship Course

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

## Internship Employment Information

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)  
Company Phone: \_\_\_\_\_ Website: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_  
Supervisor Phone: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_  
Supervisor Fax: \_\_\_\_\_ Hourly Pay Rate: \_\_\_\_\_

Exact Start Date: \_\_\_\_\_ Exact End Date: \_\_\_\_\_

I, \_\_\_\_\_ (NAME) at \_\_\_\_\_  
(COMPANY), agree to provide the Construction Management Internship Coordinator and Faculty  
Internship Advisor evidence of the student's work performance, whether that is with the midway/final  
evaluations or another evaluation conducted by my company approved by the CM Internship Coordinator  
and the Faculty Internship Advisor.

\_\_\_\_\_  
(Employer/Supervisor Signature)

\_\_\_\_\_  
(Date)

I, \_\_\_\_\_ (NAME), hereby authorize \_\_\_\_\_  
(COMPANY) to release my workplace performance evaluations to participating UAA faculty internship  
advisors. This information is to be used for the purpose of completing a UAA academic internship fully  
and academic grading. Items specifically covered are midway and final evaluations. This release includes  
written and verbal communications between the internship coordinator and the internship employer as  
it relates to my academic internship.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

**\*No internship will exceed 15 weeks unless approved by the CM Internship Coordinator and the Internship Faculty Advisor**

## INTERNSHIP PLACEMENT REQUIREMENTS

Disclaimer: The CM Program makes no guarantee of placement through the Internship Program, nor is the program responsible for the outcome of the placement. Every attempt will be made to ensure that the student is satisfied with his/her internship placement. Employers may have additional eligibility requirements. The employer is responsible for final selection of the student.

*Please read each statement and initial next to each indicating your understanding of the requirements contained in this document. Sign at the bottom indicating your understanding and agreement of the procedures and requirements.*

Initial

\_\_\_\_ **GPA Requirement:** Students must maintain a grade point average of at least 2.0 and have a declared major. A freshman student, under an appropriate major, must successfully complete one full semester with a G.P.A. of at least 2.0 prior to his/her internship enrollment. (Students applying for internship in Accounting, Management, Marketing, or Finance must have a 2.75 cumulative GPA and a 3.0 GPA in their major.)

\_\_\_\_ **Alaska Minimum Wage Requirement:** The CM Program can only coordinate internships in which students earn the minimum hourly wage or higher. Under certain circumstances, a student may work for a non-profit organization that meets the DOL six standards for a legitimate internship as an unpaid intern.

\_\_\_\_ **Maximum Weekly Hours:** Interns may only count up to 20 hours per week while classes are in session during the fall and spring semesters. During the summer semester and academic breaks, interns may count up to 40 hours per week. This does not apply to international students.

\_\_\_\_ **International Student Requirements:** Students and visitors on F and J visas are not permitted to work at an off-campus internship without prior and continued written authorization from the International Student Services office or United States Citizen and Immigration Service (USCIS). Working without authorization will cause immediate termination of status, which can lead to deportation. This includes working beyond the authorization date on your I-20 for Curricular or Practical Training. Students who are terminated because of unauthorized employment are not eligible for reinstatement of status. Changes in internship placement location, work schedule, duration/length of internship, or academic adjustments to schedule (including but not limited to: receipt of an incomplete (I) grade for internship class, add/withdrawal of class, or academic schedule adjustments, etc.) must be requested in writing to the International Student Services Office 30 days prior to the end of the internship or internship class end date. The International Student Services office must provide, in writing, to you and the CM Internship Coordinator correspondence related to your requests. The CM program will not initiate paperwork amending the initial learning agreement or other international student paperwork until correspondence approving your request is received in writing from the International Student Services office.

\_\_\_\_ **Internship Class Enrollment Guidelines:** Internships are not limited to the academic calendar year. However, an "Incomplete" or a "Non-Deferred" will be assigned for the course at the end of the academic semester if the internship runs beyond the current semester. The incomplete will be removed upon successful completion of the course and the submission of necessary paperwork to Enrollment Services. Special circumstances may apply if the student receives financial aid. If the student enrolls in the internship course after the designated deadline to register for directed and independent studies, and practicum, internship, research and thesis courses, the student must enroll for the following semester. See the current UAA Registration Deadlines at <http://www.uaa.alaska.edu/records/calendar.cfm>.

\_\_\_\_ **Internship Completion Requirements:** Grades for student internships will not be issued until the following is completed:

- Accumulate a minimum of 75 hours per credit (3 credits = 225 minimum hours) at internship placement by the end date as stated in the Learning Agreement. Additional proof of hours accrued may be requested.
- Submission of midway and final evaluations from the employer.
- Submission of a Technical Report reflection paper about your placement experience. See course Syllabus, "Course Requirements" 1-5. Additional deadlines may also apply.
- Additional requirements as assigned by your faculty advisor.

\_\_\_\_ **Safety and Liability:** UAA Students shall be prohibited from operating work-site owned, rented or leased vehicles and other mobile equipment unless the work-site authorizes, in writing to UAA, that the work-site is willing to accept any and all liability, comprehensive, property, medical, and excess coverage claims arising out of incidents involved with the performance of the student's job description in relation to such equipment. (Form located on the back of this page)

**By signing this form, I acknowledge that I have read and understand the Internship Procedures and the Internship Placement Requirements, as explained in this packet, and agree to abide by all terms and conditions set forth therein.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
CM Internship Coordinator

\_\_\_\_\_  
Date

## WORK SITE VEHICLE/MOBILE EQUIPMENT AUTHORIZATION

**\*\*In order to ensure proper coverage and safety of our student community, the University requires additional information and work-site authorization regarding the usage of work-site owned, rented or leased vehicles and other mobile equipment. UAA Students shall be prohibited from operating work-site owned, rented or leased vehicles and other mobile equipment unless the work-site authorizes, in writing to UAA, that the work-site is willing to accept any and all liability, comprehensive, property, medical, and excess coverage claims arising out of incidents involved with the performance of the student's job description in relation to such equipment\*\***

Please review and sign in order to authorize the student use of work-site owned, operated and/or leased vehicles and other mobile equipment.

Is operating this equipment a basic and/or necessary component of the student's job/position description? Yes      No

Has training been provided/required on how to safely and properly operate this equipment? Yes      No

Is a particular license required to operate this equipment? Yes      No

In what capacity will the student be operating this equipment?

How often will the student be operating this equipment? \_\_\_\_\_ Where will the student be operating this equipment? \_\_\_\_\_

\_\_\_\_\_(Company Name) authorizes that \_\_\_\_\_(Student) will be utilizing company owned, rented or leased vehicles or other mobile equipment and the company is willing to accept any and all liability, comprehensive, property, medical, and excess coverage claims arising out of incidents involved with the performance of the student's job description in relation to such equipment.

\_\_\_\_\_  
Authorized Company Personnel

\_\_\_\_\_  
Date

Please ensure that this form is returned promptly to the CM Internship Coordinator, Kirsten Kensinger, by email [kkensinger@alaska.edu](mailto:kkensinger@alaska.edu) or with the student. If you have any questions, please feel free to call Kirsten Kensinger at 907- 786-6465.