

Construction Management Program: CM408 – Field Work Experience

Exhibit 1: Process Checklist

- Obtain and review proper documentation and forms
<http://nau.edu/CEFNS/Engineering/Construction-Management/Student-Resources/Internships/>
 - Exhibit 1:** This Checklist
 - Exhibit 2:** Guidelines for Sponsors and Student Interns
- Secure an internship with a construction firm (“sponsor”). Minimum 6 weeks (192 hours)
 - Provide Sponsor with academic transcript/resume and discuss this process
- Complete **Form A: Internship Application**
 - Sponsor signature
 - Student signature
 - Company signatory contact information (person allowed to sign contracts for firm)
 - Submit to CM Internship Coordinator prior to April 15th deadline
- Enroll in CM408
 - Get permission number from CM Internship Coordinator _____
 - Enroll in LOUIE
- Complete **Form B: Objectives and Work Experience & Form B1: Internship Schedule**
(within two (2) weeks of beginning of internship)
 - Sponsor signature
 - Student signature
 - Submit **Form B** to CM Internship Coordinator
 - Submit **Form B1** to CM Internship Coordinator
- Complete **Form C: Weekly Work/Learning Reports**
(within one (1) week of supervisor meetings)
 - Report 1 – Date Submitted: _____
 - Report 2 – Date Submitted: _____
 - Report 3 – Date Submitted: _____
 - Report 4 – Date Submitted: _____
 - Report 5 – Date Submitted: _____
 - Report 6 – Date Submitted: _____
 - Report 7 (optional) Date Submitted: _____
 - Report 8 (optional) Date Submitted: _____
 - Report 9 (optional) Date Submitted: _____
- Complete **Form D: Student Work Evaluation**
(within two (2) weeks of completing internship)
 - Schedule final review meeting with supervisor to discuss progress
 - Submit **Form D** to CM Internship Coordinator
 - Confirm that Sponsor has completed **Form D1**
- Complete exit interview with CM Internship Coordinator
 - Schedule interview within three (3) weeks of end of internship
Schedule date: _____
- Present Experience: Prepare a 3-8 minute video highlighting one aspect of your internship