

*Construction Management Program: CM408 – Field Work Experience***Exhibit 2: Guidelines for Sponsors and Student Interns****Purpose**

Construction Management students at NAU are allowed to use one formal field work experience (internship) to complete a portion of their academic work at Northern Arizona University. The intent is for students to see first-hand how the construction industry works. A field work experience reinforces concepts learned in the classroom and allows the students to gain real-life experience that can in turn be applied to their academic work.

To be successful, the internship should expose students to a wide range of tasks and construction issues, in both office and field environments. Interns are expected to be contributing members of their employer's staff. There is no expectation that employers will offer full time employment to their interns upon graduation.

Benefits to the Sponsor (Employer)

A well-crafted internship program can be viewed as an investment by the sponsor company due to the time and energy required to develop the skills and abilities of the intern. At the same time, the sponsor receives the professional services of the intern and are able to assess the potential employability of the student.

For the company the internship has several benefits including:

- A strong promotional tool on the NAU campus.
- An opportunity to observe a potential future employee in a work environment prior to a permanent employment commitment
- An opportunity to obtain new ideas and enthusiasm from creative, highly motivated students.
- A means of securing additional, well-prepared individuals for peak employment periods.

Although CM 408 Field Work Experience (Internship) is not required to graduate with a Bachelor of Science in Construction Management, it is highly recommended that students obtain and complete an industry internship. CM 408 Field Work Experience (Internship) is pre-approved as one of the CM program electives; therefore CM 408 can be used to satisfy some of the coursework for the degree program. Typically the Field Work Experience is completed between the third and fourth year of the program, but students at the end of their first and second year are also eligible with concurrence of the CM Internship Coordinator and/or the Chair of the department.

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What the Sponsor can expect from the Students

Student interns should not be expected to make professional decisions without supervision, but they should be expected to act in a professional manner in terms of dress, demeanor, promptness and ethical behavior and by accepting constructive criticism professionally delivered when warranted.

Typically, a student will apply for an internship opportunity during the summer of his or her junior year at the University. Because each student approaches their degree progression differently it is important that the hiring supervisor request and **review the student's unofficial academic transcript and resume** in order to set proper expectations.

Most students will have completed courses in the following areas by the end of their **Sophomore year**:

- Construction Methods I
- Computing in Construction
- Construction Graphics
- Construction Methods II
- Concrete and Masonry Systems
- Surveying and Building Layout
- Financial Accounting

Additional Courses typically completed by the end of **Junior year**:

- Writing for Project Managers
- Mechanical and Electrical Systems
- Construction Scheduling and Estimating
- Structural Steel Systems
- Soils and Construction Equipment
- Safety and Risk Management

For additional information on course content please see the NAU CM website:

<http://nau.edu/CEFNS/Engineering/Construction-Management/Degrees-Programs/BS-Construction-Management/>

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Sponsor (Employer) Responsibilities

Approve Application (Form A)

Before offering an internship, request and review the student's unofficial transcript and resume to better judge the student's academic standing and experience level. When an employer agrees to sponsor a student's internship, they will be asked to sign the student's **Application for Field Work Experience (Form A)** prior to April, 15th. Provide contact information for an approved company signatory so an affiliation agreement can be sent to the employer, as explained in the next section.

Complete Affiliation Agreement

For internships to be eligible for course credit, the employer (Facility) must execute (or have executed previously) an affiliation agreement with Northern Arizona University. This agreement establishes a relationship between the University and the Facility, to allow students from Northern Arizona University to participate in an unpaid or paid educational experience at Facility's site that may qualify for University academic credit, as determined by the University. These agreements are valid for a period of 5 years. An affiliation agreement will be sent to the employer for review/signature prior to the start of the internship.

Provide Orientation

The sponsor will provide the intern with a company orientation and access to the company policies that are typically provided to new employees.

It is the sponsor's responsibility to provide a **safe** and **professional** working environment for the student, and to provide the student with the proper protocol to address any unsafe or unethical situations experienced during the internship.

Establish Learning Objectives (Form B)

Before or during the orientation, the sponsor and the student intern will complete **Form B: CM 408 Field Work Experience Learning Objectives and Work Experiences** to outline tasks and experiences that the intern will be expected to complete during the field work experience period. Additional objectives can also be added to the checklist. It is the student's responsibility to submit this form within two (e) weeks of the beginning of the internship.

Hold Regular Progress Meetings (Form C)

Meet with the intern regularly (weekly if possible) to assess the student's progress at meeting the goals outlined on the checklist. The student and supervisor are required to hold a minimum of 6 meetings. It is the student's responsibility to submit **CM 408 Field Work Experience Weekly Work/Learning Reports (Form C)** to the CM Internship Coordinator within one (1) week of each meeting.

Conduct Final Evaluation (Form D1)

At the end of the internship, the sponsor must meet with the student and to review the internship and discuss progress and opportunities for improvement. Supervisors will complete **Form D1: Supervisor's Evaluation**. The sponsor and/or supervisor can elect to keep Form D1 confidential from the student or can send it back with the student at the end of the internship. These forms are important to both the student and the NAU Construction Management program because we use the evaluation forms to measure the progress of our students and to meet our requirements for accreditation. Student may be asked to complete an evaluation provided by the sponsor as well.

*Construction Management Program: CM408 – Field Work Experience***Student Responsibilities**

It is the student's responsibility to secure the internship position, obtain sponsor agreement to participate, enroll in CM408 and complete and submit all required work. All submittals will be completed using the NAU Learning Management System (BbLearn).

It is the responsibility of each student to ensure that his or her internship experience is a success, primarily by acting in a professional manner at all times during the internship. ***Student interns should not be expected to make professional decisions without supervision, but they should be expected to act in a professional manner in terms of dress, demeanor, promptness and ethical behavior and by accepting constructive criticism professionally delivered when warranted.***

Your primary responsibility is to learn about the construction industry in a **safe** and **professional** manner. If you are asked or pressured to perform duties that you deem **unsafe** or **unethical**, it is your responsibility to refuse and to follow the sponsor's proper protocol for reporting the situation. In absence of such protocol, you should inform the CM Internship Coordinator immediately of the situation.

The student should be proactive in searching out ways to contribute to the goals of the employer as well as to learn the concepts outlined in the internship checklist. As such, the student should actively pursue additional tasks and opportunities.

Please recognize that an internship is a privilege and not a right and is often a secondary priority for the employer. You are not only representing your own interests but you are also representing the Construction Management program at Northern Arizona University.

Review Requirements of CM408

Prior to applying for CM408, review this document in its entirety and all required forms. Forms can be found on the CM website: <http://nau.edu/CEFNS/Engineering/Construction-Management/Student-Resources/Internships/>

Secure position

Each student should approach a prospective sponsor (employer) regarding an internship and provide a copy of the internship guidelines included in this packet. Position must have a duration of at least **six weeks** and at least **192 hours** of direct work contact.

Submit Application (Form A)

Once the employer agrees to provide an internship, the student should complete **Application for Field Work Experience (Form A)** with her/his signature and the signature of the hiring supervisor and submit it to the CM Internship Coordinator by April 15th for summer internships.

Enroll in CM408

Upon approval from the CM Internship Coordinator, enroll in CM 408 Field Work Experience (3 credits) for term concurrent with internship (CM408 is typically offered summer 10 week session starting at the beginning of June. Other terms may be offered at the discretion of the CM Internship Coordinator).

*Construction Management Program: CM408 – Field Work Experience***Student Responsibilities (continued)****Establish Learning Objectives (Form B)**

Before or during the orientation, the sponsor and the student intern will complete **Form B: CM 408 Field Work Experience Learning Objectives and Work Experiences** to outline tasks and experiences that the student will be expected to complete during the field work experience period. Additional objectives can also be added to the checklist. Student will submit this form to the CM Internship Coordinator. Establish schedule of regular progress meetings. Submit form **within two (2) weeks** of starting internship

Submit Regular Progress Meeting Reports (Form C)

Meet with supervisor (a minimum of 6 times) and submit **CM 408 Field Work Experience Weekly Work/Learning Reports (Form C)** to the CM Internship Coordinator **within one (1) week** of each meeting.

Submit Final Evaluation Report (Form D)

At the end of the internship, meet with the supervisor to review the internship and discuss progress and opportunities for improvement. Within **two (2) week** of completing internship Submit **Form D: Student Work Evaluation**. Confirm that supervisor submits **Form D1** to CM Internship Coordinator. Supervisor may submit Form D1 directly to CM Internship Coordinator.

Schedule and Attend interview with CM Internship Coordinator

Schedule interview with CM Internship Coordinator within **three (3) weeks** completing internship. Interview may be in person, on the phone or via video/internet.

Present Experience

Create/submit a 3-8 minute professional-quality video production on one or more learning experiences from their field work experience.

Grading

CM408 will be graded based on quality and promptness of the documents and presentation required. If all requirements are not completed by the end of the term, the student will receive an “I” (incomplete) grade for the course. If the student does not complete all requirements within one year of the term, the “I” will automatically convert to an “F” (failing grade).