



LAMAR UNIVERSITY

Construction Management Student Internships **Expectations of and Guidelines for Employers**

updated: April 20, 2012

Description

An Internship is a planned academic-work experience 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. At Lamar, every undergraduate student enrolled in the Reese Construction Management Program must complete an internship. Students receive 1 hour of academic credit upon completion of four hundred hours of work as described below.

Employer Obligations

- 1.1 Employer shall provide a full-time supervisor who will guide, mentor, monitor, and advise Student throughout the Internship process.
- 1.2 Employer is to provide a 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 students to perform minor tasks or tasks others wish to avoid.
- 1.3 Supervisor will be expected to complete a brief evaluation at the completion of the Internship, which will be used to determine the student's final grade.
- 1.4 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.
- 1.5 Employer shall comply with all federal and state employment, safety, and civil rights laws applicable to the position. Employer's are expected to comply with fair wage laws. Compensation is a matter of negotiation between the employer and the worker. Interns in construction management typically earn between \$10 and \$20/hour.
- 1.6 Employer's Waiver of Liability: Employer agrees to voluntarily waive any and all claims resulting from ordinary negligence, and accept all personal and property risks inherent to the activities of said course(s).

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.