

**CM 4970 Student Internship Course**  
**Construction Management**  
**University of Wyoming**

**Introduction**

An internship is a short-term work experience that aligns with the student's major, in this case construction management. Typical internship roles in this major can include field engineer, construction manager, project engineer, project manager, supply manager, safety manager, etc. Typical tasks can include (but are not limited to) submittals and shop drawing reviews, coordinating subcontractor workflow, drafting requests for information and change orders, creating and updating project schedules, surveying, materials testing, building information modeling, drafting field reports, OSHA safety requirements, and creating as-built documentation.

During the internship, the employer provides the intern with progressive education and experience through direct personal contact hours or through a training program. Interns are expected to complete a minimum of 240 hours of supervised work in order to earn three (3) credits of CM 4970. By successfully completing the internship, the student is eligible to earn 3 course-credits which can be counted as a major elective in the Construction Management program. CM 4970 has a UW summer internship tuition cost associated with it. A student can complete up to two internships - worth 6 academic credits.

To enroll and successfully complete CM 4970, a student must follow and complete the following four steps.

**Internship Process**

**1) Application for Student Internship Credit** (see step 1):

This form is submitted before the start of the internship. In this form, the following is requested:

- A. Identification of general scope of the internship, duration of the internship, and performance expectations to be completed by the intern's supervisor within a managerial capacity.
- B. Signatures by host supervisor, intern, academic advisor, and Internship Academic Coordinator.

**2) Initial Internship Report** (see step 2):

This report should not be longer than 1 page in length and be submitted during the first two weeks of internship experience to the listed internship academic coordinator (listed on the form). This report should outline the intern's and employer's (supervisor in a managerial capacity) expectations for work performance and quality of work.

**3) Final Internship Report** (see step 3):

This report should document the intern's training, activities, and accomplishments in a comprehensive fashion. Work examples and how the internship relates to the intern's education can also be included in this report. This final internship report should not exceed 15 pages (**10 written pages and additional 5 pages allowed for photos or figures not to exceed 15 pages in total**), approved by the employer and be submitted no later than two weeks before the start of the following semester to the internship academic coordinator (listed on the form).

**4) Employer's Evaluation Survey on Internship** (see step 4):

The employer (supervisor) must submit an intern evaluation survey in support of the following feedback data:

- A. The Intern's performance (10 questions).
- B. The accuracy of the intern's final report (supervisor must review that).
- C. An indication, based on the intern's performance, of a willingness to hire another intern.

CM 4970 is graded on a pass or fail basis, and the decision is based on the evaluation of initial, final and employer evaluation reports as well as the hours supervised by a company representative in a managerial position.

**Step 1: Application for Student Internship Credit**

The Department of Civil and Architectural Engineering thanks you for your interest in providing a Construction Management internship opportunity for one of our students. An internship is an opportunity for a student to experience professional development in an actual working environment. It is the expectation of the Department that this is an opportunity for growth in the intern’s background and experience. It is anticipated that the experience will be one that would mirror the experiences of a newly hired graduate. *The Scope of Work* is to indicate the type of activities in which the intern will likely be engaged. It is not meant to limit or constrain the intern’s opportunities and the employer is encouraged to provide a breadth of experiences for the intern. ***The Scope of Work should be a separate attached document in support of this application.***

Student Intern:

Academic or Technical Faculty Advisor:

Intern Phone Number:

Email:

Internship Start Date:

End Date:

Host Company:

Host Company Contact Person:

Contact Phone Number:

Email:

*Please attach a brief description of intern’s proposed scope of work (job description) on company letterhead.*

Host Supervisor Signature

Date

Intern Signature Date

Academic Advisor

Date

Internship Academic Coordinator Date

Submit Application for Student Internship Credit to Canvas Platform.

*This application is due by the end of the semester prior to the internship experience.*