

**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 4: Employer Evaluation QR Code Survey

The CM program collects summer internship data from employers in support of the programs Quality Improvement Plan (QIP).

Intern Supervisor Feedback:

A QR code will be shared with the intern via Canvas, to be forwarded to his/her supervisor to be completed at the end of the summer internship experience.

Workforce Development Training Fund

Dear CM 4970 student, the Wyoming Department of Workforce Services” is providing Wyoming businesses the opportunity to offer structured learning experiences to individuals through internships that enhance an individual's work skills, knowledge and abilities. This funding (\$12/hour) is made available to companies in support of:

- • A practical learning experience or project, given by a designated supervisor.
- • An opportunity to observe, contribute, and rotate through the different parts of the department/organization
- • Career connections, mentorship, and networking opportunities within the organization/industry
- • Training, either "formal" or on-the-job along with constructive, on-going feedback for personal and professional development; that is not part of an Apprenticeship Program

Please share this funding opportunity with the company you are interviewing and or interning with as it relates to your learning experience in CM 4970 “Student Internship Course”.

Wyoming Workforce Development and Training Information:

<https://dws.wyo.gov/dws-division/business-training-support-unit/>