

**SURV 470 – SURVEY  
INTERNSHIP**

**Syllabus**

**DEPARTMENT OF CONSTRUCTION**

**Revised October 2024**

# INTRODUCTION

The purpose of this manual is to provide the student and the employer with information regarding the internship experience. Goals, procedures, forms, and criteria are provided for the mutual benefit of students, employer, supervisors, and the Department of Construction Internship Coordinator.

The internship provides students with an excellent opportunity to transition from classrooms and laboratories to positions of responsibility and challenge. For employers, the internship program offers the chance to work with persons who have recently been involved in an educational experience and are therefore eager to learn how to apply their newly acquired knowledge. And for the university staff, it offers the chance to make connections with business and industry, thereby offering the strong potential for program development and enhancement.

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## **Internship Goals for Students:**

SURV 470 students should:

1. Apply the principles, knowledge, and skills learned in the classroom.
2. Gain first-hand experiences associated with supervisory and management roles in an industrial setting.
3. Achieve an orientation to the business environment, operations, and procedures.
4. Begin the transition from student status to professional status.
5. Implement, develop, and refine skills in production, management, and personnel matters.
6. Develop and refine problem solving techniques.
7. Refine communications skills.
8. Enhance personal development in:
  - a. Good work attitudes, values, and habits
  - b. Self-confidence
  - c. Responsibility
  - d. Better understanding of career options
  - e. Realistic appraisal of strengths

### **Work Experience Options:**

*Internship* – The internship is designed to be a culminating educational experience for Construction Students. Internships last a minimum of 300 hours over the academic year or during the summer. The internship option is *for credit - 3 semester credit hours obtained through enrolling in SURV 470*. For credit internships are only available to students with upper classmen status.

*Co-op* – The co-op allows the student to work multiple work terms with an employer. Co-op courses are open *without credit or tuition cost* to all construction majors regardless of class standing. Co-op courses are recorded on the student’s academic transcript. The co-op program is administered by the Career Development Center (CDC), through enrollment in CNST 199, CNST 299, or CNST 399. For information on co-op programs contact the CDC at (618) 650-3708.

## **INTERNSHIP STUDENT REQUIREMENTS**

The Construction Management Internship Program is composed of internship work experiences performing approved construction management activities.

### **STUDENT ELIGIBILITY FOR INTERNSHIP (SURV 470):**

To be eligible for a Construction Management internship, students must:

- 1.) Have permission of the Internship Coordinator
- 2.) Have completed 90 hours of coursework (upper classmen status)
- 3.) Have completed one semester of SIUE coursework (for transfer students)
- 4.) Have an overall and major GPA of at least 2.0
- 5.) Have completed and earned the OSHA 30-hour safety certificate prior to the internship, OR be registered to complete the certificate during the first semester of internship
- 6.) Have completed CNST 231 Plans and Specifications. **Non-construction majors pursuing Land Surveyor Specialization or Minor or Surveying & Geomatics Major (BS) are not required to complete CNST 231 but must have successfully completed at least three semester hours of Surveying course work.**
- 7.) Have visited the SIUE Career Development Center to develop a suitable resume and registered with SIUE Career Development Center for notification of potential internship positions.
- 8.) Have completed an Application for Internship (Appendix A.1)

# Internship Application Procedures

In order to enter a Construction Management Internship, the student must:

- 1.) Meet the above listed requirements for internship.
- 2.) Secure and read the Internship Manual from the Internship Coordinator or online at (<https://www.siu.edu/engineering/construction/pdf/SURV470-InternshipHandbook-2024.pdf>). The Internship Coordinator is currently Chenxi Yuan, EB 2063, 618-650-5019, [cyuan@siu.edu](mailto:cyuan@siu.edu).
- 3.) Submit a current resume and a copy of the OSHA 30-hour certificate or card to the Internship Coordinator or be signed up to take the OSHA course during the first semester of internship.
- 4.) Meet with the Internship Coordinator individually or attend an orientation meeting to discuss requirements and the procedure for securing a placement.
- 5.) Locate an appropriate Internship employer. **You are encouraged to visit and register with the SIUE Career Development Center (CDC)** to post your resume online and be matched with potential employers. Resume writing, interview coaching, and other services are offered at CDC (<http://www.siu.edu/careerdevelopmentcenter/>).
- 6.) Enroll in SURV 470 for the term in which you will finish the internship. Students who do not complete the minimum 300 hours during one semester will receive a grade of – I (incomplete) until all course requirements are met. When the student has completed all course requirements, a grade of – S (satisfactory) or – U (unsatisfactory) will be assigned.

# RESPONSIBILITIES OF THE STUDENT

The student shall:

1. Attend an Internship Orientation meeting **before** the semester or the Internship term begins.
2. It is the responsibility of the student to locate a position for Internship.
3. When hired, complete the Internship Schedule (Appendix A.2)
4. Develop, with the employer, a training plan (Appendix A.3) outlining the learning objectives and associated activities for completing the internship. Outline the content and details of work assignments which will provide a variety of meaningful educational experiences. The training plan must include items which are survey-oriented.
5. Obtain a letter of employment (Appendix A.4) from the employer to include starting date, salary/compensation, and the name and title of your supervisor.
6. Work the full assigned time – a minimum of 300 hours. The student will follow the published vacation schedules of the company rather than following the University calendar during the Internship semester.
7. Keep a log of all duties or work performed. This log includes duties, thoughts, impressions, contacts, conferences with supervisor, examples of paper work, and etc. (See sample log in Appendix A.5).
8. At the completion of the Internship assignment, prepare a summary report covering the entire assignment (Appendix A.9). The report will be used in the evaluation process.
9. The rate of compensation is to be negotiated by you and your employer. In the rare and undesirable event that the student is not compensated a special letter of agreement must be executed by the employer and the university before the student may start work. (See Appendix A.10).
10. Abide by the employer's rules, regulations, and customs. You should conduct yourself in a professional manner at all times.
11. Accept the decision(s) of the employer and Internship Coordinator, if it becomes necessary, due to unforeseen circumstances, to terminate the Internship assignment prior to the end of the assignment.
12. Maintain confidentiality with regard to sensitive business information gained in the work environment.
13. Act and dress appropriately for the student's assigned professional role.
14. Complete an Activity Hazard Analysis for an internship work task. (See Appendix A.6).
15. Provide at least one digital photograph of yourself at work. Student must be individually identifiable in the image.

## **RESPONSIBILITIES OF THE EMPLOYER**

1. Assist the intern in developing a formal training plan which familiarizes the student with the mission, function, and operation of the work site. Assist the student with the development of a training plan. The training plan should contain items which will expose the student to the management aspects of the work environment.
2. Assign a work site supervisor who will provide guidance, direction, and constructive criticism for the student.
3. Provide a safe workplace and advise the student of any hazards associated with the workplace.
4. Contact the Internship Coordinator in the event of special problems.
5. Provide a written evaluation of the student's performance at the end of the Internship assignment. (Please see the evaluation form in Appendix A.7).
6. Provide time during normal working hours for both the work site supervisor and the student to meet with the Internship Coordinator for a site visit or conference, for purposes of consultation and appraisal of the SIUE Construction Management program.
7. Complete an Internship Practice Agreement as outlined in Appendix A.10 (for unpaid internships only).

## **RESPONSIBILITIES OF THE INTERNSHIP COORDINATOR**

- 1.) Maintain a list of Internship positions that may be available to Construction students who qualify to participate in the Internship program.
- 2.) Work to contact businesses and industries to develop new Internship positions.
- 3.) Assist students in negotiating with the employer to set up mutually agreed upon objectives and learning experiences.
- 4.) Assess student qualification and facilitate initial contact between employer and student(s).
- 5.) Assist interested students in determining their qualification for participation in the Internship program.
- 6.) Review with all interested students and employers all rules, requirements, and prerequisites involved with the Internship assignments.
- 7.) Provide student applicants with access to the Internship Handbook.
- 8.) Collect, review, and file all completed forms from students.
- 9.) Orient student applicants to the Internship program and prepare them for the interview process.
- 10.) While the student is on the job, make at least one site visit or conference call with the work supervisor.
- 11.) Determine the final grade for the internship. The grade will be based upon the student's experience in industry, the weekly logs, and required summary report, and the compliance with all regulations, policies, and procedures as enumerated in this manual.

# **POLICIES AND REQUIREMENTS FOR EVALUATION OF STUDENTS**

- 1.) In order to be eligible to receive credit for Internship, the student must complete the full work term. However, completion of the full work term does not guarantee a passing grade.
- 2.) Student evaluation will be on the basis of the following:
  - A.) Employer perception. This portion of the grade will be made on the basis of the attainment of objectives stated in the student training plan and observations made by the work site supervisor. These observations shall be enumerated in the final evaluation. (See Appendix A.7 final evaluations by work site supervisor).
  - B.) Construction Department Internship Coordinator perception. This portion of the grade will be conducted on the basis of the daily log, summary report, attainment of objectives, and adherence to student responsibilities.

## **Student Deliverables While on Internship**

The following schedule and standards of performance have been developed for all students to follow during their Internship assignment. It is the responsibility of the student to notify the Internship Coordinator if there is any reason why the procedures presented in this manual cannot be followed. The schedule outlined below contains due dates for required submittals.

Direct questions related to your Internship to:

Chenxi Yuan – Internship Coordinator  
Department of Construction  
Southern Illinois University Edwardsville  
Campus Box 1803  
Edwardsville, IL 62626-1803  
[cyuan@siue.edu](mailto:cyuan@siue.edu)  
618-650-5019 office

Submittals should be made via OneDrive. The Internship Coordinator will send you a link to your shared drive. Submittals should be labeled properly indicating your last name, submittal, and date (e.g., **Yuan\_OSHA30\_06132018**).

The internship experience is a significant milestone in your professional development. An internship should not be thought of as just a temporary job. The work experience you are about to undertake will be one of the most meaningful learning experiences of your college career. You will be working in the best classroom available, so make the most out of this experience by working hard, always analyzing the things you see and do, and formulating goals and strategies to take you forward in your chosen career.

## Week 1

**Internship Schedule:** After discussing the above items with your supervisor, complete the Internship Schedule found in Appendix A.2 and return it to the Internship Coordinator during the first week of your employment, or the first week of the semester in which you are enrolled in SURV 470, whichever is later.

**Training Plan:** If you have not yet submitted a training plan, you must do so during the first week of your internship or the first week of the semester in which you are enrolled in SURV 470, whichever is later. The Training Plan is a list of the duties you will be expected to work on during your internship and must contain some management-oriented work duties. A blank Training Plan form may be found in Appendix A.3 of the Internship Manual. Scan and submit this form to the internship coordinator.

**Letter of Employment:** Have your employer write a letter stating you will be working as an *intern*. The letter should include your start and stop dates, salary, and name of your immediate supervisor. Complete this letter during the first week of your internship or the first week of the semester in which you are enrolled in SURV 470, whichever is later, and return it to the Internship Coordinator. See Appendix A.4

**OSHA 30-hour Construction Safety Certificate:** A copy of your completed OSHA 30-hour Construction Safety Certificate or a signed letter from your OSHA approved 30-hour Construction Safety trainer that you have successfully completed the requirements of the 30-hour Construction Safety program is to be delivered to the Internship Coordinator at or before the time you submit the final summary paper. FAILURE TO HAVE THIS CERTIFICATE ON FILE IS CAUSE FOR A FAILING GRADE.

**Resume:** Submit a copy of your resume to the Internship Coordinator.

**Application for Professional Practice:** Complete Handbook Form A.1 and submit to the Internship Coordinator.

## Bi-Weekly

Work logs must be submitted to the Internship Coordinator via OneDrive approximately every 80 hours of recorded work. **IT IS EXTREMELY IMPORTANT to maintain your work log on a daily basis** and submit it to the Internship Coordinator following approximately each 80 hours of work. If maintained properly, your work logs will be very useful to you when you prepare your summary report. THIS DOCUMENT IS USED TO RECORD YOUR WORK EXPERIENCES AND OBSERVATIONS – MAKE IT MEANINGFUL AND USEFUL. A sample work log is given in Appendix A.5

**Work logs are due following approximately 80, 150, 230, and 300 hours of cumulative work.**

## **MIDTERM (Following 150 HOURS OF INTERNSHIP)**

Participate in a site visit or conference call with your supervisor and the Internship Coordinator.

## **COMPLETION (300 HOURS OF INTERNSHIP)**

**Summary Report:** The summary report must be delivered to the Internship Coordinator no later than 16:30 on the Wednesday of Finals Week in the semester in which you have completed the internship. In the event that the internship carries over to a second semester, the final report and final evaluations should be completed and submitted within one week of the completion of 300 hours of work. See Appendix A.9 in the Internship Manual for instructions on preparing the summary paper.

# **APPENDIX**

## **APPENDIX A: INTERNSHIP DELIVERABLES**

- Application for Professional Practice and Resume (Handbook form A.1)
- Internship Schedule (Handbook form A.2)
- Training Plan (Handbook form A.3)
- Letter of Employment – Appendix A.4
- OSHA Certification
- Work Log Submittal 1 – following approximately 80 hours of work
- Work Log Submittal 2 – following approximately 150 hours of work
- Work Log Submittal 3 – following approximately 230 hours of work
- Work Log Submittal 4 – following 300 hours of work - Appendix A.5
- Photograph of Intern at work
- Activity Hazard Analysis – Appendix A.6
- Employer Final Evaluation - Appendix A.7
- Student Evaluation of Internship Coordinator – Appendix A.8
- Summary Report – Appendix A.9
- Unpaid Internship Agreement – Appendix A.10

**APPENDIX A.1**  
Application for Professional Practice

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Anticipated Date of Graduation \_\_\_\_\_ Total Semester Hours Completed \_\_\_\_\_

Overall GPA \_\_\_\_\_ Major GPA \_\_\_\_\_

Check CNST, SURV and GEOG courses completed (note: check the courses with same course names if the old course numbers are different)

\_\_\_\_ CNST 231 Plans and Specifications      \_\_\_\_ CNST 211 Materials & Methods

\_\_\_\_ CNST 411 CNST Contracts              \_\_\_\_ CNST 415 Land Development

\_\_\_\_ GEOG 320 Cartography                \_\_\_\_ GEOG 321 Quantitative Techs

\_\_\_\_ GEOG 418 GIS                          \_\_\_\_ SURV 264 Fundamentals of Surveying

\_\_\_\_ SURV 310 Survey Legal                \_\_\_\_ SURV 364 Boundary Surveying

\_\_\_\_ SURV 481 Mapping & Apps            \_\_\_\_ SURV 484 Survey Apps & COMPS

\_\_\_\_ SURV 485 Geospatial Techs        \_\_\_\_ SURV 486 Drone Mapping & Apps

\_\_\_\_ SURV 487 Route Geometrics & Design      \_\_\_\_ SURV 495 Hydrographic Surveying

Do you have any previous construction and survey work experience? Describe.

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, have read the Department of Construction Internship Manual (SURV 470) and hereby agree to comply with all regulations, policies, procedures, and responsibilities as enumerated therein. In addition, I understand that there are intrinsic dangers associated with professional practice assignments.

I have completed or am currently enrolled to take the OSHA 30-hour safety certification course.

\_\_\_\_ Yes    \_\_\_\_ No

**SUBMIT APPLICATIONS TO THE INTERNSHIP COORDINATOR IN THE  
DEPARTMENT OF CONSTRUCTION. A CURRENT RESUME MUST  
ACCOMPANY THIS APPLICATION.**

## APPENDIX A.2 - INTERNSHIP SCHEDULE

*Complete this schedule and return it to the Internship Coordinator during your first week on the internship/coop. Retain a copy of this schedule for your records and use.*

Student Name: \_\_\_\_\_

Home Address (while on Internship):  
\_\_\_\_\_

Phone (while on Internship): \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Title/Job Function: \_\_\_\_\_

Supervisor Work Phone: \_\_\_\_\_

Supervisor E-mail: \_\_\_\_\_

Your Internship Wage or Salary Rate: \_\_\_\_\_

Internship Start Date: \_\_\_\_\_

Internship Completion Date: \_\_\_\_\_

Final Evaluation Date: \_\_\_\_\_

Summary Report Due Date:     **Wednesday of Finals Week**

## Appendix A.3 - Training Plan

**Instructions to student:** The Training Plan is essentially your syllabus for the internship. It is a description of the learning objectives and associated duties you will be performing during your internship. The Training Plan must contain some management-oriented duties to expose you to how work is completed and managed in a professional setting. Management-oriented does NOT mean you must supervise people. Estimating, planning, designing, and project coordination are good management-oriented activities for Internship students.

**TO BE COMPLETED AND SUBMITTED TO INTERNSHIP COORDINATOR WITHIN ONE WEEK OF EMPLOYMENT.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name \_\_\_\_\_

Name of immediate Supervisor(s): \_\_\_\_\_

Internship training Objectives:

A. \_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_

C. \_\_\_\_\_  
\_\_\_\_\_

D. \_\_\_\_\_  
\_\_\_\_\_

E. \_\_\_\_\_  
\_\_\_\_\_

## **APPENDIX A.4**

### **LETTER OF EMPLOYMENT**

Have your employer write a letter stating you will be working as an *intern*. The letter should include your start and stop dates, salary, and name of your immediate supervisor.

**TO BE COMPLETED AND SUBMITTED TO INTERNSHIP COORDINATOR WITHIN ONE WEEK OF EMPLOYMENT**

## **APPENDIX A.5**

### **WORK LOG GUIDELINES**

The work logs are a very important aspect of your internship experience and should be written with thoroughness and much thought. The work logs are used by the Internship Coordinator to monitor your progress and evaluate your writing skills. Also remember that your work logs will be a major portion of your final report, which you may use as a portfolio of your internship experience.

Work logs should be typed and should be sent to the Internship Coordinator at the quartile points of your internship. The content of the logs should include two items for each day.

#### 1.) Activity Description

The activity description is the major portion of the work log and is a description of the major activities/tasks performed during each day. This section may outline a new task that was initiated, or it may update/summarize the progress made on a continuing task.

#### 2.) Reaction/Thoughts:

During the completion of each task, you are encouraged to document your thoughts pertaining to the task. For example, does the task support one particular class you had in school, or does the task highlight an area that you may feel you could use additional studies? Why is the task important to the company and how was it initiated? Who is the customer for your work and how will they use the results of your work?

The internship experience is more than a temporary job and you should be thinking about the work experience and using the knowledge gained to formulate a plan for your professional future.

The work log should also document the hours worked each day and the cumulative total hours worked in the internship.

A sample work log follows. The format for this log should be followed as closely as possible.

Work Log for John J. Smith – Hammer Hard Construction Company

Week: 17 April 2012 – 21 April 2012

\*\*\*\*\* Monday, 17 April 2012 – 8 hours

Activity: Worked on layout of new conveyor system for the 300 ton Cincinnati. I had to coordinate with Maintenance and Tooling in order to determine how much clearance needed to be factored in between the machine take-up reel and the conveyor system. The Tooling engineer thought Safety should be consulted on this issue in addition to Maintenance and Tooling. I contacted Safety and scheduled a meeting for Tuesday morning at 8AM (Maintenance and Tooling with also be there).

Thoughts: Involving Safety is probably the best way to go with this task. We don't want to install the conveyor only to find a pinch point problem down the road. I will need to put together an agenda for the meeting to make sure that all the issues are covered while Maintenance, Tooling and Safety are all there.

Supports Training Plan Objective: A

\*\*\*\*\*Tuesday, 18 April 2012 – 4 hours

Activity: Met with Maintenance, Tooling, and Safety to discuss clearance requirements for the conveyor system. The meeting lasted 30 minutes, and I have several action items as a result of the meeting: 1. Check with the vendor to see what the standard height of the unit will be. 2. Draw up the area on CAD to check for maximum allowable clearance. I scheduled another meeting for Monday of next week to discuss my finding with Maintenance, Tooling, and Safety

Thoughts: I probably should have checked with the vendor before scheduling the meeting today. I did not think that this much information would be needed to make the decision.

Supports Training Plan Objective: A

***List all major activity for the week as above.***

Hours worked this week: \_\_\_\_\_ Total Internship Hours to Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## **APPENDIX A.6 – Job Hazard Analysis**

Inquire if your firm uses a standard Activity Hazard Analysis (AHA) form. Your firm may refer to this document as a ‘Task Hazard Analysis’ (THA) or ‘Job Hazard Analysis (JHA). If your firm has a standard format obtain a blank template.

If your firm does not use a standard AHA form, obtain a blank template from a safety textbook, web-page, or as a last resort from the Internship Coordinator.

Make sure that the standard form that you use has at least the following components:

- Project name
- Task or Activity description
- Author’s name
- Date
- Step by step activity description
- Risks associated with each step
- Measures proposed to mitigate risks
- Signature spaces for personnel involved with activity

Use the selected standard form and complete an AHA for an activity or task that you are familiar with at your firm. Review your completed analysis with your supervisor. Revise your form per your supervisor’s comments. Submit the completed AHA to the Internship Coordinator prior to completing 300 hours of documented work.

Your submittal will not be deemed acceptable unless it provides all of the components listed above AND includes initials of your supervisor showing that it has been reviewed. Unacceptable safety submittals will be returned for rework until satisfactorily completed. Credit for your internship will not be granted until and unless an acceptable safety submittal has been received.

## Appendix – A.7 FINAL EVALUATION OF STUDENT BY SUPERVISOR

Intern Name: \_\_\_\_\_

Employing Firm Name: \_\_\_\_\_

Date internship started: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Please review this evaluation with the student and have the student mail the evaluation to the Internship Coordinator.

Traits	Exceeded expectations	Met expectations	Did not meet expectations
Relationship with others			
Judgment			
Ability to learn			
Work habits			
Dependability			
Quality of work			
Quantity of work			
Communications: oral			
Communications: written			
Leadership qualities			

Summary Statement: Please comment on the strengths and weaknesses in relation to the above traits.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommendations: Please indicate course work or other types of experiences which could improve the student's potential.

\_\_\_\_\_  
 \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

I have read the final evaluation and my supervisor has reviewed it with me.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

## A.8 - EVALUATION OF INTERNSHIP COORDINATOR BY STUDENT

Directions: This rating is confidential. It should be returned to the Department of Construction Secretary. Circle the number that most nearly indicates your opinion of the Internship Coordinator's performance. Do NOT put your name on this form.

Name of faculty who served as Internship Coordinator \_\_\_\_\_

- 1.) The Internship Coordinator maintained an attitude of friendly helpfulness and assistance.

Strongly agree    5    4    3    2    1    Strongly Disagree

- 2.) The Internship Coordinator was willing to and when requested, did help resolve problems that arose during the internship experience.

Strongly agree    5    4    3    2    1    Strongly Disagree

- 3.) The Internship Coordinator has a good relationship with intern's employer.

Strongly agree    5    4    3    2    1    Strongly Disagree

- 4.) The Internship Coordinator made appropriate, helpful suggestions on submittals.

Strongly agree    5    4    3    2    1    Strongly Disagree

- 5.) The Internship Coordinator scheduled and made conference calls at an appropriate time.

Strongly agree    5    4    3    2    1    Strongly Disagree

- 6.) Communications from the Internship Coordinator were clear and understandable.

Strongly agree    5    4    3    2    1    Strongly Disagree

- 7.) The Internship Coordinator was fair and objective in the assessment of performance in the internship experience

Strongly agree    5    4    3    2    1    Strongly Disagree

- 8.) My overall rating of the Internship Coordinator is:

Excellent    5    4    3    2    1    Very Poor

- 9.) Comments and Recommendations for improvement

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Return to: Department Secretary  
Department of Construction  
Campus Box 1803  
Southern Illinois University Edwardsville  
Edwardsville, Illinois 62026-1803

Term \_\_\_\_\_

## **Appendix A.9**

### **Preparing the Summary Report**

A summary report is required to complete the Internship. It is a written presentation of your accomplishments during the work period. Objectives of the **Work Summary Report Paper** are:

- (1) Provide a brief description of the employing firm
- (2) Educate the reader concerning the type of work completed and the skills used during the internship.
- (3) Provide a forum for discussing the strengths and weaknesses of the professional preparation provided by the SIUE Construction Management program.

To help you prepare your report, you will want to consider the following items and how they can be related your experience.

The Internship Coordinator will consider the professional characteristics of the report. The report will be typed, double spaced, with attention to how well your ideas are expressed and, of course, correct spelling and appearance always counts. The report should contain internal headings as you progress from one subject to another. Your report should look professional. The summary report is an analysis of your internship experience and should include all of the following elements:

As an introduction, you should give a background of the business, the size of the facility, number of employees, and the nature and scope of the business activity.

The summary report should include a synopsis of your job duties. What part of the experience was particularly interesting? Were some aspects exceptionally dull? You might want to relate to any special training, meetings, or demonstrations that you were able to attend.

For the conclusion of the report respond to questions relating to the value of the experience to you, and how well the internship will fit into your career goals. How well did your course work and university experience prepare you for the internship? As a result of your internship experience you will likely have recommendations for improving the construction program class room experience. Use the conclusion to make suggestions that would improve the SIUE Construction Program.

IT IS NOT REQUIRED; however, you may wish to include work samples or job photos (check with your employer first).

## Appendix A.10 - INTERNSHIP PRACTICE AGREEMENT

### For Unpaid Internships Only

This Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_ by and between the Board of Trustees of Southern Illinois University Governing Southern Illinois University Edwardsville, hereinafter called the "University" and \_\_\_\_\_ located at \_\_\_\_\_ hereinafter called the "Company."

WHEREAS, this Agreement may include working with undergraduate construction students of the University School of Engineering.

WHEREAS, the University offers a program of instruction in Construction Management, and the University desires that its students obtain, as part of the curriculum, internship learning experience;

WHEREAS, the parties desire to cooperate in establishing a continuing educational relationship for the education of Construction Management students by the University whereby the University may utilize the educational experience offered by the internships of the Company; and

WHEREAS, the Company operates a construction Company or construction management Company and is capable and willing to make available its operations for practical experience to University students.

NOW, THEREFORE, the parties in consideration of the promises and covenants between them, mutually agree as follows:

- I. UNIVERSITY RESPONSIBILITIES: The University shall:
  - A. Provide, through the University's Department of Construction, a Construction faculty member who will assume the following responsibilities for Construction students:
    - 1.) Arrange with Company personnel all student learning experiences within the Company;
    - 2.) Provide for teaching and internship supervision of students;
    - 3.) Provide course syllabi which define expectations regarding student learning;
    - 4.) Provide for evaluation of the learning experience;
    - 5.) Admit to the Internship experience only student who have met all University admission requirements and have maintained a cumulative GPA of "C;"
    - 6.) Maintain primary responsibility for student education;
    - 7.) Monitor student performance relative to learning objectives for the internship experience;
    - 8.) Provide for Company input regarding student evaluation; and
    - 9.) Verify to the Company representative all of the above, upon request.
  - B. Maintain confidentiality regarding company information.
- II. COMPANY RESPONSIBILITIES: The Company shall:
  - A. Make available all internship learning experiences to the faculty and students of the Department of Construction as are arranged pursuant to this Agreement;
  - B. Assume the responsibility for explain to and instructing its staff members in their respective roles and relationships with the faculty and students of the University;
  - C. Promote positive attitudes on the part of all concerned in making the cooperative arrangement between the Company and University successful;
  - D. Arrange for student parking as is provided for Company staff;
  - E. Provide for closets or other suitable facilities for coats, books, and other property of the faculty and students while performing activities pursuant to this Agreement; and

- F. Offer immediate emergency care of students or faculty in the event of accidental injury or illness. Students or faculty shall be responsible for any cost involved, follow-up care or hospitalization in connection with such accident.
- III. **THIRD PARTY CLAIMS:** The parties shall have the right of contribution against one another with respect to any claim for damages by a third party against either party that is allegedly attributable to the negligence of either party, its officers, directors, agents, employees, students or representatives; provided, however, that such contribution claims may be subject to the Illinois Court of Claims.
- IV. **TERM AND TERMINATION:** It is mutually agreed by both parties that this Agreement shall continue from year to year without annual renewal. Either party may terminate this Agreement for any reason by providing one hundred twenty (120) days written notice of termination. However, all students enrolled at the time notice of termination is given shall be allowed to complete the internship learning experience in which they are involved.
- V. **REMOVAL OF STUDENT:** Company may request University to remove and, upon any such request, University agrees to immediately remove any student assigned to Company, if in the sole discretion of Company, student's presence is detrimental to company operations. Company agrees that the basis for such removal shall be reasonable and nondiscriminatory. Company agrees to provide University with a letter specifying the reasons for the request within ten (10) days following Company's decision.
- VI. **AMENDMENTS:** This Agreement may be amended only by written addendum signed by both parties.
- VII. **AUTHORITY:** The University affirms that the Dean of the School of Engineering of Southern Illinois University Edwardsville has the authority to enter into this Agreement. Company affirms that the person executing this Agreement has full authority to do so.
- VIII. **NON-EMPLOYEE STATUS OF STUDENT AND FACULTY:** It is understood and agreed by all parties, students, and faculty of the University are not employees of Company and, as such, are not entitled to wages, workers' compensation, medical insurance, or any other employee benefit from Company for activities related to the internship experience provided for under this Agreement.
- IX. **WAIVER:** The failure of either party to insist upon strict performance of any of the provisions of this Agreement shall not be constructed as a waiver of any subsequent default of the same or similar nature. The waiver of one or more provisions of this Agreement does not act as a waiver of the entire Agreement.
- X. **SEVERABILITY:** In the even any term or provision of this Agreement is found to be unenforceable or void, in whole or in part, the remaining provisions shall be construed as valid and enforceable to the maximum extent permitted by law.
- XI. **APPLICABLE LAW:** Questions of validity, execution, construction, and interpretation which may arise hereunder shall be governed by the laws of the state of Illinois without reference to conflict of law principles.
- XII. **UNLAWFUL DISCRIMINATION:** The parties hereto agree that neither party shall in the performance of this Agreement discriminate against any individual on the basis of race, religion, sex, creed, marital status, national origin, physical or mental disability unrelated to ability, or unfavorable discharge from military service not including dishonorable discharge.
- XIII. **UNLAWFUL SEXUAL HARASSMENT:** Company warrants that it has a policy prohibiting sexual harassment and has made its employees aware of its policy. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature toward or in the presence of students or faculty must be condoned or permitted by the Company.
- XIV. **ANTI-BRIBERY CLAUSE:** The Company certifies that it is not barred from being awarded a contract or subcontract under Section 50-5 of the Illinois Procurement Code (30 ILCS 500/50-5).
- XV. **DRUG FRR WORK PLACE:** The Company certifies that will comply with the Drug Free Work Place Act (30 ILCS 580) and will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.
- XVI. **ASSIGNMENT:** This Agreement shall be binding on all successors and assigns of the parties hereto.

- XVII. NOTICES: All notices pursuant to this Agreement shall be made in writing and will be deposited in the United States mail, postage prepaid, addressed to the persons on the signature page.
- XVIII. HEADINGS: The headings in this Agreement are intended only for ease of reference and shall not be considered in the construction or interpretation of this Agreement.
- XIX. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties and supercedes all prior written or verbal agreements between the University and Company.

APPROVED:

APPROVED:

BOARD OF TRUSTEES OF SOUTHERN  
ILLINOIS UNIVERSITY, GOVERNING  
SOUTHERN ILLINOIS UNIVERSITY  
EDWARDSVILLE

Signed: \_\_\_\_\_

Authorized Company Representative

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Cem Karacal, Dean, School of Engineering  
For Randall Pembroke, Chancellor, Southern  
Illinois University Edwardsville

Date: \_\_\_\_\_