

CONSTRUCTION MANAGEMENT INTERNSHIP APPLICATION FORM

Name (Last, First, Middle):		Tech ID:	
Email (non-MSU):		Cell Number:	
Attended Internship Orientation: SEMESTER: _____ YEAR: _____			
Pre-Internship Required Documents		Reviewed	Approved
Faculty Reference Permission Sheet (with the following 4 attachments):			
1. Letter of Introduction in BUSINESS LETTER FORMAT			
2. Resumé			
3. Unofficial Transcript			
4. Approved/Returned Graduation Application			
Personal & Career Goals (long & short term)			
List of Learning Activities with PERCENTAGES and JOB DESCRIPTION			
Employer Acceptance Letter with JOB DESCRIPTION			
OFFICE USE ONLY			
NOTES:			
INTERNSHIP SEMESTER: _____ YEAR: _____ # OF CREDITS: _____			
		Date	Initials
Permission to Register Entered			
Permission to Access Weekly Report Site Entered			
New Intern Email Sent (with attachments)			
Employer's Evaluation Sent			
Employer's Evaluation Received			
Final Report Received			
Change of Grade Completed for 497-01			
Change of Grade Completed for 497-02			
Graduation Semester and Year			

Construction Management Department

FACULTY REFERENCE PERMISSION SHEET

Attach this cover sheet to these documents in this order:

1. Letter of Introduction
2. Resume
3. Transcript
4. Graduation Application

By signing below, I give MSU, Mankato faculty members' permission to give reference information to employers who request it.

Printed name: _____ Tech. I.D.: _____

Signature: _____ Date: _____

Construction Management Department

Name:

Date:

PERSONAL GOALS

Short Term

- 1.
- 2.
- 3.
- 4.
- 5.

Long Term

- 1.
- 2.
- 3.
- 4.
- 5.

CAREER GOALS

Short Term

- 1.
- 2.
- 3.
- 4.
- 5.

Long Term

- 1.
- 2.
- 3.
- 4.
- 5.

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INTERNSHIP LEARNING ACTIVITIES

Name: _____ Date: _____

Internship Company: _____

Attach your JOB DESCRIPTION to this document.

The Learning Activities are taken directly from the Job Description provided by your Internship employer:

Learning Activities	Percentage of Time
1.	%
2.	%
3.	%
4.	%
5.	%
6.	%
7.	%
8.	%
9.	%
10.	%
TOTAL	100%

Note: Insert or delete rows as needed. Total percentages MUST equal 100%.

Attach your JOB DESCRIPTION to this document.