2. Meet with the Internship Coordinator during the term to discuss and review the intern’s experience and progress, or communicate by telephone or e-mail.
3. Provide supervision and instruction that will assure the student a meaningful learning experience.
4. Evaluate the student’s progress, work performance, and provide a mid-term and final evaluative report to the Internship Coordinator.
5. Provide equitable financial compensation to the intern during the 15 week experience.

Process of Enrollment
1. Attend an orientation meeting early in the academic term preceding the term you wish to intern.
2. Meet with the Internship Coordinator. This meeting is for the purpose of reviewing submittals and evaluating possible internships.
3. Those students obtaining and accepting an offer from a firm must have their employers submit a letter of acceptance to the Construction Management Internship Coordinator. This letter should include a brief job description.
4. “Permission to Register” will be granted to the student by the Internship Coordinator after the letter of acceptance has been received. Depending on when the “Permission to Register” is granted, a student can pre-register, mass register or register during drop-add. Tuition must be paid by dates required by the University.
5. Registration for the internship credits is as follows:
   a. IDCM 497-01 (Domestic) 5 credits P/N
   b. IDCM 497-02 (Domestic) 3 credits grade
   c. IDCM 497-03 (Int'l) 10 credits P/N
   d. IDCM 497-11 (Optional) 4 credits P/N
   e. IDCM 497-13 (Optional) 2 credits P/N
   The student is required to enroll for a minimum of 8 credit hours for a domestic internship and 10 for an international internship.
6. Starting and ending dates of employment will vary and will be arranged between the intern, the employer, and approved by the Internship Coordinator.

Guidelines For Final Report

A comprehensive written report (10 pages) will be required of the intern. This report is due before the term ends. The report should include the following:

1. Briefly describe the background of the industry and organization you were associated with during the internship.
   a. What is the short-run outlook for this type of organization?
   b. What is the long-run outlook for this type of organization?
   c. What future positions are available for college graduates with this organization?
2. Briefly describe the major areas of responsibility you were responsible for during your internship.
3. Review your list of objectives and learning activities submitted to the Internship Coordinator. Examine and discuss how each objective was met by achievement of the specific learning activities. This review should be extensive and represent at least 50% of the paper.
4. Summary comments, including the orientation by the Internship Coordinator, orientation at the firm, on-the-job activities, evaluation of the firm, relationships with supervisors at the firm, and other items that you think should be studied and possibly revised and improved? If so, list each one separately giving a brief description of the features that were unfavorable, distasteful, inefficient, ineffective, weak, or non-productive.
5. Provide one copy of your final report to both employer and Internship Coordinator.
6. The report must be word processed and meet collegiate standards.

Student Checklist

Use this check-off list to complete the following items necessary for internship enrollment.

- 1. Internship Orientation
- 2. Internship Application Form
- 3. Recommendation Information Sheet
- 4. Transcript (unofficial)
- 5. Letter of Introduction
- 6. Goal and Objective Statements
- 7. Appointment with Coordinator
- 8. List of Learning Activities
- 9. Intern Locator Card
- 10. Letter of Acceptance from Employer
- 11. Final Orientation with Coordinator
Historical Perspective

The concept of work experience, internships, or cooperative education is not a twentieth century development as many believe. The concept of learning by doing goes back to the guild system in Europe. The idea of combining work and education in America was formally initiated in 1906 by Herman Schneider at the University of Cincinnati where it was referred to as cooperative education. In 1919, the cooperative plan was adopted by the College of Business at the University. From its early beginning to today, cooperative education has become an important program in American higher education.

At Minnesota State University, Mankato, the internship has been an integral part of Construction Management since it was established in 1975. This requirement is considered essential in giving the student an opportunity to apply knowledge gained in an academic setting. Student interest has been favorable and positive. Positions for students have been in some of the nation’s largest corporations, many of Minnesota’s thriving organizations, and several prestigious foreign construction firms.

Records indicate that the majority of the students are hired where they do their internship. The university has played an active part assisting students to find suitable positions and will continue to play a vital role in internship placement.

Internship Objectives

The following list of objectives have been extensively reported in literature discussing internship programs. Construction Management subscribes to the following objectives but does not expect each student to achieve every objective. Many of the objectives will only be important to a few students but each student should achieve a substantial portion of those listed.

1. Internships will provide students the opportunity to test their interest and aptitude in a particular career before permanent commitments are made.
2. Internship students will develop skill in the application of theory to practical work situations.
3. Internship students will develop skills and techniques directly applicable to their careers.
4. Internships will aid students in adjusting from college to full-time employment.
5. Internships will provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.
6. Internships will increase a student’s sense of responsibility.
7. Internship students will be prepared to enter into full-time employment in their area of specialization upon graduation.
8. Internship students will acquire good work habits.
9. Internships will provide students with the opportunity to earn a salary while pursuing educational goals.
10. Internship students will develop a network that will enhance employment opportunities.
11. Internships will provide students with an in-depth knowledge of the formal functional activities of a participating organization, and informal organizational interrelationships.
12. Internships will enhance advancement possibilities of graduates.
13. Internships will increase student earning potential upon graduation.

Internship Requirements

Goal Statement

The internship experience in Construction Management at Minnesota State University, Mankato is a program which offers students the opportunity to meet individual educational goals and objectives.

Geographic Limitations

There are no geographic limitations. However, because of financial constraints, on-site visitations may be restricted to the local area.

Advising Responsibility

Each student must be personally advised by the Internship Coordinator. This is essential for the Coordinator to assess each student’s needs and objectives. Career information can be obtained from the Department of Interior Design and Construction Management and the Career Development and Counseling Center.

Academic Requirements

1. Obtain a 2.0 grade point average or better.
2. Complete requirements for a B.S. degree in Construction Management (with some possible exceptions).
3. Complete a minimum of 104 semester hours.
4. Obtain senior level status.
5. Complete Undergraduate Application for Graduation form.

Student Responsibilities

A. Application Process:

1. Submit a letter of acceptance outlining the intern’s job responsibilities.
2. Complete Construction Management Internship Application form.
4. Write a brief but detailed business letter of introduction to the Internship Coordinator which should include the following:
   a. A personal historical profile
   b. A description of personal interests and hobbies
   c. Reasons or reasons desiring an internship
5. Provide an unofficial transcript (student’s copy).
6. Submit goal and objective statements which should include the following (on three separate pages):
   a. Personal goals - short and long-term
   b. Career goals - short and long-term
   c. Detailed list of internship objectives (encouraging the following focus areas) to be achieved while engaged in the internship experience.
      (Minimum 7/Maximum 10)
      – Finding niche within company
      – Professional development
      – Communications/interpersonal relations
      – Project management and job costing
      – Estimating and contract documents
      – Planning and scheduling
      – Computer technology
      – Safety

B. Pre-enrollment Process:

The information cited below must be submitted to the Internship Coordinator prior to internship enrollment.

1. Prepare a detailed description of specific learning activities designed to meet internship objectives and the approximate percentage of time to be spent on each learning activity.
2. Instruct the employer to send a letter to the Internship Coordinator on company letterhead outlining the intern’s job responsibilities.
3. Complete the Intern Locator card.

C. Internship Experience Process:

1. Submit 15 reports; one each week.
2. Instruct the employer to send a letter to the Internship Coordinator outlining the intern’s job responsibilities.
3. Complete the Internship evaluation process. All documents must be word processed.