

## CONSTRUCTION MANAGEMENT INTERNSHIP APPLICATION INSTRUCTIONS & PROCESSES

### SECTION 1 – Internship Application Form (*Documents 1 through 7*)

1) **[Faculty Reference Permission Sheet:](#)**

Student needs to sign and date (gives permission to faculty to be a reference for them in the future).

2) **[Business Letter of Introduction:](#)**

Submit a letter to the Internship Coordinator introducing yourself and why you are interested in becoming a construction manager. A template for a business letter has been included in this packet.

3) **Resume:**

For help with your resume, refer to the resources available through the [Career Development Center](#).

4) **Unofficial Transcript:**

Instructions on how to access your unofficial transcript can be found through the [Campus Hub](#).

5) **DARS:**

Instructions on how to access your DARS can be found through the Registration and Academic Records [webpage](#).

6) **Graduation Application:**

Instructions and the application for applying for graduation can be found via the Registration and Academic Records [webpage](#).

7) **[Personal & Career Goals:](#)**

For assistance in creating your goals, we recommend using the SMART goals criteria. There are many resources explaining SMART goals; [here](#) is one to consider.

### SECTION 2 - Offer Documents (*Documents 8 through 10*)

8) **Employer Acceptance Letter:**

Submit an official offer letter from your internship company outlining start and end dates, position/title, and any other relevant information.

9) **Job Description:**

Submit an official job description with specific duties from your internship company.

10) **[Learning Activities/Job Duties with Percentages:](#)**

Complete the provided sheet in this packet using the job duties listed in your internship company's job description. List the 5 most prevalent duties.

### SECTION 3 - Weekly Reporting

You will receive further instructions upon registration for the weekly reporting requirement and how to setup your profile on our Internship Tracking website.

### SECTION 4 - Final Presentation

Refer to the CM 497 Course Syllabus for requirements and details about your final presentation. This is the final piece of the internship process that needs to be completed before a final grade can be determined.

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**CONSTRUCTION MANAGEMENT INTERNSHIP  
APPLICATION**

<b>Name (Last, First, Middle):</b>		<b>Tech ID:</b>
<b>(Non-MSU) Email:</b>		<b>Cell Phone #:</b>
Attended Internship Orientation: SEMESTER: _____ YEAR: _____		
<b>Pre-Internship Required Documents</b>	<b>Date Reviewed</b>	<b>Approved By</b>
1. Faculty Reference Permission Sheet		
2. Business Letter of Introduction to internship coordinator		
3. Resumé		
4. Unofficial Transcript		
5. DARS Report		
6. Graduation Application		
7. Personal & Career Goals (long & short term)		
<b>MEET WITH INTERNSHIP COORDINATOR &amp; REVIEW ITEMS 1-7 ABOVE.</b>		
8. Employer Acceptance Letter		
9. Job Description with specific job duties listed		
10. List of Learning Activities (job duties) with PERCENTAGES		
<b>OFFICE USE ONLY</b>		
<b>NOTES:</b>		
<b>INTERNSHIP SEMESTER:</b> _____ <b>YEAR:</b> _____ <b># OF CREDITS:</b> _____		
<b>PERMISSION TO REGISTER FOR INTERNSHIP GRANTED: YES NO</b>		
	<b>Date</b>	<b>Initials</b>
Permission to Register Entered		
Permission to Access Weekly Report Site Entered		
New Intern Email Sent (with attachments)		



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CONSTRUCTION MANAGEMENT INTERNSHIP  
**FACULTY REFERENCE PERMISSION SHEET**

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

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

**Tech. I.D.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Date:**

**From:**

**To:**

**CONSTRUCTION MANAGEMENT INTERNSHIP  
PERSONAL & CAREER GOALS****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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CONSTRUCTION MANAGEMENT INTERNSHIP  
**LEARNING ACTIVITIES**

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

Internship Company: \_\_\_\_\_

*The Learning Activities (job duties) are taken directly from the Job Description provided by your internship employer.*

**List your 5 most significant internship job duties:**

Learning Activities (Job Duties)	Percentage of Time
1.	%
2.	%
3.	%
4.	%
5.	%
<b>TOTAL</b>	<b>100%</b>

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