

CONSTRUCTION MANAGEMENT INTERNSHIP
INTERNSHIP OBJECTIVES

You will provide weekly reports as evidence of learning throughout your internship by documenting what you have learned each week regarding:

1. Oral, written, and interpersonal communication skills. *Examples include: letters, memos, emails, phone calls, discussions with subcontractors, suppliers, supervisors, etc.*
2. Understanding project management skills as part of a multidisciplinary team. *Examples include: leading and/or managing a team, completing change documents, quality documentation, submittals, RFIs, etc.*
3. Understanding job costing. *Examples include: budget reviews, job cost reports, cash flow analysis, billing reports, etc.*
4. Accurately creating quantity take-offs and estimates. *Examples include: estimates of entire projects, changes, field estimates, etc.*
5. Improvement in understanding contract documents. *Examples include: review of AIA documents, plan & spec reviews, subcontract questions, etc.*
6. Improvement in understanding planning and scheduling. *Examples include: creating schedules, updating schedules, updating as-built drawings, communicating look ahead schedules, etc.*
7. Improvement in understanding construction-specific technology. *Examples include: use of estimating, project management and scheduling software, use of CAD, Revit, and scanning technology, etc.*
8. Improvement in understanding the firm's safety policies and procedures. *Examples include: creation of a site specific safety plan, monitoring of SDS documents, safety training on the job site, etc.*
9. Facilitation of professional development. *Examples include: attendance at professional meetings, Linked-in activity, volunteer activity, etc.*
10. Working in a diverse and inclusive environment. *Examples include: Working with people of diverse backgrounds, languages, and experiences, etc.*