

## MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4370 Spring 2023

SUBJECT: CMGT 4370 (Construction Management Internship) Administrative Instructions

1. Welcome to CMGT 4370 Construction Management Internship. The purpose of an internship is to help students integrate academic learning with employment experience. Internships are an important component of the total education experience and the benefits are significant.
2. There are many benefits to this course, among them the opportunity to apply academic learning to practice, adding depth and relevance to classroom work. Students will increase understanding of how specific projects relate to design and construction. A key component of this course is learning the importance of communication skills and how interactions among people are important aspects of job success at all levels with realistic constraints.
3. Course Procedures: course procedures are outlined in the Internship Handbook available to students in the Main Office RBS 1003. And are also posted online in Canvas.
4. Assignments

The following provides a broad outline of the specific deliverables required as part of this course. The Internship Handbook provides more information in each area.

- a. Statement of Work and Objectives  
The student intern will complete this form as they begin the internship experience by identifying the specific area of work that parallels their field of academic study along with several anticipated objectives. The Statement of Work and Objectives are to be submitted along with the Internship Agreement to the sponsor for their review. These forms will be filed with the IPC along with the Student Internship Contract.
- b. Student Internship Contract  
The student internship contract will be completed at the beginning of the semester or internship period. The purpose of the contract is to obligate the student to maintain his/her work hours and to be ethical in all academic matters among himself/herself, the university, and the sponsorship site.
- c. Occupational Work Experience  
This form is to be completed every 4 weeks the intern works for a sponsor. The student is responsible for completing the form and having the sponsor complete the intern evaluation section of the form. This form is to be filed with the IPC at the end of each month.
- d. Internship Daily/Weekly Log  
The student intern will be responsible for completing a daily log sheet. A short activity statement for each day the intern works at the assigned internship site should be noted on the log sheet along with the number of hours the intern worked each day (up to the required 150 hours). One "Internship Daily Log" form should be completed for each week worked and turned into the IPC weekly. This form may be copied as necessary.
- e. Sponsor's Internship Rating Sheet  
At the end of the student's internship experience or at the end of the academic semester, the student intern will provide the internship sponsor with this form. The internship sponsor will provide a summary evaluation of the intern's increase/change in any applicable cognitive

learning, affective learning, and/or psychomotor skills through the use of this rating sheet. The student is responsible for filing this form with the IPC at the end of the semester or internship period.

f. Student Internship Summary Rating Sheet

This form is to be completed by the student at the end of the semester or internship period. The student is responsible for filing this form with the IPC at the end of the semester or internship period.

g. Project Paper for Internship

Upon completion of the internship, the student is required to write a paper (8 – 10 pages double spaced) to demonstrate the knowledge gained during the internship period. The paper should include the following:

**Title Page**

Include Student Name, CMGT 4370 Construction Management Internship, Name of sponsoring company, Date Written

**Introduction**

Give a brief overview of your internship, i.e. the company name, type of construction, description of the work you performed, and the dates and length of your internship

**Objectives**

A list of the objectives for the internship and discussion of how and whether the objectives were accomplished

**Experience**

With respect to the internship experience, describe the most helpful skills or knowledge learned in academic coursework.

**Additional Preparation**

Describe three areas where additional preparation could have helped in completing internship work assignments.

**Construction Management Roles**

Discuss the types of construction management roles used during the internship and whether those acquired skills played a major role in work assignments.

**Application to Career Goals**

Discuss the experience gained during the internship that is applicable to career goals.

**Expectations**

Describe how the internship experience met or did not meet expectations.

**Conclusions**

Standard paper conclusions

The faculty sponsor may require coverage of additional topics in the paper.

h. Presentation for Internship

Upon completion of the internship, the student is required to make a 5 min presentation to a undergraduate construction management class, or to an audience as selected by the course instructor. The student should contact the instructor to make the arrangements for this presentation. The presentation should include photos of your work and cover the following topics at a minimum:

- How you obtained your internship.
- What you learned from it.
- What was the most interesting thing you did?
- Will it help you gain employment after you graduate?
- Things you would like to have known before you obtained your internship.

In addition, the student may present any information the sponsor provides to promote their company.

5. Exams and Grading:

- a. Grade Breakout and Cutoffs: **Credit/No Credit**

**UNIVERSITY POLICIES AND INFORMATION**

See canvas for the University Policies and Information

**CMGT 4370 Course Objectives:**

1. Apply the STEM thought process to develop creative solutions for open-ended problems.
2. Apply academic learning to practice.
3. Acquire experience in the working world, adding depth and relevance to classroom work.
4. Increase understanding how specific projects relate to design and construction.
5. Learn the importance of communication skills and how interaction among people are a key factor in job success at all levels.
6. Discuss specific jobs within a variety of construction management sub-disciplines
7. Produce a publishable report on experience.
8. Present a high-quality oral presentation (if required – paper is lacking).
9. Prepare for life-long intellectual growth, through self-directed learning
10. Any other objectives established at the beginning of the semester by the self-directed supervisor as appropriate to the project

**Course Schedule and due dates:**

This course does not meet, therefore all deliverables as described above and in the handbook are due according to the following schedule. Each student enrolled in this course shall come by my office sometime during the first two weeks of school to review their progress. Dates below are for students who completed their internship prior to the start of semester. If you are currently working on your internship, come see me for adjusted dates.

<b>From Sponsor</b>	<b>Dates Due</b>
INTERNSHIP AGREEMENT	Jan 20
SPONSOR'S INTERNSHIP RATING SHEET	Jan 20
OCCUPATIONAL WORK EXPERIENCE	Jan 20
<b>From Student</b>	
STATEMENT OF WORK AND OBJECTIVES (attach to the Internship Agreement)	Jan 20

STUDENT INTERNSHIP CONTRACT	Jan 20
INTERNSHIP DAILY LOG	Jan 20
STUDENT INTERNSHIP EVALUATION FORM	Jan 20
<b>Paper</b>	
Draft submitted	Febr 28
Final submitted	March 31
Approved	
<b>Presentation</b>	
Date/Time	TBD (Two Weeks before Thanksgiving)
Slides received	Upload presentation slides before your scheduled presentation

**Introduction to Instructor:**

Instructor: Althea Arnold Chappell, PE, PhD  
Office: RBS 1035  
Phone: 903-566-7002  
Office Hours: Office hours are posted on my door, or email me for a Zoom or in person appointment

Spring 2023  
This course does not meet  
Check Canvas for course requirements.  
Email: [aarnold@uttyler.edu](mailto:aarnold@uttyler.edu)

This is the tenth year I have coordinated the Construction Management Internship Program. Each student is required to come by my office or email me prior to enrolling into CMGT 4370. From this meeting you should have received a “soft” copy of the Handbooks. Hard copies are also available in the main office RBS 1003 and soft copies posted on Canvas along with the due dates.

About me: I have previously been on faculty at the University of North Texas and Texas A&M. I am a Registered Professional Civil Engineer and have over 20 years’ experience in the field, working in design and construction management. I have experience in residential, commercial, and heavy civil construction. I have worked in Texas, California, and Maryland. I have also performed research for Texas Transportation Institute in crash testing of highway hardware.

I have a BS and MS in Civil Engineering specializing in structures and a PhD in Construction Management all from Texas A&M. My specialties are in Building Information Modeling (BIM) and Green Building.

I enjoy teaching and like to challenge students to reach their full potential by involving them in the latest construction technologies. I expect students to be engaged in their own learning. I believe that the information, procedures, and techniques I provide students during the courses I teach will help them in the future to obtain and sustain professional and rewarding employment meeting their lifetime goals. I look forward to meeting with you this semester.

A. Arnold Chappell