



CMG 465
Experiential Learning

Resource Manual

Prepared By
David M. Dubbelde, Ph.D.
Program Director

Effective Date

1 May 2019

TABLE OF CONTENTS

	Page
Overview.....	3
Course Expectations & Data Submittal Guidelines.....	4
Experiential Learning Agreement/responsibilities.....	6
Intern Contact Information Sheet.....	8
Internship Daily Time and Activity Report.....	9
Intern Evaluation Form.....	10

Overview

Successful completion of CMG 465 is required to earn Utica College's Bachelor of Science degree in Construction Management. The purpose of this requirement is for the student to be an active participant in the "real world" of a contemporary construction environment by interning with a construction or construction related firm. Typically, students are eligible to enroll in CMG 465 at the completion of their Sophomore Year.

The requirement is 480 (minimum) "intern contact" hours with a sponsoring construction entity. This typically translates into one (1) summer session of twelve (12) 40 hour work-weeks or two (2) summer sessions of six (6) 40 hour work-weeks. The intern and the sponsoring firm determine the actual daily/weekly work hours.

Anticipated outcomes from the successful completion of this experiential learning are:

- Insight regarding how a construction company conducts its daily business.
- An understanding of the management approaches used by construction companies in day-to-day operations.
- The relationship between organization and accomplishing tasks.
- The value of a company's organization and information flow to effective communication.
- An appreciation for management's problem solving techniques.
- Competency in creating written documentation appropriate to the construction industry.

The actual jobs/assignments/tasks the intern performs for the sponsoring company define any additional learning from this experience.

Registration and Administration

CMG 465 registration is done On-Line through the Banner Website Portal or the Office of the Registrar.

Course administration is handled On-Line through ENGAGE. NOTE...participation in the course is available after the intern/student completes and uploads (into *ENGAGE*) the documents listed below.

1. The completed *Internship Agreement/Responsibilities* form (see pg. 6) **signed** by both the intern and the sponsoring company – electronic version available at www.utica.edu/cm
2. The completed *Intern Contact Information* form (see page 8) – electronic version available at www.utica.edu/cm
3. The completed *List of Learning Objectives*.....

Note: The system prevents the student/intern from advancing to the upload section of week #1, until the above documents are uploaded and noted as "passes" by the faculty advisor of record.

Expectations & Data Submittal Guidelines

I. Course Expectations

A. Daily Report

1. Prepare a “typed” daily report (emphasis on daily) reflecting your work experience for that day.
2. Use the electronic version of *Intern Daily Time and Activity Report* form (see page 9) to prepare this report – electronic version available at www.utica.edu/cm
3. This daily report will include at a minimum.
 - a. A brief description of the activities/tasks assigned to you.
 - b. Your thoughts regarding things you have learned from this experience.
4. At the end of each work week you will have a report for each day worked that week. For example:
 - Five-day work week = five (5) reports
 - Six day work week = six (6) reports
5. The compilation of daily reports begins the day your experiential learning commences and continues until you have satisfied the 480 contact hour requirement.

B. Faculty Advisor

1. The CMG 465 faculty advisor will use the *ENGAGE* shell to communicate with the intern. However, secondary sources – emails, and or cell phone can and may be used if appropriate.
2. The intern’s contact information sheet must be accurate and legible – print neatly.

C. Intern’s Evaluation Form.

The intern’s supervisor is to complete and sign the *Intern Evaluation* form (see page 10) – electronic version available at www.utica.edu/cm

1. Mail to:
Attn: Experiential Learning
Construction Management Department
Utica College
1600 Burrstone Road
Utica, NY 13502-4892

OR

2. SCAN:the completed and signed copy and send to: dmdubbelde@utica.edu

II. Submittal Guidelines

By Sunday night of each week upload all daily reports for the prior week into the *ENGAGE* course shell (<https://engage.utica.edu>) or use the link to ENGAGE found on the UC Logins web page.

- This is **not** a one-page summary of all days worked, but a bundle of the daily reports for each day worked.
- Submit reports weekly not daily
- *ENGAGE* blocks future up-loads until prior up-loads are complete and marked as “passes” by the faculty advisor of record.
- When uploading ensure all uploads are:
 - In the correct order by date and day...
 - Positioned up-right (not sideways, not upside-down, or slanted, etc...

DO NOT MAIL, EMAIL, OR FAX your daily reports.

EXPERIENTIAL LEARNING AGREEMENT/RESPONSIBILITIES

Intern’s Name: _____ Student ID # _____

Intern’s Address: _____
 (Street/PO box)

 (City) (State) (Zip code)

Intern’s contact information: cell ph # _____ email: _____

Employer: _____ Phone # _____

Employer’s Address: _____
 (Street/PO Box)

 (City) (State) (Zip code)

Intern Supervisor Name: _____ Title: _____

Intern Supervisor Contact Information

Phone#: _____ E-mail: _____ Fax #: _____

Intern’s Rate of Compensation: _____ Work Hrs/Wk: _____

INDUSTRY FEE

As this course is tuition free for the student, a donation of \$500.00 is requested from the intern sponsoring company for each intern sponsored. These funds are used to defray administrative costs associated with this course offering.

The check is to be made out to: **Construction Management Program**; and mail to

Attn: Gail Durr
 Construction Management Program,
 Utica College
 1600 Burrstone Road, Utica, NY 13502-4892

INTERN RESPONSIBILITIES

1. Complete a minimum of 480 hours (12weeks x 40hrs/wk.) in either one 12 wk. session, or two six (6) wk. sessions, in an approved position, and submit all required documentation (paperwork).
2. Submit weekly (use *ENGAGE* to upload) the individual *Daily time and Activity Report* for that week signed by both the intern and the intern sponsor/supervisor (see page 9) – electronic version available at www.utica.edu/cm
3. Submit the list of learning goals (developed in collaboration with the Intern Supervisor) for their internship experience – upload into *ENGAGE*.
4. Submit a completed *Intern Contact Information* sheet (see page 8) – unload into *ENGAGE*.
5. The Intern is subject to all rules, regulations, code of conduct, etc. as they pertain to Utica College, as well as those prescribed by the sponsoring firm.
6. Maintain confidentiality with regard to proprietary business practices/information gained during your experience.

FACULTY ADVISOR RESPONSIBILITIES

1. Provide the intern and intern supervisor (if requested) with a pre-experiential learning orientation, reviewing the requirements and responsibilities of each party to this agreement.
2. Periodically review the submitted *Daily Time and Activity Report* and provide comments via the *ENGAGE* course shell. Verify that submission requirements, intern assignments, and prescribed learning objectives are met.
3. Provide any comments as deemed appropriate to either the intern or sponsoring firm or both regarding the administration of CMG 465. The *ENGAGE* shell can be used for this purpose.

EMPLOYER and INTERN SUPERVISOR RESPONSIBILITIES

1. The intern’s compensation (if any) is at the discretion of the sponsoring firm and the intern.
2. The intern and the intern supervisor will create a specific list of objectives/expectations for the intern. The focus is on what the intern wants to learn and what the sponsoring company wants the intern to accomplish. The intern shall up-load the *List of Learning Objectives* to the *ENGAGE* course shell.
3. The sponsoring firm should assign a specific individual to act as *intern supervisor* to work directly with the intern to achieve the stated learning objectives through the assignment of appropriate work duties/tasks.
4. Provide the intern an orientation regarding work hours, work duties/responsibilities, proper dress, company practices and expectations regarding the work environment.
5. Provide the intern periodic feedback regarding their work performance and the progress in meeting the prescribed learning objectives.
6. Provide a safe and secure workplace/environment.
7. At the completion of the CMG 465, evaluate the intern using the *Intern Evaluation* form (see page 10) – electronic version available at www.utica.edu/cm

 (Intern) Print Name

 Signature

 (Date)

 (Intern Supervisor/Employer) Print Name

 Signature

 (Date)

Intern Contact Information

TERM: _____

INTERN'S NAME: _____

CONTACT INFORMATION (email & cell phone required)

Email: _____ Cell Phone (include area code) _____

SPONSORING COMPANY:

Name: _____

Address: _____

Work/project site physical location

INTERN SUPERVISOR

Name: _____

Contact Information

Email: _____

Cell Phone (include area code): _____

INTERN DAILY TIME AND ACTIVITY REPORT

Complete (typed) and sign (intern and intern supervisor) the *activity report* daily. Bundle these daily reports weekly and upload to the *ENGAGE* course shell no later than the Sunday following the “*Work Week.*”

Intern’s Name: _____

Sponsoring Company’s Name: _____

Week of: _____ today’s Date: _____

Hours Worked this day: _____ this week: _____

SECTION I: Description of specific work experiences occurring this day and their relationship to construction management.

SECTION II: Observations and insights related to the nature of “*leadership and/or management styles*” of construction managers.

(Intern) Print Name

Intern Signature

(Date)

(Supervisor) Print Name

Supervisor’s Signature

(Date)

INTERN EVALUATION

Intern's Name: _____

Employer: _____

Intern Supervisor: _____

Internship: Start Date _____ End Date _____

INSTRUCTIONS

This evaluation is an important consideration in assessing the overall performance of the intern and provides valuable feedback regarding the CM program's effectiveness in preparing students for a construction career.

Please check the appropriate space for each category listed and provide comments that support the evaluation value assigned and feedback regarding performance improvement. If you did not evaluate the intern on a particular category, please indicate that on the form.

Discussion of this evaluation with the intern at the conclusion of the Experiential Learning is encouraged.

In addition, please make any comments/suggestions for improving the Experiential Learning and its administration.

Mail the completed and signed evaluation (keep a copy for your records) to the Faculty Advisor of Record for the course at:

1. Mail to:

Attn: CMG 465 Experiential Learning
Construction Management Department
Utica College
1600 Burrstone Road
Utica, NY 13502-4892

OR

2. Scan the signed copy and send to dmdubbelde@utica.edu

Intern: _____

	<u>Excellent</u> 4	<u>Good</u> 3	<u>Satisfactory</u> 2	<u>Unsatisfactory</u> 1
1. Positive Work Ethic A belief in hard work, does more than expected (comments)	_____	_____	_____	_____
2. Courteous Considerate behavior, polite, good manners (comments)	_____	_____	_____	_____
3. Good Attendance Report to work every day and on time (comments)	_____	_____	_____	_____
4. Integrity Truthful, honest, fair, just (comments)	_____	_____	_____	_____
5. Flexibility Adapt to new circumstances/situations (comments)	_____	_____	_____	_____
6. Common Sense Displays sound practical judgment (comments)	_____	_____	_____	_____
7. Responsible Willing to be accountable (comments)	_____	_____	_____	_____
8. Personal Appearance Dressed appropriately, neatness of appearance, grooming (comments)	_____	_____	_____	_____
9. Writing Skills Create written communication appropriate to the construction discipline. (comments)	_____	_____	_____	_____

Intern: _____

<u>Excellent</u>	<u>Good</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
4	3	2	1

10. Speaking Skills

Effectively communicates verbally to individuals/groups.
(comments)

11. Willingness to learn/be trained

A desire to know and understand something
(comments)

12. Relate to Co-workers

A team player, forms friendly associations
(comments)

13. Work Assignments/Tasks

Completes assignment correctly
(comments)

14. Time Management

Meet deadlines; completes assignments on time
(comments)

15. Objectives

Original objectives/expectations met.
(comments)

INTERN (print name)

INTERN (signature)

(Date)

SUPERVISOR (print name)

SUPERVISOR (signature)

(Date)

SUGGESTIONS AND COMMENTS

I. Improving performance and professional growth of intern.

II. Improving the Internship course.