

Requirements for Construction Management Internship Proposal

The initial proposal provides a description of the internship and what you expect to learn from it. A copy of the proposal will be provided to the faculty member assigned as your advisor. A standard cover sheet must be completed. See the sample.

General Format:

The proposal must be of professional quality and shall meet the following general requirements:

1. Typed on white, 8 ½ x 11 paper, on one side.
2. One inch margins on left, right, top, and bottom.
3. Numbered pages, except for the title page.
4. Block style, single spaced paragraphs, with a blank line between paragraphs.
5. The content of the title page should include the information shown on the sample.
6. Read and edit your report carefully. Concise writing, good grammar and proper punctuation are important. There must be no spelling errors. Poorly done reports will be returned for correction.

Contents:

The proposal must contain one or more paragraphs for each of the following topics:

1. Company

Give the name and location of the company or governmental organization, the division, department, etc. Briefly describe the kind of business it is and its products, history, number of employees, etc.

2. Contacts

Give the name, title, business address, phone and fax numbers, and email address of your anticipated immediate supervisor and any other key persons you will be working with.

3. Work Period

List the beginning and end dates of your internship.

4. Compensation

List your expected rate of pay during this internship and describe any other compensation provided by the employer such as travel expenses or allowance, housing allowance, etc.

5. Work Environment

Describe the type of work done by the department, group, or organization to which you will be assigned. Describe the location or facilities in which you will work.

6. Internship Duties

Describe in detail specifically what you will be doing in your internship. Describe how your work assignments will relate to your field of study.

7. Academic Applications

Describe how your internship might apply to what you have learned in the classroom.