

Requirements for Construction Management Internship Report

The report provides a description of the internship, what you learned from it, and your evaluation of the experience. A copy of the report will be provided to the faculty member assigned as your advisor and the CENS Engineering Programs Internship and Co-op Office. It is not required that you share the information in this report with your supervisor.

General Format:

The report 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. Clear writing, good grammar, and proper punctuation are important. There must be no spelling errors. Poorly done reports will be returned for correction.

Contents:

The report 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 immediate supervisor and any other key persons you worked with.

3. Work Period

List the beginning and end dates of your internship. Does your employer expect you to return for another internship in the future? If so, when?

4. Compensation

List your 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 that you were assigned to. Describe the facilities in which you worked.

6. Job Duties

Describe in detail specifically what you did in your job, including specific products and accomplishments. Describe how your work assignments relate to your field of study. This section should be at least one page in length.

7. Academic Applications

Describe how you were able to apply what you have learned in the classroom to the work you performed at your job. Additionally, indicate what technical knowledge gained on the job will be applied to your academic studies.

8. Support and Opportunities Available

Did your employer provide help finding appropriate housing? Were there opportunities to meet others in your age group? Did you attend any company seminars, workshops, or special sessions?

9. Lessons Learned

Describe what you learned during your work experience. Be specific, and include technical, organizational, and interpersonal areas.

10. Evaluation

Provide an evaluation from your perspective of the company, your work assignment, living arrangement, transportation, cost of living, or any other information that might be helpful for other students considering a similar co-op work assignment.