

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4370 Summer 2019

SUBJECT: CMGT 4370 (Construction Management Internship) Administrative Instructions

Instructor: Torey Nalbone

Email: tnalbone@uttyler.edu

Room: RBS 1005

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**
- b. Credit is given when student completes all requirements of the course.

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.utt Tyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.utt Tyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.utt Tyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.utt Tyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (Sept. 12th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.utttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. “Cheating” includes, but is not limited to:

- copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
- iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](mailto:903.566.7254) (903.566.7254)