

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4370 Fall 2022

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

- **Withdrawing from Class** - Students you are allowed to [withdraw \(Links to an external site.\)](#) (drop) from this course through the University's [Withdrawal Portal \(Links to an external site.\)](#). Texas law prohibits students 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 other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule \(Links to an external site.\)](#). CAUTION #2: All international students must check with the [Office of International Programs \(Links to an external site.\)](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.
- **Final Exam Policy:** Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.
- **Incomplete Grade Policy:** If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

- **Grade Appeal Policy:** - UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course

who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library](#). ([Links to an external site.](#))

- **Disability/Accessibility Services:** The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the [SAR Portal](#) ([Links to an external site.](#)) (<https://hood.accessiblelearning.com/UTTyler/> ([Links to an external site.](#))) and complete the New Student Application. For more information, please visit the [SAR webpage](#) ([Links to an external site.](#)) or call 903.566.7079.
- **Military Affiliated Students:** UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success Center \(MVSC\)](#) ([Links to an external site.](#)). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.
- **Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) ([Links to an external site.](#)) in the Student Manual Of Operating Procedures (Section 8).
- **FERPA - UT Tyler follows the Family Educational Rights and Privacy Act (FERPA)** as noted in [University Policy 5.2.3](#) ([Links to an external site.](#)). The course instructor will follow all requirements in protecting your confidential information.
- **COVID Guidance**
 - *It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines](#) ([Links to an external site.](#))). Please work with your faculty members to maintain coursework and please consult [existing campus resources](#) ([Links to an external site.](#)) for support.*
- **Absence for Official University Events or Activities:** This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501](#) ([Links to an external site.](#))).
- **Absence for Religious Holidays:** Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.
- **Campus Carry:** We respect the right and privacy of students 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.uttyler.edu/about/campus-carry/index.php>.

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.

From Sponsor	Dates Due
INTERNSHIP AGREEMENT	Sept. 2
SPONSOR'S INTERNSHIP RATING SHEET	Sept. 2
OCCUPATIONAL WORK EXPERIENCE	Sept. 2
From Student	
STATEMENT OF WORK AND OBJECTIVES (attach to the Internship Agreement)	Sept. 2
STUDENT INTERNSHIP CONTRACT	Sept. 2
INTERNSHIP DAILY LOG	Sept. 2
STUDENT INTERNSHIP EVALUATION FORM	Sept. 2
Paper	
Draft submitted	Oct. 17
Final submitted	Nov. 4
Approved	
Presentation	
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

Fall 2022
This course does not meet
Check Canvas for course requirements.
Email: 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