Internship Program Description
An internship is a graduation requirement for all students in the School of Concrete and Construction Management. This requirement provides students with valuable practical experience through temporary paid employment while working towards their degree in Concrete Industry Management or Construction Management. Positions can be full time during the summer, spring, or fall, or part-time over multiple semesters, if the employer is local. To qualify for academic credit the position must utilize skills, ability, and knowledge that the student has gained from his/her studies at MTSU and be in a concrete or construction related field. Students must have a minimum number hours to fulfill the requirement, hours vary depending on the academic discipline:
- Concrete Industry Management majors: 400 working hours = 6 academic hours
- Construction Management Commercial: 400 working hours = 6 academic hours
- Residential Construction Management: 200 internship hours = 3 academic hours

Since students receive academic credit for the internship, at the end of the experience, they submit a comprehensive final report and a weekly journal of their work experiences to their faculty internship coordinator and give a presentation to current students. Both the student participant and their supervisor in the workplace also submit final evaluations at the conclusion of the internship period.

Benefits: The internship program benefits the employer, intern and the university program. Hiring an intern is one of the most effective ways to recruit eventual permanent employees, while filling a short-term need. Demand for our graduates is very high and an internship is a very effective way to find a dependable employee that fits your company’s needs after graduation. Beyond gaining a valuable employee, an employer has an opportunity to mentor a student. Students are grateful for the time and professional knowledge only you can share with them. A classroom experience cannot begin to supplant a professional experience in this vast field. Here is what students have written about their experiences…

“The internship really reinforced what I learned in the classroom, I could have all those ideas and concepts and terms floating around in my head but when you do that internship all summer, you come back and all of it clicks.”
– Sara Andon, Fall 2010 CIM alumna, Assistant Project Manager with Turner Construction

“I cannot say enough about having Beely here this summer. Beely was exposed to every aspect of the business as well as direct interaction with on-site DOT inspectors, customers, homeowners, plant personnel and drivers. Everyone who came in contact with Beely has had nothing but good to say about him. I would say that Beely was fortunate to have been here to go through a complete batch system change out, but we were the fortunate one to have him here for it”
– Bill Haas, Jr., Executive Vice President, Wayne Concrete in Shinglehouse, PA about Beely Bounedara, Spring 2013 CIM alumnus

In order to better narrow their career options, an intern has a unique opportunity to experience various employment aspects within the field of concrete. They gain needed on-the-job experience and can relate their learning in the classroom to their field experiences. Students tend to enjoy experiences that give them a wide range of job functions within the organization, providing rotations in departments or the opportunity to work in different roles can be valuable to both the student and employer. Interacting with younger students and their peers, interns share important knowledge and experiences about the industry and even specific companies.
The employer evaluation form, completed by the supervisor at the conclusion of the internship, is helpful for feedback to the School of CCM. Comments generated from patrons and industry supporters will assist in adjusting scope and sequence of curriculum and will help guide improvements in academic programs.

**Recruiting Student Employees**

There are a number of ways to recruit students to your company as an intern. Companies often sponsor a student breakfast or dinner and host an information session, known as “socials” in the School, to help recruit students. The primary purpose of these meetings is to allow for industry outreach and create a setting where employers can become acquainted with our students in an informal setting. Typically companies will hold interviews after the event or the following day. The department also hosts a Fall Career Fair, known as the School’s Networking Event and the Internship Speed Interviewing Day each spring to help connect employers and students. And, the School is always glad to send an internship description out to current students and have them apply directly with the employer. The School has ample space for companies, should they want to conduct interviews with potential candidates on campus. For the current available dates or to be added to the Recruiting Newsletter distribution list that is sent each semester with upcoming events, email Nicole Green, Marketing & Recruiting Coordinator at nicole.green@mtsu.edu

**Structuring internships**

Internships can vary, but the most popular option is full time work through the summer months; however, other arrangements can be accommodated. Students may take a leave of absence for a semester and work full time or they may work part-time, concurrently during the school year. In any case, students must work a minimum of 200 or 400 hours, depending on their academic program. Details on start and end dates, job duties, compensation and housing should be agreed upon between the student and employer during the hiring process.

**Interns on the Job:** One purpose of the internship is to give students an opportunity to experience different employment aspects within the field of concrete and construction. Unless your student has an interest in a particular job, it would be beneficial to rotate your intern through departments within your organization. In any case, make job duties clear to the intern prior to hiring. This will help alleviate any misunderstandings and reduce a mismatch between employer and intern.

The primary requirement of the internship is to provide experiences that utilize skills, ability, and knowledge that the student has gained from his/her studies at MTSU. Although some of the work may include bookkeeping or laborer tasks, this should not be the majority of the internship assignment.

If the person hiring the intern is not the direct supervisor, please ensure that the supervisor has an interest in mentoring an intern. This is not a responsibility to be taken lightly. The ideal supervisor is approachable and has the time to answer questions, provide guidance, and shares ideas. During these interactions, the supervisor and/or mentor can get a sense of the intern’s needs for leadership, training, challenge, and motivation and respond accordingly. In many instances, this is your intern’s introduction into the industry. A positive experience could influence an intern for the remainder of their career. As they graduate and move into the industry these students will become your employees, business partners, clients, and perhaps your competitors.

**Compensation:** Internships are typically paid and the amount is at the discretion of the employer. Interns from MTSU CIM program last summer, on average, earned about $2,300 per month. Wages were based on prior work experience, and housing arrangements. Unpaid local internships have been entertained in the past but are nonexistent now due to the opportunities for paid opportunities in the industry. If agreed upon by the student and employer, an unpaid intern is required to work 250 hours to fulfill 6 hours of internship credit, or 125 for 3 hours of internship credit.
**Housing and Transportation:** Providing housing is at the discretion of the employer. Students from out of the area typically will need some assistance arranging housing. If they are responsible for making their own living arrangements, they will, in all likelihood have questions about neighborhoods, and rental opportunities. Approximately 75% of the employers of prior interns provide housing directly, give a housing stipend, or will give guidance on housing options in the area. If your company is considering providing housing, issues that should be taken into consideration include: transportation to and from work, access to goods and services, and neighborhood safety. If the student is traveling far from their home, they may not be bringing a vehicle. In this case, access to mass transit may be critical. There are many economical options for providing temporary intern housing, these include:

- Short term summer leases on apartments and houses. This is particularly common in communities that cater to colleges and universities that have a lull in occupancy during the summer months.
- Weekly/Monthly hotel rentals designed for business travelers on extended stays such as Residence Inns.
- Local colleges and universities may rent out dormitory rooms during the summer months.
- If multiple firms in the same area are hosting summer interns, it may be possible to combine resources and house all interns in one apartment or house, saving money. This option also encourages social networking as well.

**Company Policies & Procedures:** Interns should be provided with the company/employee handbook prior to their arrival. This should contain information on dress code, business hours, and any other specific employment information your intern will need to be successful. The sooner your intern understands how your business or organization operates, the sooner they can assume their assigned responsibilities and become productive members of your team. An orientation to the overall business or organization as well as to their specific work area is an important component of a top quality internship experience. The orientation may include:

- A tour of the facilities.
- Information about the organizational structure.
- Explanations of work standards and procedures.
- Introductions to personnel who can answer different types of questions.
- Instructions on how the business or organization wants the intern to interact with clients, customers, and vendors.

**Evaluation Forms:** Employers who hire students participating in the Internship Program will submit a final evaluation of the student's work and professional conduct. The evaluation form can be downloaded from the School website at [http://www.mtsu.edu/ccm](http://www.mtsu.edu/ccm) and clicking on Student Resources and Internship Information. These evaluations are critical to provide feedback not only for students but for program improvement as well. Employers may also be asked to verify the total number of hours worked by the student during the internship.