CONSTRUCTION PROJECT MANAGEMENT INTERNSHIP AGREEMENT

Once you have arranged your internship for the summer, please complete the following and return to your College’s Construction Project Management Minor Advisor.

If you are an international student, please see additional rules below.

STUDENT INFORMATION

STUDENT NAME: _____________________________________________ _____________________________________________

Last First M.I

ID NUMBER: ___________________________________________ DATE: ____________

PLANNED INTERNSHIP DATES

ESTIMATED START DATE: ___________________________________________

ESTIMATED COMPLETION DATE: ________________________________________

EMPLOYER INFORMATION

COMPANY NAME: ____________________________________________

INTERNSHIP CONTACT NAME: _______________________________________

TITLE: ___________________________________________________________

EMAIL: __________________________________________________________

The objective of the internship requirement for the Construction Project Management minor is to complement the students’ course work by giving students meaningful exposure to the construction industry. Student interns should be assigned tasks that are construction management related. Since the completion of the internship is a curriculum requirement, the University of Maryland must certify that the student successfully completed these requirements.
The student intern must obtain the signature of an appropriate company official on this document. In addition, the company will be asked to complete an evaluation form provided by the intern at the end of the internship. Please take a moment and indicate what tasks the student intern will likely be assigned by checking the appropriate box(es) below:

☐ Estimating (subcontractor/vendor solicitation, preparation of bid forms & packages, RFI review, etc.)

☐ Pre-construction services (design review, safety planning, as-built surveys, quality implementation planning, etc.)

☐ Marketing, Proposals & Sales

☐ Project Management (review subcontractor pay requisitions for payment and compliance, interface with subcontractors and suppliers, review insurance certificates for proper coverage & endorsements, contract review, review & update project schedule, prepare progress reports and field record-keeping, participate in punch list and other close out activities, etc.)

☐ Field Activities (surveying, job site walkthroughs, etc.)

☐ Other ___________________________________________

Location of internship (city/state)______________________________________________

ACCEPTED AND AGREED:

STUDENT INTERN

Name (printed) ____________________________________________________________
Signature __________________________________________________________________
Date ______________________________________________________________________

COMPANY

Name of Company ____________________________________________________________
Name of Authorized Representative (printed) __________________________________
Signature of Authorized Representative _________________________________________
Date ______________________________________________________________________
SPECIAL RULES FOR INTERNATIONAL STUDENTS

If you are here on an F-1 Visa and you receive an offer for an internship, you must satisfy INS rules to stay in good standing in the United States.

Review the following requirements very carefully. They fully explain your responsibilities.
Architecture students – Go to: http://www.careercenter.umd.edu/page.cfm?page_id=9
Engineering students – Go to: http://careerengr.umd.edu/students/international

Quick Summary of the Rules:

1. You will need to get 3 documents signed by the supervisor from your prospective employer:
   a. The Co-op/Intern & Supervisor Agreement (Engineering); or the Learning Contract (Architecture).
   b. This Construction Project Management Internship Agreement.
   c. Offer letter from your prospective employer.

5. You will need to enroll in a zero credit class that satisfies the academic component of Curricular Practical Training ("CPT") before you apply for CPT authorization. To do this, bring all 3 documents to:
   a. Architecture Students: University Career Center 3100 Hornbake Library, South Wing or submit by email at: (univ099@umd.edu)

6. Once your paperwork is approved, you will receive an email notifying you that you have permission to enroll in the zero credit class.
   a. Architecture students - Register and pay for UNIV099 on Testudo
   b. Engineering students - Register and pay for ENCO099 or ENCO098 on Testudo

4. After receiving registration authorization, take copies of the 3 documents and receipt of payment to your International Student and Scholar Services Advisor (ISSS) to request CPT authorization. If everything is in order, ISSS will grant you CPT permission on your I-20
for the exact dates of your employment.

a. To set up an appointment with an advisor at ISSS, call (301) 314-7740 or visit the ISSS website at: http://globalmaryland.umd.edu/ for information on walk-in hours.

5. You must receive an “S” for this class in order for it to count for the minor. You will receive an “S” if you follow all the rules set forth on the web pages cited above.

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