Dear Employer –

Thank you for your valued partnership with our Building Construction Program (or possible partnership). We have attempted to make this process as easy as possible for the employer as to allow as many of our students the valued opportunities of internships. The student has been made responsible for all requirements in terms of liaison with the department; however, the information below will hopefully provide more information for your consideration.

Internship Steps.
1) The student must obtain forms and required permissions from the Academic Advisor.
2) Student will complete the forms with the employer and obtain signatures.
3) The department will register the student into the Internship course.

Goals
Before beginning the internship, the student and the employer will outline a list of goals to accomplish. The list will contain areas that the student would like experience as well as a list of job duties that the employer expects the student to complete while on the job. This agreement becomes the MOU between the student and the company. Our goal is to ensure that both the student and the employer feel that the internship was a win/win for both parties.

What will the student need to complete in the internship?
The internship will only require a mid-term “update paper” and the student is required to follow through to ensure that the written requirements are met. Additionally, their supervisor completes and returns a final evaluation from the employer (which will be sent directly to the supervisor via mail or email). It is essentially the student’s responsibility to complete all requirements of the internship except for this final evaluation.

What will the employer need to complete in the internship?
The only responsibility of the employer is to help us to train the student through the agreed upon objectives.

Is there a required amount of pay?
The pay is strictly between the employer and the student and is agreed upon as part of the MOU. You may provide the amount of pay on the form, or keep that private if preferred. There are some students who are willing to complete “non-paid” internships. It is advised that the company work through their own legal advisor for direction since students in this case are not covered under workers comp.
**Course Requirements and Evaluations**

Students may obtain internships through the program, from the Construction Career Fair each spring, or they may also obtain an internship on their own. You are welcome to contact our department to verify that the student is a current Construction Program student.

Students should keep an Internship/Project Journal that explains experience gained in areas of:

1. Project Management
2. Industry knowledge
3. Outlining a typical log of what duties are completed on a weekly basis
4. General Reflections and experiences

**Grades:**
General evaluation criteria is as follows
Student Journal/Project Report (30%)
Employer Assessment (70%)

**Program Contact during the Internship:** Please contact Nye Grant – agrant1@uwf.edu or 857-6451 at any time during the internship.