



**THE OHIO STATE  
UNIVERSITY**

---

Mr. Jeff Suchy, CSM Internship  
Coordinator  
The Ohio State University  
Food, Agricultural and Biological  
Engineering

## Course Criteria for CSM 3191 Internship Experience

### Table of Contents

<b>1. Internship Description</b>	<b>Page 2</b>
<b>2. Before the Internship (Prerequisites)</b>	<b>Page 3</b>
<b>3. During the Internship</b>	<b>Page 4</b>
<b>4. After the Internship</b>	<b>Page 5-6</b>
<b>5. Grading Rubrics (Criteria) &amp; Presentation Evaluation Forms</b>	<b>Page 7-9</b>

# 1. Internship Description

## Overview of Internship

Students registered in the Construction Management (CSM) Program are required to complete an internship with 400 total work hours. This can be accomplished either on a full or part time basis.

The range of activities that CSM students should experience include:

1. Attending weekly job meetings and any appropriate management or coordination meetings, including meetings with clients, consultants and other constituents of the project or workplace.
2. Completing, updating, and distributing project management communications of various types such as meeting minutes, daily job and materials logs, labor logs, inventory, purchase orders, safety inspections, and other documents.
3. Observing and/or interacting with various professionals related to the field including owners, subcontractors, architects, engineers and inspectors.
4. Estimating processes including quantitative survey (take-off), materials lists, reading plans and specs, distributing updates to various constituents of the project, updating project schedules and budget controls are additional experiences the students may experience. Often students must use or learn to use new software or systems during the internship.

Students should be prepared to take photographs of their work environment, job site(s), and other experiences for their 3191 assignments, if allowable.

## Internship, 400 Hours Minimum Requirement Options

Students may complete the total required internship hours through one of the following options. Approval must be obtained from internship coordinator BEFORE completing internship with exceptions made for extensive previous experience. The intent of the internship is to provide the student with the best possible experience to move forward with career objectives. Therefore, flexibility is allowed to meet those objectives.

1. Full-time: The traditional internship is based on a 10-week, full-time employment. This is the preferred option as it allows appropriate time for the student to become immersed in a project or business operations. Most employers also prefer this option as it typically works best with hiring and training practices.
2. Part-Time: If the student is working part-time, the collected hours can count toward the 400 hour requirement. This may be a better option for some students with schedule constraints.
3. Other: If the student has worked for more than one firm, hours from both firms (or more) can be used to satisfy the 400 hour requirement. Students with extensive experience may consider this option.

## 2. Before the Internship

### The Proposal—to start the process for internship credit

Approval is required before the internship experience begins, this allows the coordinator to review and approve the type of position being considered by the student.

To obtain approval, write a 1 page, single-spaced memo proposal describing the following topics:

1. Brief description of the organization, company's key services and activities.
2. Supervisor's name and contact information. This must include the address of your work location(s).
3. Your internship duties and the location of your internship.
3. What you hope to gain or have gained from the experience.
4. The dates you propose to complete or the dates that you did complete your internship. Note that you need a minimum of 400 work hours. Please keep an accounting of your hours for submission in the final report.
5. It is understood that you may not know exactly what your duties will be or who is to be your supervisor, in this memo, simply provide as much information as you can.

Use memo format you learned in CSM 2305.

If you are unsure of the quality of your work, send a draft of this proposal to Mr. Jeff Suchy (suchy.3@osu.edu) for review. After review and approval you will request enrollment in CSM3191 (see below).

Prerequisites: ConSysM 2305, and 8 semester credit hours in ConSysM **and** permission of the internship coordinator.

Prerequisite/Concurrent: FAES 3191

### Register for FAES 3191

Effective summer semester 2020 you must enroll in FAES 3191 DURING the semester you are completing your internship (for credit). It is zero credit hours but is a prerequisite/concurrent to CSM 3191. If taking FAES 3191 (any semester) with no other classes you will be responsible for associated fees but not tuition. If taken with another OSU class, no additional fees will be assessed. FAES 3191 course enrollment form can be found at [https://students.cfaes.ohio-state.edu/sites/ap/files/site-library/site-documents/Academic-Advising-Forms/course\\_enroll\\_form%20FAES%203191.pdf](https://students.cfaes.ohio-state.edu/sites/ap/files/site-library/site-documents/Academic-Advising-Forms/course_enroll_form%20FAES%203191.pdf)

Note: Many students complete multiple internships, however, you only need to enroll in FAES 3191 during the semester you are completing an internship FOR CREDIT. If you are completing the internship requirement part-time over multiple semesters you will need to enroll in FAES each semester.

### Register for CSM 3191

When you are ready to register for CSM 3191, email the Internship coordinator and request placement into class. Request placement into CSM 3191 for Autumn or Spring semester of the following school year. Give the reason you want/need this particular semester. Taking CSM 3191 during summer semester is reserved for students graduating during that semester only, unless approved otherwise.

### 3. During the Internship

#### Keep appropriate records and documentation

It is strongly recommended that you keep records and/or a journal during your internship: in this way you will be able to remember your activities when you write your final report. Take photos as appropriate/allowed to aid in future reports and presentation. You're welcome to ask for help with issues if you need advice.

Students are expected to conduct themselves in a manner that is appropriate with standards set forth by The Ohio State University. During the experience the student is viewed as an agent of the College/University and should adhere to all policies and guidelines established by the appropriate academic unit and institution.

#### Maximize the Experience

Experiential learning opportunities, including internships are a key opportunity to explore career possibilities, gain hands-on experience and meet "people in the field." What you get out of an internship depends, at least in part, on what you put into it.

Here are some tips on how to maximize your internship experience:

Show initiative. When volunteers are called upon to perform a task, raise your hand. Show interest and enthusiasm for learning new material. Or, if you learn about a project you would like to take on – do not wait for someone to put out a call for volunteers. Go ahead and ask if you can work on it. Step out of your "comfort zone" - volunteer for projects that will be challenging so you can gauge if you have the aptitude to develop skills in those areas.

Be Professional. Let your supervisor and others know you take your role seriously. Your dress, timeliness and preparation will all impact your success in the internship.

Do not be afraid to say, "I don't know how." While employees are usually hired on the basis of their skills, most supervisors assume that interns need more training. View the experience as a chance to obtain training and enhance your skills. Also, encourage your supervisor to point out your weaknesses, and accept criticism with interest not defensiveness. This is an opportunity for you to train yourself to learn from others.

Be creative. Employers view interns as a "breath of fresh air." You can help them by suggesting solutions to their problems. They want to hear ideas, but do not expect them to jump on every suggestion.

Form relationships. Internships give you the opportunity to meet other interns and employees. Take advantage of being on the "inside" of an organization. Arrange informational interviews with staff in other departments of interest to you. The more individuals you can meet within the organization, the better your prospects of making contact with someone who can assist when you are looking for full-time employment.

Be adventurous. Try something new; investigate a career area you have never considered. You may find a career path that is more to your liking! One method for doing this is to shadow employees working in the organization's various divisions/departments. (You will need to first get the approval from your supervisor and/or instructor before taking this step.)

## 4. After the Internship

### Final Report

At the completion of your internship experience, sign up for 3191 credit and write a 3-page business memo, single spaced, to include for following headings:

- How you found your internship placement(s)
- Description of the business, organization or company, street address and the job site(s)
- Contact information for your supervisor (email address and phone #)
- List and description of your tasks
- Significant accomplishments and learning from your experiences (include several photos: photos are an addition to the three pages of text)
- Recommendations to 2305 students on ways to be successful in their internships and internship search
- Submit a summary of your hours totaling 400 hours or more.

Use a memo report format that you learned in CSM 2305. Drop your final report into the Drop Box on Carmen.

### Internship Fair Presentation – Create a “Poster Presentation”

You will share information about your internship in a job/career fair setting to students enrolled in CSM 2305 and to any other interested students and faculty who attend the fair.

Internship Fair dates, times and locations will be announced on Carmen.

Create a tri-fold poster that visually represents the internship experience. The tri-fold should have lots of images of the company, office, jobsites, machinery, equipment, people and projects. The visual display should encourage students to ask questions about the work completed.

Dress for the presentation is professional (business casual), and please behave and speak professionally. You are the role model for younger, inexperienced students.

You will set-up your tri-fold and any other brochures or handouts in an eye catching, attractive display for the internship fair. Then you will talk to visiting students, faculty and other attendees during the Internship Fair about your personal experience.

- Describe how you found the internship
- Explain responsibilities, tasks and accomplishments
- Share knowledge gained
- Discuss the benefits/drawbacks of the internship
- Offer advice and encouragement to students seeking internships
- Provide contact information for hiring managers, recruiters and human resource representatives with interested students.

Some students may be asked to make a presentation in a class for underclassmen and women in lieu of the Internship Fair.

If you are asked to make a class presentation, here are the requirements:

## **Traditional Classroom Presentation.**

Create a 10-15 minute professional presentation (PowerPoint, Prezi) covering the same information as your final memo report.

This will be presented to an audience either in a 2205, 2305, 4605 or other class as approved by instructor.

The presentation should cover the same information that was in your memo report in roughly this order:

1. Title Slide (your name, business or company name(s), dates of internship experience(s))
2. Summary Slide listing points to be covered:
  - Finding the internship placement(s)
  - Overview of company(ies) and your position(s)
  - Regular tasks and duties
  - Significant accomplishments and learning experiences
  - Recommendations
  - Conclusions
3. Finding the internship placement(s)
4. Overview of the company(ies) and your position(s)
5. Regular tasks and duties
6. Significant accomplishments and learning experiences
7. Recommendations (gear toward audience, 2305 or 4605 students)
8. Conclusions (suggestions, most interesting, best part, biggest learning experience)

Drop a copy of your presentation into the Drop Box on Carmen.

## 5. Internship Grading Rubrics (criteria) for CSM 3191

Your grade for CSM 3191 will be based upon the following:

Internship Proposal	=	10%
Periodic Reports	=	10%
Final Report	=	30%
Internship Fair Presentation	=	30%
Quality of the Internship Experience	=	20%

Instructions for each of these items are given on the CSM 3191 Carmen Home Page, if you are not a student of CSM 3191 as of yet, email me at [suchy.3@osu.edu](mailto:suchy.3@osu.edu), and I will send you the files.

Please understand that you, as an upperclassman, should be able to author professional correspondence (letters, memos and emails) in accordance with the 2305 and 4605 classes. Part of the grading criteria will be on grammar, punctuation, spelling and general writing ability. If you are not sure of the format of a letter or memo, use the format offered by Word or any of the word processing programs you have at your disposal. You will need these skills very early in your career.

The notation regarding “Quality of the Internship Experience” simply means you will receive a higher mark for a quality internship, such as a job as an “assistant estimator or project engineer” versus a job as a laborer. If you have difficulty finding such a position, bring me a written description of your job search and the final job you accepted. This description should include contact information of all contractors you contacted and the status of those discussions.

For questions regarding the internship program, contact the Internship Coordinator, Jeff Suchy, at [suchy.3@osu.edu](mailto:suchy.3@osu.edu)

### **Disability Statement:**

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

### **Academic Integrity (Academic Misconduct):**

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed: illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.



Student \_\_\_\_\_ Company \_\_\_\_\_

<b>PROFESSIONAL APPEARANCE</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
Business professional dress (collared shirt and tie required; jacket optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VISUAL DISPLAY</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
Visually appealing poster tri-fold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bold, sharp, crisp images used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Captions/verbiage to explain images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective use of color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistent format and design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROFESSIONAL NETWORKING CONDUCT</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
Shares knowledge and relays information about internship in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answers questions and provides information to fair participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates the ability to network face-to-face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL QUALITY</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
Overall quality and effectiveness of presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS:**





Student \_\_\_\_\_ Company \_\_\_\_\_

<b>PROFESSIONAL APPEARANCE</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
Business professional dress (collared shirt and tie required; jacket optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DESIGN/ QUALITY OF SLIDES</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
Visually appealing—emphasis on images and limited text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bold, sharp, crisp images used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistent format throughout presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The product reflects planning, not rushing, in its preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free of grammatical errors and spelling errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PRESENTATION SKILLS</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
Introduction grabs audience’s attention and informs them of the purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slides/visuals complement the speaker’s points (not used as notes for speaker)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student addresses all members of the audience and makes eye contact with audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear introduction, body and conclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONTENT— During the presentation the student effectively communicates:</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
How they found their internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major tasks and duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendations for fellow students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL QUALITY</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
<b>Overall quality and effectiveness of presentation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS:**