

Course Policy, Procedures, and Syllabus

Building Construction Program, Georgia Institute of Technology

Course Title:	Professional Internship
Course No:	BC4680/BC6125
Prerequisites:	BC Student in good standing
Semester/Year:	Varies
Instructor(s):	Brenda Morris
Office:	College of Architecture Annex (Building Constructing/GIS Building)
Office Phone:	404-385-7479
E-mail Address:	Brenda.morris@coa.gatech.edu
Office Hours:	By Appointment
Required Textbooks:	None
Course Description, Goal, and Objectives:	This is an independent study course designed for the student to gain practical industry experience in the built environment. The goal is to understand the complex, inter-relationships which exist between the various tasks and participants in a construction project, and to expose the student to the numerous management functions which must be performed in a working organization. Students enrolled in this course may work in the following areas: construction management; facility management; and residential development. Students are not permitted to work as labor more than 30% of the time in their position. If there are questions or concerns about time allocation, please speak with the Instructor.

Undergraduate BC students are required to complete a full-time internship.

The student intern has the following specific responsibilities:

1. Interview various companies to find the appropriate internship.
2. In advance of internship, communicate name of company, name of supervisor, and proposed hours to internship instructor.
3. Obtain a permit and sign up for the internship course in the correct semester.
4. Complete a waiver form.
5. Maintain a daily log of your work activities and take photos.
6. Submit internship report, evaluation, and photos by posted deadline reported on syllabus.

Final grade is based on your **Internship Report**, which must conform to the requirements specified in this syllabus. The paper shall be "x" number of pages(see page 2) double-spaced, 12 font type, word document. Please turn your report in electronically via my email. If necessary, students may submit reports in hard copy format with photographs on cd or other drive. Graduate students have an additional requirement, described below.

Grading of Report

Report Section	Minimum number of pages
Quality of writing	n/a
Cover sheet, name course number, semester, date, project title (if applicable)	1
Table of Contents	1-2
Section 1: Executive Summary	2-3
Section 2: Description of job duties performed, or description of construction project(s) worked on or observed, interview with company principal or executive	8-10
Your role in the projects or objectives of the company	2-3
Internship Performance Review Form filled out and signed by supervisor (you must use the form attached to this syllabus)	1-2
Lessons learned (technical and career)	1-2
Photos of projects, work environment, company buildings, etc. (at least 20)	n/a
Appendix (if necessary)	n/a

Please note all sections of the report are required. If one section is omitted the student will earn the grade of "Unsatisfactory". This report along with photos is due by noon on Monday of Finals Week. Late reports will not be accepted.

For those students who have registered under BC6125, you must complete an additional requirement. In addition to the report described above, please prepare a 5-10-page report describing your firm's major competitors. You may ask executives in the firm to help you identify competitors; however, the report itself should be an original endeavor. In this paper, you must summarize, in your own words, information about the competing firms; you must also identify the aspects of your firm that renders them unique as compared to their competitors. You should also include a short discussion of how you think your firm can best rise above their industry competition.

This is a great opportunity for you to speak with firm executives and discuss macro-level issues. If you have identified that your firm has no competitors, please speak with the Instructor of record for a substitute assignment. If this component is not attached to your report, you will earn a grade of "unsatisfactory".

Please adhere to applicable course policies outlined below.

COURSE POLICIES

Assignment Deadlines: All assignments given are due on the date indicated. All students are expected to complete any and all assignments given. The instructor reserves the right to modify assignments as necessary. You will not receive credit for late assignments (homework, projects, readings, and others). **NO EXCEPTIONS.**

Methods of Communicating: You can submit all written work to the instructor in class, in hard copy or by e-mail, if allowed by the instructor (the assignment must be received by the deadline given). You can also ask questions and ask for clarification by e-mail, or by visiting the instructor by appointment at his/her office. Students are not permitted to discuss grades with the instructor via e-mail, only in-person.

Plagiarism: Students are expected to do their own work in this course. To use another writer's or speaker's ideas without giving proper credit by means of standard documentation is plagiarism. All course papers, notes, homework, and projects submitted to the instructor are subject to textual similarity review for the detection of plagiarism. All submitted papers will be included as source documents in the reference database for the purpose of detecting plagiarism of such papers. The instructor will follow the Institute's policy for plagiarism.

Academic Misconduct/Honor Code: Students in this course are responsible for behaving in accordance with the Georgia Tech Academic Honor Code. The Institute Student Honor Code is printed in the Georgia Tech General Catalog, as well as available on the Web at: www.honor.gatech.edu.

Disabilities: Any student that may need an accommodation for any sort of disability should contact the ADAPTS Office: Assistant Dean/Coordinator for Students with Disabilities, Smithgall Students Services Building, Suite 221. The phone number is (404) 894-2564.

Computer Specifications: For information on computer specifications to meet Georgia Tech standards, visit www.coa.gatech.edu/computing/comp_specs.htm. Internet access is required for this course, as is an e-mail account for communication with the instructor.

Policy Changes: Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.

**Internship Performance Review Form
School of Building Construction
Georgia Institute of Technology**

Dear Supervisor:

This form is provided for you to review your intern's performance. The student will earn a grade of unsatisfactory if this form is not completed and submitted. You may fill the form out and give it to the student to submit to the School; if you prefer, you may fill it out and either e-mail or mail it directly to the Instructor (see contact information below).

Thank you for providing this important internship opportunity for our BC students. If you require additional interns from our School, please contact the Instructor.

If form will be mailed, please address to:

CONFIDENTIAL PERFORMANCE REVIEW

Brenda Morris
School of Building Construction
280 Ferst Drive-First Floor
Atlanta, GA 30332-0680

Phone: 404-894-4875
Brenda.morris@coa.gatech.edu

EMPLOYEE INFORMATION

Name	Employee ID
Job Title	Date
Department	Manager
Review Period	to
Hours Per Week	

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Overall Rating (<i>average the rating numbers above</i>)					

EVALUATION

ADDITIONAL COMMENTS

Additional training needed

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature	Date
Manager Signature	Date