



INTERNSHIP TEMPLATE



Metro Washington
Chapter

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HOW DO EMPLOYERS BENEFIT FROM AN INTERNSHIP PROGRAM?

The construction workforce is changing rapidly and we are faced with an unprecedented labor shortage in our industry. Establishing an internship program provides numerous benefits to your construction company as you work to address your critical workforce needs, including enabling your company to seek and identify talent early, as well as generate interest in the industry.

Internships offer a cost-effective way to recruit, evaluate, train and retain potential employees. They provide the opportunity for companies to evaluate prospective employees which reduces the cost in finding new talent. It is imperative that your company work diligently to build a pipeline of qualified employees to ensure you have the appropriate manpower to address current and future workforce needs.



THE TOP 15

REASONS INTERNSHIPS BENEFIT EMPLOYERS

- 1 Allows employer to select, evaluate and develop future talent
- 2 Gives the employer the ability to connect students to the opportunities within our industry
- 3 Provides flexibility without a long-term commitment
- 4 Adds targeted support where your company needs it most
- 5 Increases the time staff can spend on business objectives
- 6 Offers quality and cost-effective labor
- 7 Delivers intellectual capital through current technology and the latest ideas/techniques
- 8 Enhances a diverse environment
- 9 Gives your company a new perspective and fresh ideas on processes, procedures and programs
- 10 Allows for an easier transition from potential to permanent employment
- 11 Interns have a higher retention rate than external hires
- 12 Gives managerial staff an opportunity to mentor and coach
- 13 Happy interns generate word-of-mouth recruitment
- 14 Affords the opportunity to give back to your local community
- 15 It's an excellent public relations opportunity to promote your company

WHAT ARE YOU WAITING FOR?

HOW DO STUDENTS BENEFIT FROM AN INTERNSHIP PROGRAM?

Internships provide students with the opportunity to supplement their academic knowledge with practical experience in the industry. In addition, internships provide the development of industry-specific skills, as well as personal and professional growth. Benefits for students include:

- Learning how to prepare for a career in the construction industry
- Determining an appropriate career path
- Building a strong resume
- Developing professional behavioral, technical and social skills
- Developing a network of professional contacts for future opportunities and references
- Learning what to expect when making the transition to a full-time job
- Mentoring and job-shadowing experience
- The potential to earn college credit by satisfying certain program requirements



ASPECTS OF A MEANINGFUL INTERNSHIP

- 1 Assignment of challenging projects or tasks
- 2 Projects that complement academic programs and/or career interests
- 3 Adequate, reliable and regular supervision/mentoring
- 4 Setting and accomplishing goals
- 5 Overview of the industry and key terms
- 6 Networking opportunities
- 7 Job-site visits
- 8 Participation in key meetings
- 9 Job-shadowing a key individual
- 10 Broad exposure to the organization, rotating through different departments

DESIGNING YOUR INTERNSHIP PROGRAM

DETERMINING YOUR NEEDS

Prior to hiring an intern, you must understand how interns will fit within your company's goals and culture. Your internship opportunities should reflect both office activities and field operations activities.

The following questions may help to determine what kind of program will work best for you:

- What does your organization hope to gain from the program and/or intern (evaluate or refine a process, access a specific procedure, test new software or program, research, long-term employment after graduation, etc.)?
- Is your organization looking to fulfill a need on a specific project (internship and outreach requirements as set forth by procurement laws)?
- Would the intern be utilized as office staff or field staff on a project site? Or both?
- College intern or high school intern?
- What tools and workspaces are necessary to provide the student?
- What talents, academic background and experience do you want in an intern?
- Who will be primarily responsible for the intern?
- What will the rate of pay be for the intern? Our research shows that the average intern earns \$14-\$21 an hour.

TAKE IT TO THE NEXT LEVEL

- Create a research, marketing or software project in the beginning of the internship for your intern that you've wanted to incorporate in organization
- Have your intern present their findings and recommendations to your leadership team



MAINTAINING REASONABLE EXPECTATIONS

It is important that employers realize that education must remain a top priority for interns if they are a current student. The internship position should enhance their learning experience.

Understand that for most interns, this is a new experience and they may need support in balancing their schoolwork and internship. Agree on a set number of hours the intern will work each week, taking into consideration field project sites typically shut down by 3:00pm.

Required hours/credit may vary by school, but most interns typically work 10-20 hours per week. The student intern should meet with an academic or internship advisor for further direction.

THE ROLE OF THE INTERN SUPERVISOR

The intern supervisor should be an expert in the field the intern will be performing to provide the appropriate guidance for the intern's assignments.

An intern supervisor's responsibilities include:

- Taking part in an intern's application, screening and interview process
- Determining if the intern will be utilized as office staff or field staff on a project site
- Developing goals
- Meeting with an intern regularly to evaluate performance and if needs/goals are being met, as well as assessing the internship program's success
- Answering general questions related to personal and professional growth
- Sharing career knowledge leading to networking in the field

TAKE IT TO THE NEXT LEVEL

- Get to know your intern on a personal level outside of the office
- Take them to lunch, a sporting event or industry networking event

TRAINING YOUR INTERN

STEP 1

Clearly define goals and objectives for the intern, including any projects or presentations you would like them to complete before their internship ends.

STEP 2

Set aside time for the intern to meet with each key internal department to learn its functions and responsibilities as part of the training schedule. The goal is to have the intern understand the full workings of your operation and how each department affects the overall company.

STEP 3

Designate an internal team to spearhead the intern's training; include someone from every department that the intern will interact with during their time at your organization.

STEP 4

Design any training documents needed and develop a training schedule.

STEP 5

Communicate review criteria and set performance expectations at the beginning of the internship.



RECRUITING YOUR INTERN

DEVELOPING THE PLAN

- 1 Set a timeline and decide how many times a year your organization will need or want an intern
- 2 Determine internal departments that will utilize an intern
- 3 Determine experience level required for the intern (high school, college, graduate)
- 4 Write the internship job description
- 5 Form referral relationships with local universities, high schools and trade schools
- 6 Seek opportunities to demonstrate your knowledge in front of your target intern audience
 - Host small gatherings before or after career fairs or open houses
 - Offer to guest lecture or volunteer in labs at your target intern's educational facility
- 7 Create a marketing strategy for your program (where and how will you advertise your intern program)
 - Job Boards
 - University websites
 - Social Media
 - Trade Association websites
- 8 Create a personality profile for your ideal candidate
 - Is it someone who thinks outside of the box who can look at your company from a different perspective?
 - Do you want a taskmaster?
 - Is their educational experience more important than their interest in the company and/or position?
- 9 Demonstrate long-term as well as short-term opportunities at your organization to potential interns.

TAKE IT TO THE NEXT LEVEL

- Leverage former interns, if applicable, to share their experiences and networks.
- Use testimonials from former interns and market through email or video.



WRITING AN INTERNSHIP DESCRIPTION

The job description is your first impression to attract the best talent to your organization. It's important to keep in mind that your company is not only competing with other construction companies, but also other industries. You must be able to answer the questions:

- **Why work for my company over my competitor?**
- **Why choose construction over another industry?**

When writing the job description, keep both the student and employer at the forefront. Below are some helpful tips to help you write an internship job description:

- **Why choose construction over any other industry?**
(e.g., we offer our interns broad exposure to many different elements of our organization and industry through our job rotation program and networking opportunities, industry growth means job security)
- **How will the internship offer a unique experience and strong learning opportunity for the student?**
(e.g., each student will be assigned a project at the start of the internship to help your company, whether it be revising a new process or exploring a new program. At the end of the internship, the intern will present their findings and recommendations to the company leadership.)
- **What benefits and incentives can your internship provide?**
(e.g., paid internships, student loan reimbursement, company-paid networking events, community service opportunities, resume review with Human Resources, job shadowing with managers/executives).

Interns are primarily students who want to ensure that their limited time in an internship will be an effective next step in pursuit of their goals. For this reason, writing a clear and direct description of the internship is crucial to sourcing the right individual to fill the position.

TAKE IT TO THE NEXT LEVEL

The impending labor shortage makes competition fierce for interns.

Consider adding the following to your internship program to make your program more competitive:

- Housing assistance for students who need to relocate
- Company paid training and networking opportunities
- Offering a flexible schedule to accommodate student's schedules
- If hired full-time upon graduation, apply time served as an intern to accrue benefits
- Scholarships
- Paid holidays
- Tuition reimbursement

VITAL COMPONENTS OF AN INTERNSHIP DESCRIPTION

- State the organization's goal and mission (e.g., how will the internship help the company?)
- Outline responsibilities, tasks and expectations, as well as the skill set required (e.g., strong written communication skills, software proficiency, etc.)
- Detail any possible opportunities for development
- Education level (e.g., graduation year, GPA, possible majors, relevant coursework)
- Define the skills they will learn on the job (e.g., BIM process, Timberline, Procore Construction Management Software, Autodesk's AutoCAD® Fabrication MEP, Navisworks, Revit, specific accounting, HR or marketing software)
- State duration of the internship (e.g., hours per week, semester, flexible schedule)
- Clearly state compensation
- Include directions on where to apply and provide contact information
- Include possible opportunities for career advancement
- Include intern rotation through all departments, if applicable

POSTING YOUR INTERNSHIP ONLINE

Most college campuses and career centers have databases that allow employers to post free job/internship opportunities. The best option is to target a school that offers programs based around the skills and qualifications you require from an intern, such as engineering or construction management. Most universities have accounting, marketing and human resource majors as well.

Posting your job internship description on job boards is often free, though some universities may charge small fee. It's best to directly contact the professors you want to work with and establish a relationship with them. You may want to consider donating some of your time to present to students on what it is that your company can offer them.



MARYLAND

Anne Arundel Community College. Offers an engineering program. <http://bit.ly/2uWFCXk>

College of Southern Maryland. Offers courses and majors in construction management. <http://bit.ly/2vZm1o9>

Howard County Community College. Offers courses and majors surrounding engineering and construction management, and offers a *free* job board for employers. <http://bit.ly/2hoBnPl>

Loyola University of Maryland. Offers computer, electrical, material and mechanical engineering degree programs. <http://bit.ly/2viY3qg>

Montgomery College. Construction management and engineering students pursuing an associate's degree. An account must be set up in order to post about your open position. <http://bit.ly/2o6wrP9>

Prince George's Community College. Offers a construction management program. <http://bit.ly/2f8J0ZT>

Towson University. Their CDM Academy offers a construction program. <http://bit.ly/2uZwbVl>

University of Maryland. Email ucc-quickbucks@umd.edu if you have a paid part-time or off-campus position.

University of Maryland Baltimore County. Offers a mechanical engineering program. Sign up to be notified about job fairs, networking events and recruiting opportunities available throughout the year. <http://bit.ly/2ovMybf>

University of Maryland Eastern Shore. Offers a construction management program at the Shady Grove campus in Rockville. <http://bit.ly/2wAMtqw>

WASHINGTON, DC

Howard University. The College of Engineering, Architecture and Computer Sciences offers baccalaureate programs in several engineering fields and a variety of specialty tracks. <http://bit.ly/2oUJPsD>

Catholic University of America. Offers civil, electrical and mechanical engineering as well as computer science and engineering management to students seeking an engineering degree. <http://bit.ly/2p6no3F>

George Washington University. The School of Engineering and Applied Science offers a bachelor's degree in computer, civil, electrical, mechanical and systems engineering. <http://bit.ly/2vjnDvf>

University of the District of Columbia. Offers computer, civil, electrical and mechanical engineering degrees. For the civil engineering degree, students can select from four areas of concentration including construction, geotechnical, structural or water resources engineering. <http://bit.ly/2oUWSu3>



VIRGINIA

Northern Virginia Community College. Offers Engineering and Electrical Engineering majors. <http://bit.ly/2nmXAzW>

University of Virginia. An engineering school that offers computer engineering and science, mechanical engineering, engineering science and more. <http://bit.ly/2p3qceZ>

George Mason University. Ranked #16 for the best engineering graduate programs by GraduatePrograms.com. Offers a wide range of engineering classes and construction project management degrees. <http://bit.ly/2ppKD5d>

Virginia Commonwealth University. Offers courses in both electrical and computer engineering. <http://bit.ly/2ovub62>

Virginia Tech. Highly-ranked College of Engineering. <http://bit.ly/2o0cJTh>

INTERN ORIENTATION

Experience shows that employers who take adequate time at the beginning of the internship to orient interns reap productivity and program effectiveness more quickly than those who do not. The sooner your student intern understands what your organization does and how it operates, the sooner they can assume assigned responsibilities and become productive members of your team.

Interns need to be appropriately acclimated and warmly welcomed into your organization. Many students are unfamiliar with the activities, environment and objectives of your business and the industry. Including an orientation session at the beginning of the internship process emphasizes your commitment to them. Investing supervisory time from the start also helps establish an important bond with interns and sets a crucial tone for the internship experience.



INTERN ORIENTATION PREPARATION

Upon hire mail a “welcome package” to your intern, including:

- Start date and first day agenda
- Parking information (if needed)
- Corporate literature about your firm

Two weeks prior to start date:

- Develop talking points that address your organization’s culture
- Create a package of relevant policies, procedures and other pertinent information
- Identify and communicate how the intern will fit within your organization
- Review agenda with other staff that may work with the intern and ensure they are available to attend the orientation and dedicate time to the intern on their first day
- Orientation should be conducted by the supervisor, and attended by all who will be working with the intern, to ensure that everyone starts with the same expectations and role definitions
- Set up a lunch with your intern and staff to welcome the intern into your organization

One week prior to start date:

- Work with your IT department to set up necessary email addresses, extensions and computers
- Set up intern’s work station

The Orientation Checklist in the Job Descriptions & Sample Forms section will assist you with your orientation preparation.

TAKE IT TO THE NEXT LEVEL

On your intern’s first day, have their work station set up with their agenda and company-branded merchandise such as a shirt, coffee mug, keychain, etc.



EVALUATING YOUR INTERN

Internships are most beneficial if feedback is shared mutually between the intern and the employer. Evaluations can be a good source to measure how students are meeting their professional and company goals. An effective evaluation will assess the student's accomplishments and areas for improvement. In addition, the intern can provide feedback on their experience within your program.

During an internship program, many schools will offer class credit if the commitment to the internship is clear. Mid-term and end of semester evaluations are often mandatory in receiving credit. Whether or not evaluations are required for the student, evaluations are helpful when determining the intern's success within the organization for future internships or employment upon the student's graduation.



MID-TERM EVALUATION

For a student, leaving a classroom setting to work in a professional setting is an adjustment. Students are used to receiving consistent feedback from their instructors. As a mentor, regular feedback regarding performance is helpful to and expected from students.

DO: Share your personal experiences and lessons learned. Interns can learn not only what is expected of them, but have a better understanding of the industry.

DO NOT: Don't wait until the end of the internship to give and receive feedback about the experience. Schedule meetings with your intern mid-term and review any assignments that are outstanding, difficult or need more clarification. Keep meetings casual and brief.

During these meetings, interns may:

- Report on the status of their current project
- Learn how their individual skills contribute to the organization
- Evaluate their progress by discussing areas that need improvement
- Gain insight about future projects
- Learn more about the position and industry

FINAL EVALUATION

During the course of the internship, your intern should be working on a project that will help them improve professionally. The project will provide insight or recommendations to the company on a particular topic that the company is interested in exploring.

It is highly encouraged that your intern present their findings and recommendations to key decision makers. This is their time to shine and make a huge impact within the organization as well as have the undivided attention of industry leaders who, in turn, will provide constructive feedback.

In addition, the supervisor should schedule an exit interview with the intern to evaluate the intern's overall performance as well as the internship experience.

During the exit interview, interns should complete an evaluation of your intern program. A sample form can be found in the **Job Descriptions & Sample Forms** section in the back of this booklet.

RETAINING TALENT IN THE METRO WASHINGTON AREA

- 1 Make interns aware of the long-term opportunities available to them from the start within your company and the DC area
- 2 Introduce interns to next-level staff to develop relationships and visualize career options available to them within your organization
- 3 Reward interns for a job well done with recognition and awards
- 4 Include interns in regular company events and office benefits
- 5 Develop a structure to garner interns' feedback to improve the program, and potentially your entire organization

There are many ways to make the internship a memorable and enjoyable experience for both the intern and the employer. Team building and group social events can make an intern feel welcome in a new and often intimidating environment. This also cultivates an atmosphere in which the intern will be better engaged and more productive.

SOCIAL ACTIVITIES

An internship is a great way for students to get a feel for the kind of people they may be working with if they decide to pursue a career in construction. Group social activities allow interns an opportunity to experience the social scene of the company and make them more comfortable with their new co-workers. Involvement gives them a sense of inclusion and makes for a very comfortable and confident intern.

Options for company gatherings to invite your intern to are:

- Lunches ● Happy hours ● Sporting events
- Fundraisers ● Volunteering opportunities ● Holiday parties



PROFESSIONAL ACTIVITIES

A successful internship program provides interns the opportunity to explore and get involved in career development events. Students choose internships to get a sense of what it's like to actually take on assignments in whatever field they may choose. By being involved in company events, interns are able to explore, develop their professional skills and provide valuable feedback to the organization.

Offer interns the opportunity to:

- Sit in on meetings ● Work with other departments ● Attend formal company events
- Take part in inside and/or outside training ● Showcase intern's work and development through presentations



JOB DESCRIPTIONS & SAMPLE FORMS



Metro Washington
Chapter



YOUR
LOGO

ESTIMATING INTERN



Company Profile

Use this section to include copy about your company, highlighting what makes you great including awards, projects, size, competitive advantages and unique characteristics of your company.

**Are you a student looking to gain valuable, hands-on experience?
Are you ready to learn from our seasoned industry professionals?**

WHO

Juniors and seniors pursuing a bachelor's degree in construction management or engineering.

WHAT

Our PAID estimating interns will gain experience in cost estimating, site logistics planning, scheduling, procurement and quality management.

WHY

We pride ourselves in creating meaningful internship experiences for college students. As an intern for our company, you'll participate in the day-to-day operations of the project team. You'll get broad exposure to the industry and our organization.

WHEN

12 Week Internship – Full Time

WHAT WE NEED

- Assistance on estimating team to preparing bid packages
- Participation in pre-bid job walks
- Collection of pre-bid information and perform take-offs
- Research material, labor and equipment costs for take-offs
- Documentation support for project coordinator, superintendent and project engineer
- Coordination of subcontractor estimates
- Research subcontract opportunities

WHAT YOU NEED

- Strong written and verbal communication skills
- Proficiency in Microsoft Excel and scheduling software
- Ability to work in corporate office and on job sites
- Current enrollment in a construction management or engineering program

Email a cover letter and resume to name@company.com

Deadline to apply: October 1, 2017



YOUR
LOGO

PROJECT MANAGEMENT INTERN



Company Profile

Use this section to include copy about your company, highlighting what makes you great including awards, projects, size, competitive advantages and unique characteristics of your company.

**Are you a student looking to gain valuable, hands-on experience?
Are you ready to learn from our seasoned industry professionals?**

WHO

Juniors and seniors pursuing a bachelor's degree in construction management or engineering.

WHAT

Our PAID project management interns will gain experience in cost estimating, site logistics planning, scheduling, procurement and quality management.

WHY

We pride ourselves in creating meaningful internship experiences for college students. As an intern for our company, you'll participate in the day-to-day operations of the project team. You'll get broad exposure to the industry and our organization.

WHEN

12 Week Internship – Full Time

WHAT WE NEED

- Assistance on project team with daily tasks
- Support for project team with coordination, material tracking, file management, document control and progress reporting
- Assistance resolving project issues with team
- Coordination of trade contractors, suppliers and facility usage
- Minutes recorded at project meetings

WHAT YOU NEED

- Strong written and verbal communication skills
- Proficiency in Microsoft Excel and scheduling software
- Ability to successfully manage multiple priorities in a deadline driven environment
- Exceptional client focus
- Ability to successfully work in a team environment
- Ability to work in corporate office and on job sites
- Current enrollment in a construction management or engineering program

Email a cover letter and resume to name@company.com

Deadline to apply: October 1, 2017



YOUR
LOGO

FIELD ENGINEER INTERN



Company Profile

Use this section to include copy about your company, highlighting what makes you great including awards, projects, size, competitive advantages and unique characteristics of your company.

WHO

Juniors and seniors pursuing a bachelor's degree in engineering or construction management.

WHAT

Our PAID engineering interns will gain experience in monitoring job site activities, coordinating subcontractors, reporting and tracking.

WHY

We pride ourselves in creating meaningful internship experiences for college students. As an intern for our company, you'll participate in the day-to-day operations of the engineering team. You'll get broad exposure to the industry and our organization.

WHEN

12 Week Internship – Full Time

Are you a student looking to gain valuable, hands-on experience?
Are you ready to learn from our seasoned industry professionals?

WHAT WE NEED

- Monitoring of construction progress and schedules
- Assistance with daily tasks for superintendent and engineering teams, including:
 - Cost estimating
 - Document preparation
 - Tracking deliverables and schedules
 - Punch-list and project close-out activities

WHAT YOU NEED

- Proficiency in Microsoft Excel
- Ability to analyze and interpret contractual documents
- Strong self-organizational and management skills
- Strong written and verbal communication skills
- Current enrollment in a construction management or engineering program

Email a cover letter and resume to name@company.com

Deadline to apply: October 1, 2017



YOUR
LOGO

ELECTRICAL FOREMAN INTERN



Company Profile

Use this section to include copy about your company, highlighting what makes you great including awards, projects, size, competitive advantages and unique characteristics of your company.

WHO

Juniors and seniors pursuing a bachelor's degree in construction management or related field.

WHAT

Our PAID electrical field foreman interns will gain experience in day to day issues arising on projects.

WHY

We pride ourselves in creating meaningful internship experiences for college students. As an intern for our company, you'll participate in the day-to-day operations of the business development team. You'll get broad exposure to the industry and our organization.

WHEN

12 Week Internship – Full Time

Are you a student looking to gain valuable, hands-on experience?
Are you ready to learn from our seasoned industry professionals?

WHAT WE NEED

- Assistance with the scheduling and conducting of all jobsite inspections, testing and owner training with foreman
- Ability to learn to read and understand all drawings
- Maintenance of materials and tools, including:
 - Keeping materials organized.
 - Informing foreman when materials are getting low.
 - Help keeping jobsite clean on daily basis.

WHAT YOU NEED

- Ability to work as a team and individually with a positive and professional attitude
- Strong written and verbal communication skills
- Meticulous attention to detail
- Driven, hardworking and possessing effective time management and organizational skills
- Currently enrolled in construction management or related field

Email a cover letter and resume to name@company.com

Deadline to apply: October 1, 2017



YOUR
LOGO

MARKETING INTERN



Company Profile

Use this section to include copy about your company, highlighting what makes you great including awards, projects, size, competitive advantages and unique characteristics of your company.

WHO

Juniors and seniors pursuing a bachelor's degree in marketing or communications.

WHAT

Our PAID marketing interns will gain experience in social media and marketing initiatives to further the goals of the organization.

WHY

We pride ourselves in creating meaningful internship experiences for college students. As an intern for our company, you'll participate in the day-to-day operations of the marketing team. You'll get broad exposure to the industry and our organization.

WHEN

12 Week Internship – Full Time

Are you a student looking to gain valuable, hands-on experience?
Are you ready to learn from our seasoned industry professionals?

WHAT WE NEED

- Assistance managing social media channels, including:
 - Drafting and editing copy
 - Monitoring and driving engagement
 - Analytics
- Participation in brainstorming sessions with marketing team for new, innovative ideas
- Report maintenance for campaigns
- Research on industry-specific media
- Press release drafts on newsworthy items

WHAT YOU NEED

- Experience with social media platforms including Facebook, Twitter, YouTube and others
- Ability to create content for marketing channels
- Strong attention to detail and organizational skills
- Ability to work with cross-functional teams
- Excellent written and verbal communication skills
- Graphics skills are a plus
- Currently enrollment in a marketing or communications program

Email a cover letter and resume to name@company.com

Deadline to apply: October 1, 2017



YOUR
LOGO

HUMAN RESOURCES INTERN



Company Profile

Use this section to include copy about your company, highlighting what makes you great including awards, projects, size, competitive advantages and unique characteristics of your company.

WHO

Juniors and seniors pursuing a bachelor's degree in human resources.

WHAT

Our PAID human resource interns will gain experience in recruitment and employee programs.

WHY

We pride ourselves in creating meaningful internship experiences for college students. As an intern for our company, you'll participate in the day-to-day operations of the human resources team. You'll get broad exposure to the industry and our organization.

WHEN

12 Week Internship – Full Time

Are you a student looking to gain valuable, hands-on experience?
Are you ready to learn from our seasoned industry professionals?

WHAT WE NEED

- Assistance with new hire orientation materials
- Preparation of new hire packets
- Maintenance of employee and potential candidate files
- Assistance with approved personnel actions
- Assistance in coordinating staff programs

WHAT YOU NEED

- Ability to manage multiple projects and priorities
- Strong communication and problem-solving skills
- Excellent time management and organizational skills
- Proficiency in Microsoft Office
- Current enrollment in human resources program or related field

Email a cover letter and resume to name@company.com

Deadline to apply: October 1, 2017



YOUR
LOGO

ACCOUNTING INTERN



Company Profile

Use this section to include copy about your company, highlighting what makes you great including awards, projects, size, competitive advantages and unique characteristics of your company.

WHO

Juniors and seniors pursuing a bachelor's degree in accounting, finance or a related field.

WHAT

Our PAID accounting interns will gain experience in all aspects of account, including general ledger, invoicing, payments and contract administration.

WHY

We pride ourselves in creating meaningful internship experiences for college students. As an intern for our company, you'll participate in the day-to-day operations of the accounting team. You'll get broad exposure to the industry and our organization.

WHEN

12 Week Internship – Full Time

Are you a student looking to gain valuable, hands-on experience?
Are you ready to learn from our seasoned industry professionals?

WHAT WE NEED

- Support in accounts receivable with invoicing and processing
- Preparation and posting of journal entries
- Audit assistance in partnership with with A/P and GL supervisors
- Documentation and file maintenance
- Assistance with accounts receivable bank reconciliations

WHAT YOU NEED

- Ability to take initiative, multi-task and prioritize
- Deadline-oriented and strong attention to detail
- Experience with accounting software and Microsoft Office products
- Current enrollment in accounting or finance program

Email a cover letter and resume to name@company.com

Deadline to apply: October 1, 2017



YOUR
LOGO

PURCHASING INTERN



Company Profile

Use this section to include copy about your company, highlighting what makes you great including awards, projects, size, competitive advantages and unique characteristics of your company.

WHO

Juniors and seniors pursuing a bachelor's degree in supply chain management or related field.

WHAT

Our PAID purchasing interns will gain experience in vendor management, supplier sourcing and procurement.

WHY

We pride ourselves in creating meaningful internship experiences for college students. As an intern for our company, you'll participate in the day-to-day operations of the purchasing team. You'll get broad exposure to the industry and our organization.

WHEN

12 Week Internship – Full Time

Are you a student looking to gain valuable, hands-on experience?
Are you ready to learn from our seasoned industry professionals?

WHAT WE NEED

- Vendor relations management, including:
 - Resolving order discrepancies
 - Ensure pricing and terms are correct
 - Expedite items as needed
- Collection and analysis of data with solutions to workflow issues
- Recommendations for supplier sourcing

WHAT YOU NEED

- Excellent written and oral communication skills
- Strong analytical and problem-solving skills
- Proficiency in Microsoft Office products
- Current enrollment in supply chain management program or related field

Email a cover letter and resume to name@company.com

Deadline to apply: October 1, 2017



YOUR
LOGO

BUSINESS DEVELOPMENT INTERN



Company Profile

Use this section to include copy about your company, highlighting what makes you great including awards, projects, size, competitive advantages and unique characteristics of your company.

WHO

Juniors and seniors pursuing a bachelor's degree in business or a related field.

WHAT

Our PAID business development interns will gain experience in expanding our presence and assessing potential opportunities in the marketplace.

WHY

We pride ourselves in creating meaningful internship experiences for college students. As an intern for our company, you'll participate in the day-to-day operations of the business development team. You'll get broad exposure to the industry and our organization.

WHEN

12 Week Internship – Full Time

Are you a student looking to gain valuable, hands-on experience?
Are you ready to learn from our seasoned industry professionals?

WHAT WE NEED

- Assistance building and refining market strategy
- Assistance directing business planning activities
- Research on prospective clients
- Preparation of reports and analytics to identify effectiveness of current strategies employed

WHAT YOU NEED

- Strategic thinking and analytical ability
- Strong attention to detail and organizational skills
- Competence in Microsoft Office suite
- Excellent interpersonal skills
- Current enrollment in a business program or related field

Email a cover letter and resume to name@company.com

Deadline to apply: October 1, 2017

SAMPLE OFFER LETTER

(Print on Letterhead)

DATE
YOUR NAME
COMPANY ADDRESS

_____ : (NAME OF INTERN CANDIDATE)

On behalf of _____ (Company name), it is my pleasure to extend the offer of the _____ (season and year) internship position as _____ (type of internship). We are excited that you will be joining our _____ (season) Intern Program (this/next) year. The details of the intern position are as follows:

- The rate of pay is \$_____ per hour, _____ per week and/or _____ credit hours
- **OPTIONAL** – If assistance is needed, we will help locate suitable housing, usually in a group setting with other interns. Once we have confirmed the number of interns and obtained housing, a portion of the rental cost (amount TBD based on total interns per residence and total rent) will be deducted from your pay biweekly)
- Your start date is on or before _____ (OPTIONAL WORDING: dependent upon completion of your (Freshman, Sophomore, Junior, Senior) year and the position as outlined in this letter will end on _____.
- For the duration of your _____ (season) internship, your supervisor will be _____ (supervisor's name) who will mentor you through the various experiences we provide. He/she has ___ years' experience in our industry and is a _____ (job title) with _____ (company name) in the _____ (office location). He/she can be reached at xxx-xxx-xxxx (phone number) or _____ (email).
- A schedule for your internship will be provided for you on your first day. It will include an orientation schedule, work plan, program specific requirements and expectations.

We believe you will be a great fit with our company culture and values, and a wonderful addition to the team. We look forward to working closely with you. Please feel free to contact me with any questions prior to and throughout your employment.

Sincerely,

Name
Title
Company Name

Please sign this form and return to (name, address, email) within 10 days of receipt.

ACCEPTED: _____ DATE: _____
(signature of intern)

INTERNSHIP ORIENTATION CHECKLIST

Intern's Name: _____

Supervisor's Name: _____

Orientation Date/Time: _____

WELCOME AND INTRODUCTION

WORKPLACE TOUR

- Overall tour of facility
- Tour of work area/work station
- Introduction to staff
- Parking
- Supplies
- Keys / security entry card
- Safety training (location of emergency exits, stairwell, fire extinguishers)

ABOUT THE COMPANY

- Review organization, history, vision and mission
- Discussion of company structure and departments - Organization overview
- Key people in the company
- Type of services, products
- Who our customers are
- Other branches or divisions
- Organizational objectives (and how intern can contribute to the objectives)

OVERVIEW

- Telephone number and address
- Work schedule - Hours / work dates and times
- Office hours
- Break times and lunchtime
- Attendance requirements
- Pay period information
- Timesheets
- Computer use policy
- Equipment policy
- Smoking policy

OFFICE EQUIPMENT TRAINING

- How to use phone / office equipment

JOB RESPONSIBILITIES

- Job description and overall responsibilities
- Identify and discuss main projects
- Action and training plan
- Evaluation meetings and procedures

EXPECTATIONS

- Dress code
- Performance expectations
- Company culture (teamwork, service, values, etc).
- Conduct in a corporate environment

MATERIALS

- Personnel handbook / organizational and employee policies and performance standards
- Organization chart
- Staff list with telephone numbers and email addresses

INTERN PERFORMANCE EVALUATION

Intern's Name _____

Supervisor's Name _____

Department/Division _____

Title _____

Date of Hire _____

Date of Review _____

Ranking

- 5: Outstanding
- 4: Exceeds Expectations
- 3: Meets Expectations
- 2: Below Expectations

Criteria	Ranking	Comments
Communication Effectively uses written and oral communication skills to deliver messages in a clear, concise and understandable way		
Teamwork Works cooperatively with staff for the greater good of the team and organization		
Initiative Seeks out new assignments and assumes additional duties when necessary		
Adherence to Policies Follows conduct rules, other regulations and adheres to organization's policies		
Professionalism Demonstrates commitment, integrity, reliability, good judgement and time management skills		
Development Seeks feedback, values input of others, takes advantage of training opportunities		

Additional Comments

Supervisor Signature

Intern Signature

INTERN EVALUATION OF PROGRAM

Intern's Name _____ Supervisor's Name _____

Department/Division _____ Title _____

Date of Hire _____ Date of Review _____

Please evaluate your internship experience, to help us continue to provide meaningful experiences for our interns. Your candid feedback is welcome and will not affect your performance evaluation.

Statement	Strongly Disagree					Strongly Agree				
The internship provided a realistic view of my field of interest.	1	2	3	4	5	1	2	3	4	5
I have a better understanding of my studies as a result of the internship.	1	2	3	4	5	1	2	3	4	5
The work environment was positive and encouraging.	1	2	3	4	5	1	2	3	4	5
I received constructive, continuous feedback from my supervisor.	1	2	3	4	5	1	2	3	4	5
I received levels of responsibility commensurate with my ability and was given additional responsibilities as my experience increased.	1	2	3	4	5	1	2	3	4	5
The internship was challenging and intellectually stimulating.	1	2	3	4	5	1	2	3	4	5
I had a good working relationship with the employees.	1	2	3	4	5	1	2	3	4	5
There were ample opportunities provided for additional learning.	1	2	3	4	5	1	2	3	4	5
This internship was beneficial for my career.	1	2	3	4	5	1	2	3	4	5
I gained a greater appreciation for the industry.	1	2	3	4	5	1	2	3	4	5
I would recommend this internship to another student.	1	2	3	4	5	1	2	3	4	5
Through this internship, I had the opportunity to develop my:										
Oral communication skills	1	2	3	4	5	1	2	3	4	5
Creativity	1	2	3	4	5	1	2	3	4	5
Critical thinking skills	1	2	3	4	5	1	2	3	4	5
Written skills	1	2	3	4	5	1	2	3	4	5
Problem-solving skills	1	2	3	4	5	1	2	3	4	5

Additional Comments

Intern Name

Intern Signature



ABC of Metro Washington
6901 Muirkirk Meadows Drive, Suite F
Beltsville MD 20705

301-595-9711 / info@abcmetrowashington.org
abcmetrowashington.org

