



**12-WEEK INTERNSHIP
CURRICULUM
(LEADER GUIDE)**

IMPERIAL CONTRACTING

Welcome to the AppleOne InternLINK Program at



As leaders overseeing this 12-week journey, you play a pivotal role in transforming our **InternLINK** internship program into a valuable and impactful experience for our interns. Our philosophy, **Interning Made Human**, underscores our commitment to creating a supportive and enriching environment for each intern, ensuring their time with you is both productive and meaningful.

PROGRAM OVERVIEW

Throughout the next 12-weeks, interns will engage in a series of carefully structured tasks and responsibilities designed to provide them with a comprehensive understanding of project management. Initially, they will focus on learning the fundamentals of project documentation and coordination. This foundational phase is crucial for helping interns grasp the importance of effective communication and organizational skills in keeping projects on track.


As interns progress, they will dive into managing project information, including the preparation and tracking of essential documents such as RFIs and Submittals. They will gain hands-on experience with procurement and bid preparation, offering insights into the financial aspects of project management and the complexities of procurement processes.

In the latter stages of the program, interns will concentrate on quality control and change management. They will learn to monitor project quality, manage change orders, and adapt to evolving project needs while maintaining high standards. Additionally, they will be involved in updating construction schedules and preparing for project closeout, ensuring all final documentation is completed accurately.

Your role as leaders is to provide continuous support, mentorship, and guidance throughout this journey. Each objective and growth opportunity assigned to the interns is designed to build upon the last, creating a cohesive learning experience that fosters skill development and practical application.

By adhering to the principles of **Interning Made Human**, you will help ensure that your interns feel valued and supported every step of the way. This program is not only about imparting technical skills but also about nurturing growth and potential, setting the stage for their future careers.

Your role as leaders is to provide continuous support, mentorship, and guidance throughout this journey.

 ***Thank you for your dedication to making this internship program a success. Together, we can provide an enriching experience that turns aspirations into reality.***

The 2-week ramp-up period is integral to the internship program as it ensures a seamless and structured start for both interns and the organization.

During this critical preparatory phase, essential tasks such as finalizing program detail, and setting up workstations are efficiently completed. This period also allows for the development and distribution of training materials, facilitating a comprehensive orientation for the interns. By meticulously planning and executing these preparations, the company ensures that interns feel welcomed, well-informed, and ready to embark on their learning journey, thereby maximizing their productivity and integration into the team from day one.

2 WEEKS PRIOR TO START DATE

PREPARATION

- Confirm the final internship program and schedule.
- Prepare onboarding paperwork and assemble the welcome packet.
- Identify and confirm the intern leadership team. Review the intern's job description and objectives.
- Review the internship curriculum, project development criteria, and one-on-one meeting requirements.
- Identify and secure personnel responsible for specialized training. Schedule training sessions into the intern's weekly curriculum.

LOGISTICS

- Order computer equipment for the intern, if needed.
- Order any necessary supplies for the intern.
- Set up accounts for the intern to access company information.
- Designate a workspace for the intern. Identify any required accommodations and ensure they are ready by the first day.
- Determine who will be responsible for approving the intern's timecard.

1 WEEK PRIOR TO START DATE

PREPARATION

- Review the curriculum and expectations.
- Schedule the first team meeting for Day 1.
- Meet with all staff members who will be working with the intern over the 12-week period. Identify areas for support and set expectations.
- Send the intern a welcome email with first-day details, including parking information, check-in location, and who to ask for upon arrival.

LOGISTICS

- Determine the intern's schedule, including start/end times, breaks, and lunch period.
- Arrange workstation setup, including desks, computers, and necessary software installations.
- Plan and schedule site visits as part of the weekly curriculum.

Make the onboarding process as easy as possible by using this internship onboarding checklist! As you welcome your new intern, this handy guide will help you keep track of all the key steps to ensure nothing is missed. Think of it as your roadmap to creating a smooth and exciting start for your intern, setting them up for a fantastic experience from day one.

Onboarding is not just an orientation; it's the bridge that transforms new hires into empowered contributors, fostering a sense of belonging and setting the stage for shared success.

WORKPLACE LOGISTICS

- Organization and Department Goals:** What are our team's main objectives, and how do we contribute to the organization's mission?
- Workstation Setup:** What equipment will the intern need, and are any accommodations required for their workspace?
- Work Schedule:** When should the intern arrive, and what is their daily or weekly schedule? How and when should they check in?
- Parking Details:** Where will the intern park, and will they need a parking permit or pass?
- Timecard Submission Process:** When and how should the intern submit their timecard, and who will be responsible for approving it?
- Contact Information:** In case the intern is running late or absent, what's your preferred method of communication (e.g., text, email, or phone call)?

WORK PROCESS

- Supervisors and Team Members:** Introduce the intern to the team, including their direct supervisors and peers, and clarify roles.
- Available Resources:** Provide details on the tools, systems, and information the intern will need to access regularly.
- Daily/Weekly Meetings:** Encourage the intern to actively participate in team meetings and discussions, sharing insights and asking questions.
- End-of-Internship Evaluation:** Explain how and when their performance will be assessed and provide feedback at the conclusion of the internship.

INTERNSHIP DETAILS

- Job Description:** Review the intern's role thoroughly, outlining specific tasks and setting clear expectations.
- Connection to Company and Department:** how does the intern's role align with the overall goals of the company and the department?
- Weekly One-on-Ones and Action Plans:** Schedule regular meetings to discuss progress, address concerns, and set actionable goals.
- Attendance and Punctuality:** Clearly communicate your expectations for being on time and maintaining consistent attendance.
- Dress Code and Appearance:** Define what attire is considered appropriate in your company's work environment.
- Project Guidelines:** During the first week, clarify expectations for any assigned projects, including deadlines and deliverables.
- Review of Intern Curriculum:** Go over any relevant materials, policies, and the structured curriculum to ensure the intern understands what's expected.

GETTING TO KNOW THE WORKPLACE

- Team Introductions:** Ensure the intern has regular opportunities to interact with the team, even if not in a branch setting.
- Department or Office Tour:** Provide a tour of the department, explaining team roles and responsibilities.
- Tour of Common Areas:** Show the intern the lunchroom and other common areas.
- Explain Work Relationships:** Clarify how team members can mentor and support the intern.
- Leadership Team Meeting:** Allow time for the intern to meet with their leadership team.
- Provide Security Card:** Issue a security card for building access, if required.

The curriculum is structured to build skills progressively, offering hands-on opportunities that equip interns with the knowledge and confidence needed to excel in their careers.

KEY FEATURES AND STRUCTURE

Bi-Weekly Plans: Skill Development

The progression spans critical aspects of project management, categorized into communication, internal operations, computer skills, mathematical skills, customer management, and reasoning ability.

Highlights:



WEEKS 1-2

Interns master the basics of project documentation and stakeholder coordination. They gain insight into effective communication and teamwork.



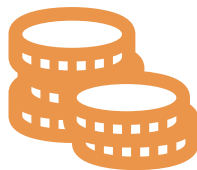
WEEKS 3-4

Interns dive into quality control, change management, and reporting processes. They learn to monitor project metrics and adapt to evolving requirements.



WEEKS 5-6

Interns focus on procurement, bid preparation, and budget tracking. They develop a deeper understanding of financial planning and analysis.



WEEKS 7-8

Interns enhance their financial literacy through budget analysis and buyout processes. They learn to identify cost-saving opportunities.



WEEKS 9-10

Interns build technical expertise in compliance with codes and regulations. They develop analytical skills to ensure quality and adherence to standards.



WEEKS 11-12

Interns will conclude with project coordination, managing RFIs, and preparing closeout documentation. They will reflect on personal growth and contributions.

Dedicated Leadership Support



Weekly **one-on-one meetings** with the leadership team ensure personalized guidance and mentorship.

Comprehensive Skill Development

The curriculum emphasizes growth across various key skill areas essential for a well-rounded professional foundation:



COMMUNICATION SKILLS: Collaborate effectively with team members, present findings clearly, and participate in discussions to align project goals.



COMPUTER SKILLS: Gain proficiency in project management software, document management tools, and data visualization systems. Develop technical proficiency in organizing bid materials, generating reports, and maintaining real-time updates for seamless project execution.



MATHEMATICAL SKILLS: Apply analytical skills to conduct calculations for budget analysis, bid evaluations, and project metrics. Learn to interpret numerical data to identify trends, track performance, and optimize project resources for cost efficiency.



INTERNAL OPERATIONS: Acquire an in-depth understanding of the workflows, protocols, and systems that drive project success. Gain hands-on experience with project documentation, reporting processes, and the tools used to monitor schedules, budgets, and compliance standards.



REASONING ABILITY: Strengthen critical thinking skills by analyzing complex project data, identifying inconsistencies, and proposing logical solutions. Develop the ability to interpret technical specifications, ensure regulatory compliance, and address challenges proactively.



CUSTOMER MANAGEMENT: Build skills in managing relationships with clients and stakeholders. Learn to communicate effectively, understand customer needs, and maintain alignment with project deliverables. Develop confidence in addressing feedback and contributing to positive client outcomes.

These skill areas collectively prepare interns to excel in project management while fostering adaptability and confidence in real-world scenarios.

Practical Applications and Real-World Scenarios

Interns engage in meaningful exercises and simulations, including:

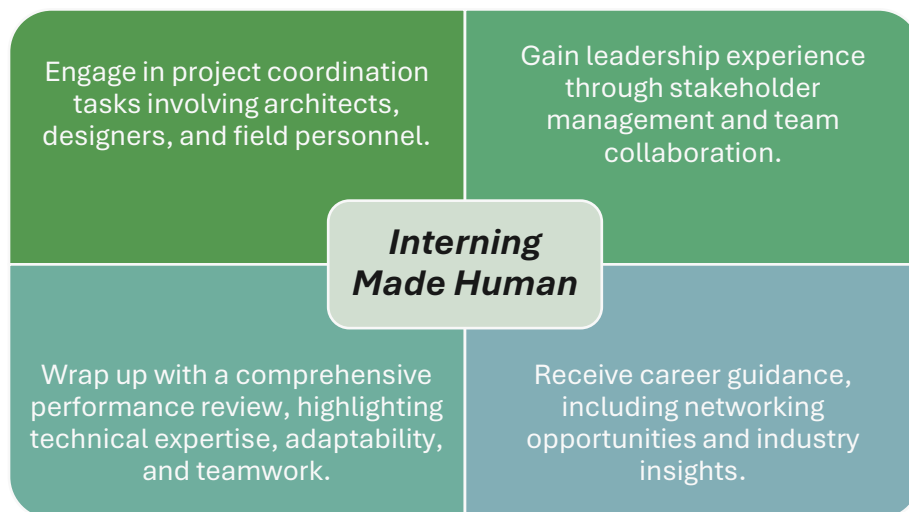
Performing bid analyses and preparing procurement packages.	Monitoring project quality and creating compliance reports.	Developing project closeout documentation, such as RFIs and punch lists.	Participating in peer reviews and leadership discussions to refine skills.
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Daily Reflection and Goal-Setting Tools

Interns are equipped with Daily Goals and Progress Trackers to:

Set priorities and align tasks with weekly objectives.	Reflect on successes, challenges, and lessons learned.	Document feedback and outline actionable steps for improvement.	This tool fosters self-awareness and ensures continuous growth.
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Final Weeks: Interning Made Human Experience



Assessments and Feedback

Interns participate in regular assessments, including:

Weekly reflections to evaluate progress and identify growth opportunities.	A final program assessment to measure skill development and overall achievements.
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The **AppleOne InternLINK** Program offers a transformative experience, equipping interns with the tools to excel in their professional journey. By balancing technical training with personal growth and leadership development, the curriculum ensures every intern is prepared to make meaningful contributions to their chosen field.

MAXIMIZING YOUR WEEKLY ONE-ON-ONE: A GUIDE TO MEANINGFUL CONVERSATIONS

At the end of every week, you will have the opportunity to meet with your intern for a one-on-one. Your weekly one-on-one sessions with are a valuable opportunity to reflect on your intern's progress, help them set intentions for the weeks ahead, and help them guide them through their journey with your company. To make these meetings as impactful as possible, come prepared to dive into four key areas:

ACHIEVEMENTS & CHALLENGES

Share their accomplishments and the praise tasks they've completed well, along with any challenges they may have faced and how they addressed them. Reflect on areas where they may need support.

LEARNING & DEVELOPMENT

Highlight new skills or knowledge they've gained and discuss how these align with their personal and professional goals. Share feedback you've received about them from the team. Let them know that you are all working to help them succeed.

OBJECTIVES & GOALS

Collaboratively set clear and actionable goals for the week ahead. Outline specific tasks, areas for skill development, or objectives that will keep them focused and aligned with the program's purpose.

SUPPORT NEEDED

Make sure the intern feels comfortable enough to ask for support. Whether it's for additional resources, guidance on a particular project, or feedback on a skill they're working to develop, this is their chance to ensure they have the tools and support to excel.

Approaching these sessions with openness and intention will help you maximize your intern's growth, foster stronger connections, and set them up for long-term success in their career journey.





***BI-WEEKLY
PLANS
(Leader Guide)***

Welcome to the start of your journey! Over the next two weeks, you'll be laying the groundwork for your internship. You'll begin by learning about project documentation and how to effectively coordinate with various stakeholders. This is your chance to get familiar with the core elements of project management and understand how communication plays a crucial role in project success.




“INTERNING MADE HUMAN”

Create a welcoming environment by engaging interns in introductory sessions, providing personalized mentorship, and sharing their own experiences, making interns feel valued and supported as they begin their journey.



GROWTH OPPORTUNITY

Focus on enhancing communication and teamwork skills through workshops, paired with gaining insight into decision-making and strategic planning by observing a project manager.

The Leader's guide will include Growth Opportunities for the intern throughout the curriculum. These items will be marked with a .

COMMUNICATION

The intern will engage in discussions with team members to gather insights on bid analysis.



The intern will participate in conversations with team members to understand key aspects of bid evaluation, including criteria used and the communication needed to reach decisions.



This will enhance the intern's ability to interpret and communicate complex project information.

INTERNAL OPERATIONS

The intern will contribute to the documentation of monthly project status updates.



The intern will assist in compiling data for monthly project reports, gaining exposure to how internal operations are tracked and maintained.



This will help the intern understand project timelines, workflows, and the importance of clear documentation in keeping stakeholders informed.

COMPUTER SKILLS

The intern will learn how to utilize project management software for scheduling updates and report preparation.



Train the intern on project management software to update schedules and generate reports. They will gain practical experience in data management, creating visual timelines, and ensuring real-time updates are accurate and aligned with project goals.

MATHEMATICAL SKILLS

The intern will apply basic calculations for bid analysis and project metrics.



The intern will perform calculations related to bid analysis, such as evaluating costs and comparing bids. They will also track project metrics, including budget variances and performance indicators, to support data-driven decision-making in project management.

PRACTICAL APPLICATION

- Engage in a simulated bid analysis exercise to apply learned concepts.
- Practice updating a sample construction schedule, ensuring accuracy and attention to detail.



Encourage interns to ask questions and seek clarification on tasks, fostering an environment of open communication and continuous learning

WEEK 1 INTERNSHIP PROGRAM ASSESSMENT

At the end of Week 1, please [click here](#) to complete the week 1 Internship Program Assessment: Leadership Feedback. You may also choose to scan this QR code to complete the assessment on your mobile device.



WEEKLY ONE-ON-ONE RECAP

At the end of Week 1 AND at the end of Week 2, make sure you are meeting with your intern for your one-on-one recap. Forms have been provided to you for documentation. You can also access electronic versions of these forms by [clicking here](#) or scanning this QR code to complete this form on your mobile device.



Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

Any significant challenges faced and how they were addressed.

Learning & Development This Week

New skills or knowledge gained this week.

Key feedback received and how it will be applied.

PLANNING FOR NEXT WEEK:**Objectives & Goals**

Main tasks and objectives for the upcoming week.

Specific learning goals or skills to develop.

Support Needed

Any resources or support required from the mentor or team.

FEEDBACK

Suggestions or feedback on the program or support received.

Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

Any significant challenges faced and how they were addressed.

Learning & Development This Week

New skills or knowledge gained this week.

Key feedback received and how it will be applied.

PLANNING FOR NEXT WEEK:**Objectives & Goals**

Main tasks and objectives for the upcoming week.

Specific learning goals or skills to develop.

Support Needed

Any resources or support required from the mentor or team.

FEEDBACK

Suggestions or feedback on the program or support received.

During these weeks, interns will gain hands-on experience in monitoring and tracking project quality control metrics. They will learn to provide timely quality reports and effectively communicate any issues to project managers or superintendents. This phase emphasizes the importance of quality assurance in project management and the intern's role in maintaining standards.



“INTERNING MADE HUMAN”

During these weeks, encourage open communication by hosting regular check-ins, fostering a culture of constructive feedback, and involving interns in quality control discussions to empower them to contribute meaningfully to the team.



GROWTH OPPORTUNITY

Guide the intern in developing expertise in quality management systems through targeted training, while encouraging them to refine their reporting skills by participating in peer reviews of quality reports.

COMMUNICATION

Prepare and present quality control reports during team meetings.



The intern will learn how to compile quality control data into clear, concise reports and present their findings to the team.



This will help them develop the ability to communicate complex information effectively, ensuring that all team members understand key quality metrics, issues, and potential areas for improvement.

INTERNAL OPERATIONS

Learn the processes and systems for tracking quality metrics.



The intern will be introduced to the company's quality management systems and tools, gaining a deeper understanding of how quality control metrics are tracked and maintained.



This knowledge will provide them with practical insights into the operational side of project management, including how data is collected, processed, and used to monitor project performance. Mastering these systems will prepare the intern to contribute to maintaining high standards across projects.

REASONING ABILITY

Analyze and identify quality control issues based on metrics and reports.



The intern will develop critical thinking skills by analyzing quality control reports and metrics to identify potential issues. They will learn how to interpret data trends, spot inconsistencies or anomalies, and use logical reasoning to propose solutions or improvements.

This process enhances their problem-solving abilities and ensures they understand how data-driven decisions can positively impact project outcomes.

PRACTICAL APPLICATION

- Develop a sample quality control report based on a hypothetical project scenario.
- Participate in group discussions to identify and address potential quality issues.



Promote a culture of continuous improvement by encouraging interns to propose enhancements to quality control processes and share best practices.

WEEKLY ONE-ON-ONE RECAP

At the end of Week 3 AND at the end of Week 4, make sure you are meeting with your intern for your one-on-one recap. Forms have been provided to you for documentation. You can also access electronic versions of these forms by [clicking here](#) or scanning this QR code to complete this form on your mobile device.



Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

Any significant challenges faced and how they were addressed.

Learning & Development This Week

New skills or knowledge gained this week.

Key feedback received and how it will be applied.

PLANNING FOR NEXT WEEK:**Objectives & Goals**

Main tasks and objectives for the upcoming week.

Specific learning goals or skills to develop.

Support Needed

Any resources or support required from the mentor or team.

FEEDBACK

Suggestions or feedback on the program or support received.

Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

Any significant challenges faced and how they were addressed.

Learning & Development This Week

New skills or knowledge gained this week.

Key feedback received and how it will be applied.

PLANNING FOR NEXT WEEK:**Objectives & Goals**

Main tasks and objectives for the upcoming week.

Specific learning goals or skills to develop.

Support Needed

Any resources or support required from the mentor or team.

FEEDBACK

Suggestions or feedback on the program or support received.

Interns will assist project managers in preparing documentation for Owner-Architect-Contractor (OAC) meetings while also contributing to the development of bid packages and procurement processes. This segment will enhance their organizational and communication skills, crucial for effective project collaboration.



“INTERNING MADE HUMAN”

Prioritize collaboration by actively involving interns in OAC meetings and bid package preparations, allowing them to witness the decision-making process firsthand and encouraging them to ask questions, making the experience more interactive and engaging.



GROWTH OPPORTUNITY

Guide the intern in building professional networks and enhancing presentation skills by connecting with industry professionals and leading discussions on bid preparation methodologies.

COMMUNICATION

Collaborate with team members to compile and organize meeting documentation.



The intern will work closely with team members to ensure that meeting minutes, agendas, and other relevant documents are accurately compiled and well-organized.



This task will develop their ability to work collaboratively while enhancing their written communication skills. It also gives the intern the opportunity to understand how clear and structured documentation plays a crucial role in project continuity and decision-making.

INTERNAL OPERATIONS

Gain insights into the process of preparing bid packages.



The intern will be introduced to the step-by-step process of creating bid packages, including gathering relevant project details, specifications, and pricing information.



This hands-on experience will provide a foundational understanding of procurement and contracting within a project, enhancing their knowledge of internal operations. By observing and contributing to this process, the intern will learn how bid packages are assembled.

COMPUTER SKILLS

Use document management software to organize and track bid materials.



The intern will become proficient in using document management systems to organize, store, and track important bid-related materials.



This experience will help the intern understand the importance of digital organization in a project management setting. They'll develop technical skills in managing large volumes of data, ensuring easy access to the most up-to-date versions of documents, and ensuring that all materials are accurately categorized and traceable for future reference.

PRACTICAL APPLICATION

- Compile and format meeting minutes from an OAC meeting, ensuring clarity and accuracy.
- Create a comprehensive checklist for components required in bid packages.



Encourage interns to take ownership of their responsibilities, fostering independence and accountability in their work.

WEEKLY ONE-ON-ONE RECAP

At the end of Week 5 AND at the end of Week 6, make sure you are meeting with your intern for your one-on-one recap. Forms have been provided to you for documentation. You can also access electronic versions of these forms by [clicking here](#) or scanning this QR code to complete this form on your mobile device.



WEEK 6 INTERNSHIP PROGRAM ASSESSMENT

At the end of Week 6, please [click here](#) to complete the week 6 Internship Program Assessment: Leadership Feedback. You may also choose to scan this QR code to complete the assessment on your mobile device.



Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

Any significant challenges faced and how they were addressed.

Learning & Development This Week

New skills or knowledge gained this week.

Key feedback received and how it will be applied.

PLANNING FOR NEXT WEEK:**Objectives & Goals**

Main tasks and objectives for the upcoming week.

Specific learning goals or skills to develop.

Support Needed

Any resources or support required from the mentor or team.

FEEDBACK

Suggestions or feedback on the program or support received.

Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

Any significant challenges faced and how they were addressed.

Learning & Development This Week

New skills or knowledge gained this week.

Key feedback received and how it will be applied.

PLANNING FOR NEXT WEEK:**Objectives & Goals**

Main tasks and objectives for the upcoming week.

Specific learning goals or skills to develop.

Support Needed

Any resources or support required from the mentor or team.

FEEDBACK

Suggestions or feedback on the program or support received.

In this segment, interns will focus on understanding project budgets and assisting with buyouts. They will analyze budget data to identify potential savings, enhancing their financial literacy within the construction context. This practical application of budgeting principles will equip interns with valuable skills for future project management roles.



“INTERNING MADE HUMAN”

By facilitating workshops and discussions around budget analysis and buyouts, leaders can explain financial concepts for interns, providing real-world examples and encouraging them to explore creative solutions, thereby fostering their confidence in financial management.



GROWTH OPPORTUNITY

Interns can develop a foundational understanding of project budgets and enhance financial analysis skills by identifying potential cost-saving opportunities.

COMMUNICATION

Engage in discussions regarding budget allocation with project managers and financial analysts.



The intern will participate in conversations about budget allocation, gaining valuable insight into how financial decisions are made within a project.



These discussions will help the intern develop their ability to communicate effectively about complex financial topics, as well as improve their understanding of how resources are allocated to different project areas. This experience will also strengthen their ability to collaborate with both project managers and financial analysts to ensure that financial goals are met.

INTERNAL OPERATIONS

Participate in the buyout process, understanding its implications for project success.



The intern will be exposed to the buyout process, which involves securing contracts with subcontractors or vendors. By participating in this process, the intern will gain a deeper understanding of the operational aspects of project management, including how securing the right contracts can directly impact the success and efficiency of a project.



This experience will help the intern recognize the importance of timing, negotiation, and strategic planning in executing project buyouts.

MATHEMATICAL SKILLS

Perform calculations related to budget metrics and financial analyses.



The intern will apply mathematical skills to conduct essential calculations related to project budgets and financial analysis. This will involve working with figures to evaluate spending, identify potential cost overruns, and assess areas for financial optimization.

Developing these mathematical skills will give the intern the ability to interpret financial data accurately and contribute to informed decision-making, a crucial skill for managing resources effectively.

PRACTICAL APPLICATION

- Analyze a sample project budget, presenting findings and recommendations for cost-saving opportunities.
- Assist in preparing a detailed buyout summary document for a specific project.



Emphasize the importance of financial responsibility and accountability, reinforcing the role of budget management in project success.

WEEKLY ONE-ON-ONE RECAP

At the end of Week 7 AND at the end of Week 8, make sure you are meeting with your intern for your one-on-one recap. Forms have been provided to you for documentation. You can also access electronic versions of these forms by [clicking here](#) or scanning this QR code to complete this form on your mobile device.



Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

Any significant challenges faced and how they were addressed.

Learning & Development This Week

New skills or knowledge gained this week.

Key feedback received and how it will be applied.

PLANNING FOR NEXT WEEK:**Objectives & Goals**

Main tasks and objectives for the upcoming week.

Specific learning goals or skills to develop.

Support Needed

Any resources or support required from the mentor or team.

FEEDBACK

Suggestions or feedback on the program or support received.

Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

Any significant challenges faced and how they were addressed.

Learning & Development This Week

New skills or knowledge gained this week.

Key feedback received and how it will be applied.

PLANNING FOR NEXT WEEK:**Objectives & Goals**

Main tasks and objectives for the upcoming week.

Specific learning goals or skills to develop.

Support Needed

Any resources or support required from the mentor or team.

FEEDBACK

Suggestions or feedback on the program or support received.

Interns will provide essential technical information to project supervisors to ensure compliance with applicable codes, drawings, and specifications. They will learn to analyze project documents critically, preparing them to identify and address compliance issues effectively. This phase will strengthen their analytical and reasoning skills.



“INTERNING MADE HUMAN”

Provide interns with access to industry experts through guest speaker sessions or panel discussions to enhance understanding of compliance and technical support. This exposure will offer interns valuable insights and reinforce the importance of adherence to codes and regulations.



GROWTH OPPORTUNITY

Enhance technical expertise by attending training on building codes and regulations, and actively applying this knowledge to ensure project compliance while collaborating with supervisors and industry professionals on common compliance challenges.

COMMUNICATION

Present compliance findings and technical issues to project supervisors and team members.



The intern will develop communication skills by clearly presenting compliance findings and potential technical issues to supervisors and other team members. This task requires the ability to translate complex technical information into actionable insights, ensuring that the project remains aligned with regulations and standards.



Effective communication in this area is critical for maintaining project integrity and keeping the team informed of any potential compliance challenges.

INTERNAL OPERATIONS

Familiarize with the necessary protocols and systems for ensuring compliance.



The intern will gain a deep understanding of the internal protocols and systems used to ensure compliance with building codes and specifications. This experience will involve working with tools and processes that track and verify compliance, such as documentation procedures and quality control checklists.



By familiarizing themselves with these systems, the intern will contribute to the smooth operation of compliance efforts and learn how internal processes uphold project standards.

REASONING ABILITY

Analyze technical specifications to identify compliance issues.



The intern will apply critical reasoning skills to examine technical drawings, specifications, and project documentation to identify potential compliance issues. This task involves interpreting complex data and using analytical thinking to ensure that all project elements meet regulatory requirements.

 *Developing this skill will allow the intern to proactively address any issues that could affect the project's adherence to codes and standards.*

PRACTICAL APPLICATION

- Review a set of construction drawings to identify and document any compliance issues.
- Prepare a comprehensive report on the implications of technical specifications for project execution.



Encourage interns to maintain open lines of communication with supervisors, fostering a proactive approach to compliance inquiries.

WEEKLY ONE-ON-ONE RECAP

At the end of Week 9 AND at the end of Week 10, make sure you are meeting with your intern for your one-on-one recap. Forms have been provided to you for documentation. You can also access electronic versions of these forms by [clicking here](#) or scanning this QR code to complete this form on your mobile device.



Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

Any significant challenges faced and how they were addressed.

Learning & Development This Week

New skills or knowledge gained this week.

Key feedback received and how it will be applied.

PLANNING FOR NEXT WEEK:**Objectives & Goals**

Main tasks and objectives for the upcoming week.

Specific learning goals or skills to develop.

Support Needed

Any resources or support required from the mentor or team.

FEEDBACK

Suggestions or feedback on the program or support received.

Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

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Learning & Development This Week

New skills or knowledge gained this week.

Key feedback received and how it will be applied.

PLANNING FOR NEXT WEEK:**Objectives & Goals**

Main tasks and objectives for the upcoming week.

Specific learning goals or skills to develop.

Support Needed

Any resources or support required from the mentor or team.

FEEDBACK

Suggestions or feedback on the program or support received.

The final weeks will see interns coordinating with project architects, designers, owners, and field personnel to ensure alignment on project goals. They will manage Requests for Information (RFIs), handle change orders, and assist in generating project punch lists and closeout documentation. This capstone experience will solidify their understanding of the project lifecycle and provide opportunities for leadership and reflection on their learning journey.



“INTERNING MADE HUMAN”

As interns take on significant tasks during project coordination and closeout, the leadership team should offer mentorship and support, celebrating their achievements and encouraging reflection on their experiences, thus reinforcing the collaborative spirit and the impact of their contributions.



GROWTH OPPORTUNITY

Develop project coordination and leadership skills by managing RFIs, change orders, and stakeholder communication, while participating in leadership workshops and leading team meetings to enhance confidence and stakeholder management abilities.

COMMUNICATION

Facilitate effective discussions among various project stakeholders.



The intern will enhance their communication skills by coordinating discussions between project architects, designers, owners, and field personnel. This role requires clear and effective communication to ensure that all parties are aligned on project goals and timelines.



By facilitating these conversations, the intern will learn how to mediate between different perspectives, resolve potential conflicts, and maintain project momentum through strong stakeholder engagement.

INTERNAL OPERATIONS

Learn the processes involved in managing RFIs and change orders effectively.



The intern will familiarize themselves with the internal procedures for handling Requests for Information (RFIs) and change orders, essential aspects of project management. This involves preparing, reviewing, and tracking RFIs, as well as managing the entire change order process.



Understanding these operations is crucial for maintaining accurate documentation and ensuring that all project adjustments are communicated clearly and implemented effectively.

CUSTOMER MANAGEMENT

Develop skills for interacting with clients and project stakeholders.



By interacting with clients and key project stakeholders, the intern will gain experience in customer management. This includes understanding the needs and expectations of clients, maintaining clear lines of communication, and ensuring that project deliverables meet client specifications.

Developing these skills will help the intern navigate client relationships and contribute to successful project outcomes through effective stakeholder management.

REASONING ABILITY

Analyze project requirements for closeout documentation and compliance.



The intern will apply analytical skills to review project requirements and ensure that all closeout documentation meets compliance standards. This involves assessing technical documents, identifying any discrepancies, and ensuring that the project's final deliverables adhere to building codes, contractual obligations, and industry standards.

Strengthening reasoning abilities in this area is vital for successfully closing out projects and ensuring legal and regulatory compliance.

PRACTICAL APPLICATION

- Simulate the preparation of an RFI and submittal package based on a project scenario, demonstrating attention to detail.
- Compile a comprehensive punch list and outline procedures for project closeout, ensuring all aspects are addressed.



Highlight the importance of adaptability and effective communication, especially when managing project changes and stakeholder expectations.

WEEKLY ONE-ON-ONE RECAP

At the end of Week 11 AND at the end of Week 12, make sure you are meeting with your intern for your one-on-one recap. Forms have been provided to you for documentation. You can also access electronic versions of these forms by [clicking here](#) or scanning this QR code to complete this form on your mobile device.



Congratulations, you've made it to the final week! This week is all about wrapping up the internship and reflecting on your learning journey. You'll generate a punch list and closeout documentation, ensuring that everything is in order before the project concludes. This is also your opportunity to look back on what you've learned and how you've grown over the past 12 weeks.



“INTERNING MADE HUMAN”

Guide the intern with empathy and personalized attention as they complete final tasks. Offer thoughtful and constructive feedback in a way that highlights their unique strengths and potential, ensuring they feel valued and supported as they transition to the next phase of their career.

WRAP-UP PROJECT TASKS

- Ensure the intern completes any outstanding tasks or project deliverables.
- Work with the intern to finalize all RFIs, submittal packages, and closeout documentation. Verify that all reports, change orders, and punch list items are complete and accurate.
- Provide clear instructions for any remaining work and assist the intern with any complex issues they encounter.

CONDUCT A COMPREHENSIVE PERFORMANCE REVIEW

- Review the intern's overall performance, focusing on technical skills, communication, leadership, and problem-solving abilities.
- Use both quantitative metrics (project accuracy, timeliness) and qualitative feedback (adaptability, teamwork).
- Schedule a one-on-one review session with the intern. Provide constructive feedback, highlighting both strengths and areas for improvement.

FACILITATE A REFLECTION AND GROWTH DISCUSSION

- Engage the intern in a reflection on their learning and growth during the internship.
- Ask the intern to reflect on key takeaways, their challenges, and how they've applied learned skills.
- Encourage self-assessment and offer insights into the intern's progress. Discuss the intern's career goals and potential next steps.

PROVIDE CAREER DEVELOPMENT SUPPORT

- Offer guidance on career paths and how the intern can leverage their experience in future roles.
- Share industry advice, potential job opportunities, or networking resources that the intern can explore after the internship.
- Connect the intern with key industry contacts or recommend networking opportunities that align with their career aspirations.

RECOGNIZE AND CELEBRATE CONTRIBUTIONS

- Acknowledge the intern's contributions and growth throughout the program.
- Share the intern's achievements with the broader team or organization, offering positive reinforcement and recognition.
- Organize a small celebration or recognition moment (e.g., team lunch or acknowledgment in a meeting) to thank the intern for their hard work.

COMPLETE EXIT FORMALITIES

- Ensure the intern completes any final administrative tasks, including exit interviews and feedback forms.
- Collect the intern's feedback on the program to improve future internships.
- Coordinate with HR or relevant departments to manage the intern's exit paperwork, gather their thoughts on the program, and close any remaining administrative items.

STAY CONNECTED AND OFFER CONTINUED MENTORSHIP

- Encourage ongoing communication and mentorship after the internship ends.
- Provide the intern with your contact information and let them know they can reach out for future guidance or mentorship.
- Offer to remain as a professional mentor, suggesting regular check-ins to support their career development.

END OF PROGRAM INTERNSHIP ASSESSMENT

At the end of Week 12, please [click here](#) to complete the End of Program Internship Assessment. You may also choose to scan this QR code to complete the assessment on your mobile device.



Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

Any significant challenges faced and how they were addressed.

Learning & Development This Week

New skills or knowledge gained this week.

Key feedback received and how it will be applied.

PLANNING FOR NEXT WEEK:**Objectives & Goals**

Main tasks and objectives for the upcoming week.

Specific learning goals or skills to develop.

Support Needed

Any resources or support required from the mentor or team.

FEEDBACK

Suggestions or feedback on the program or support received.

Intern Name: _____ Date: _____

Leader: _____ Title: _____

Achievements & Challenges This Week

Key tasks completed and major accomplishments.

Any significant challenges faced and how they were addressed.

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