

PURDUE UNIVERSITY **College of TECHNOLOGY**

NDA / Purdue Student Summer Internship Program

Mark Shaurette
Purdue University
Dept. of Building Construction Management

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Why Provide Internships?

- Future demolition management needs
- NDA / Purdue partnership for the future
- Purdue 800 hour summer work requirements
- Well done internship overcomes shortcomings of traditional college education
- Try future employees with NO risk
- NDA summer internship grants
– \$10.00 per hour for max of 400 hours per intern

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NDA Summer Internship Grants

- NDA contractor members in good standing
- \$10.00 per hour for max of 400 hours per intern
- Internship Plans Due March 31st
- Apply to:
 - Mark Shaurette mshauret@purdue.edu
 Purdue University
 Dept. of Building Construction Management
 Knoy Hall of Technology, Room 415
 401 N. Grant Street
 West Lafayette, IN 47907-2021

Provide intern with work experience – education through real-world practice in as many areas as possible

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Internship Planning
Company / Project Information

- Company description
 - Size, territory, typical project types, etc.
- Description of project(s) a student intern is likely to work on
- What company will expect from student intern
- Reason(s) a student should chose the applicant for their internship

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Internship Planning
Scheduling – General

- Employment Dates
 - Class requirements end early May, begin again mid August
- Anticipated Work Tasks
 - How will student be productive for the company while being exposed to many aspects of demolition activity and management of the work?
- Orientation Schedule
 - Orient to company culture, processes, other employees, **safety**
- Who will supervise the intern
 - **Mentoring is an important component of an internship**

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Internship Planning
Scheduling – Work Tasks

- Try to arrange for student to meet and interact with as many employees as possible
 - Make sure employees know why intern is there
- Students should learn about and be exposed to as many areas of responsibility as possible
 - Include Labor, Field Management, Project Management, Office Administration, Estimating, Marketing, etc.
 - All aspects don't have to be covered in one summer!

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Internship Planning

Scheduling – Work Task Examples

- Admin/Proj Management
 - Safety
 - Permitting
 - Submittals
 - Estimating
 - Quantity take-off
 - Attend bid opening
 - Project change estimate
 - Computer applications
 - Payment requests
 - Insurance
- Field Roles/Responsibilities
 - Basic labor
 - Engineering Survey
 - Safety
 - Meetings / Reports
 - Subcontractor Management
 - Material Handling
 - Recycle reports
 - Order trucking, etc.
 - Scheduling
 - Monitor equipment maint.

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Internship Planning

Evaluating the Internship

- How do you know if internship was effective?
- Best to make all major participants evaluate internship – a few methods:
 - Log of experiences kept by student
 - Oral report of experience by student to company management
 - Written evaluations by student and supervisor
 - Sample forms available – modify to suite specifics of company internship plan

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Internship Planning

Helping Student in a New Location

- Summer housing available for students
- Student contact with supervisor before the internship begins
 - Anticipate the need to establish a level of comfort for the student in their new, unfamiliar surroundings

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Getting Off to a Good Start

- **Good Mentor** – The most important aspect
 - Employee that will be able to provide a learning environment and establish a level of comfort for the student in their new, unfamiliar surroundings.
- **Start-up Orientation** – Be Ready for the Student
 - Set-up a formal orientation for the student the first day to outline the goals and direction for the summer.
 - **Safety must be part of the orientation.**
 - The company should have a consistent work area ready for the student.
 - If work assigned requires a computer, provide the computer.

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BCM Placement Support

- Interview space on campus
- Electronic job posting
- Participation in BCM Career Fairs
- Student outreach
- Placement Coordinator
 - Dawn Lamb
 - dflamb@purdue.edu
 - (765) 496-1077