

CONSTRUCTION MANAGEMENT INTERNSHIP APPLICATION FORM

Name (Last, First, Middle):	Tech ID:
Email (non-MSU):	Cell Number:

Attended Internship Orientation: SEMESTER: _____ YEAR: _____

Pre-Internship Required Documents	Reviewed	Approved
1. Faculty Reference Permission Sheet		
2. Letter of Introduction to internship coordinator in (Business Letter Format)		
3. Resumé		
4. Unofficial Transcript		
5. Approved/Returned Graduation Application or DARS Report		
6. Personal & Career Goals (long & short term)		
7. Employer Acceptance Letter		
8. Job Description		
9. List of Learning Activities with PERCENTAGES		

OFFICE USE ONLY
NOTES:

INTERNSHIP SEMESTER: _____ **YEAR:** _____ **# OF CREDITS:** _____

	Date	Initials
Permission to Register Entered		
Permission to Access Weekly Report Site Entered		
New Intern Email Sent (with attachments)		
Employer's Evaluation Sent		
Employer's Evaluation Received		
Final Report Received		
Change of Grade Completed for 497-01		
Change of Grade Completed for 497-02		
Graduation Semester and Year		

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FACULTY REFERENCE PERMISSION SHEET

Attach this cover sheet to these documents in this order:

1. Letter of Introduction
2. Resume
3. Transcript
4. Graduation Application

By signing below, I give MSU, Mankato faculty members' permission to give reference information to employers who request it.

Printed name: _____ Tech. I.D.: _____

Signature: _____ Date: _____

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Name:

Date:

PERSONAL GOALS

Short Term

- 1.
- 2.
- 3.
- 4.
- 5.

Long Term

- 1.
- 2.
- 3.
- 4.
- 5.

CAREER GOALS

Short Term

- 1.
- 2.
- 3.
- 4.
- 5.

Long Term

- 1.
- 2.
- 3.
- 4.
- 5.

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INTERNSHIP LEARNING ACTIVITIES

Name: _____ Date: _____

Internship Company: _____

Attach your JOB DESCRIPTION to this document.

The Learning Activities are taken directly from the Job Description provided by your Internship employer:

Learning Activities (Job Duties)	Percentage of Time
1.	%
2.	%
3.	%
4.	%
5.	%
6.	%
7.	%
8.	%
9.	%
10.	%
TOTAL	100%

Note: Insert or delete rows as needed. Total percentages MUST equal 100%.

Attach your JOB DESCRIPTION to this document.