



The student intern must obtain the signature of an appropriate company official on this document. In addition, the company will be asked to complete an evaluation form provided by the intern at the end of the internship. Please take a moment and indicate what tasks the student intern will likely be assigned by checking the appropriate box(es) below:

- Estimating (subcontractor/vendor solicitation, preparation of bid forms & packages, RFI review, etc.)
- Pre-construction services (design review, safety planning, as-built surveys, quality implementation planning, etc.)
- Marketing, Proposals & Sales
- Project Management (review subcontractor pay requisitions for payment and compliance, interface with subcontractors and suppliers, review insurance certificates for proper coverage & endorsements, contract review, review & update project schedule, prepare progress reports and field record-keeping, participate in punch list and other close out activities, etc.)
- Field Activities (surveying, job site walkthroughs, etc.)
- Other \_\_\_\_\_

Location of internship (city/state) \_\_\_\_\_

**ACCEPTED AND AGREED:**

**STUDENT INTERN**

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COMPANY**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name of Authorized Representative  
(printed)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

## **SPECIAL RULES FOR INTERNATIONAL STUDENTS**

***If you are here on an F-1 Visa and you receive an offer for an internship, you must satisfy INS rules to stay in good standing in the United States.***

***Review the following requirements very carefully. They fully explain your responsibilities.***

Architecture students – Go to: [http://www.careercenter.umd.edu/page.cfm?page\\_id=9](http://www.careercenter.umd.edu/page.cfm?page_id=9)

Engineering students – Go to: <http://careerengr.umd.edu/students/international>

### Quick Summary of the Rules:

1. You will need to get 3 documents signed by the supervisor from your prospective employer:
  - a. The Co-op/Intern & Supervisor Agreement (Engineering); or the Learning Contract (Architecture).
  - b. This Construction Project Management Internship Agreement.
  - c. Offer letter from your prospective employer.
  
5. You will need to enroll in a zero credit class that satisfies the academic component of Curricular Practical Training ("CPT") before you apply for CPT authorization. To do this, bring all 3 documents to:
  - a. Architecture Students: University Career Center 3100 Hornbake Library, South Wing or submit by email at: ([univ099@umd.edu](mailto:univ099@umd.edu))
  - a. Engineering Students: the Engineering Career Services Office, 1131 Glenn L. Martin Hall.
  
6. Once your paperwork is approved, you will receive an email notifying you that you have permission to enroll in the zero credit class.
  - a. Architecture students - Register and pay for for UNIV099 on Testudo
  - b. Engineering students - Register and pay for ENCO099 or ENCO098 on Testudo
  
4. After receiving registration authorization, take copies of the 3 documents and receipt of payment to your International Student and Scholar Services Advisor (ISSS) to request CPT authorization. If everything is in order, ISSS will grant you CPT permission on your I-20

for the exact dates of your employment.

- a. To set up an appointment with an advisor at ISSS, call (301) 314-7740 or visit the ISSS website at: <http://globalmaryland.umd.edu/> for information on walk-in hours.

5. You must receive an "S" for this class in order for it to count for the minor. You will receive an "S" if you follow all the rules set forth on the web pages cited above.

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