

DATE:

TO: Mr./Ms. (name of supervisor):

Company Name:

Title:

Company Address:

Company Phone #:

FROM: Jude W. P. Patin, P.E.

Brigadier General, U.S. Army, Retired

Professor of Practice and CSM Internship Coordinator,

Division of Construction Science and Management

One UTSA Circle

San Antonio, TX 78249

210.458.3135

Internship Agreement for:

Dear Mr./Ms. (name of person reporting to):

Mr./Ms. (your name) _____ informed the Division of Construction Science and Management (CSM) in the School of Civil & Environmental Engineering, and Construction Management (CECM) at The University of Texas at San Antonio (UTSA) that your company agreed to provide an internship opportunity during the _____ semester. As defined in the UTSA catalog, the internship is a degree requirement for all Construction Science and Management (CSM) students, and we would like to thank you for supporting our students and University.

Attached please find an individual internship agreement form for your approval and signature. This form outlines the basic conditions of the internship including company contact information and planned internship task areas. It is important to note a few important items to clarify the expectations and required communication.

- In the UTSA catalog, the internship requirement is defined as 300 or 400 hours of construction work experience.
- In the attached forms, there is a list of suggested areas for the internship and we would like our students to be exposed to at least three of the listed tasks to maximize their internship experience.
- There is no minimum or maximum hourly rate defined for the internship and we are simply asking for this information for our reference.
- The internship coordinator may conduct an on-site visit to the internship site during the semester. This visit will be coordinated and scheduled with your company in advance.
- In case of an accident/injury, please report to UTSA at 210.458.4242 (UTSA Police Department) and the Division of Construction Science and Management (CSM) at 210.458.7517 within 24 hours of occurrence.
- Please inform the Division of Construction Science and Management of any changes in the student's work location that may occur during their internship.

Thank you again for your support and please do not hesitate to contact me if you have any questions or suggestions.

INDIVIDUAL INTERNSHIP AGREEMENT

This Individual Internship Agreement ["Agreement"] sets forth the agreement between, _____ ["COMPANY"] and Students name _____ and Banner (abc123) _____ for the conduct of a part-time internship as defined in the UTSA catalog for the Bachelor of Science in Construction Science and Management degree.

INTERNSHIP INFO:	Start Date:		Finish Date:		
	Hourly Rate:	\$ _____			
	Internship Location:	_____			
		City:	State:	Zip Code:	
Medical Insurance Provided by:	<input type="checkbox"/> Family <input type="checkbox"/> Student <input type="checkbox"/> Company <input type="checkbox"/> N.A				
PLANNED WORK AREAS: Please select 3 or more task areas	<input type="checkbox"/> Safety				
	<input type="checkbox"/> Estimating				
	<input type="checkbox"/> Project Planning and Scheduling				
	<input type="checkbox"/> Project Administration and Management				
	<input type="checkbox"/> Marketing, proposals, and Sales				
	<input type="checkbox"/> Procurement and Expediting				
	<input type="checkbox"/> Field Operations, Layouts and Surveying				
	<input type="checkbox"/> Project and Cost Controls				
	<input type="checkbox"/> Other: _____				
COMPANY INFO:	Immediate Supervisor:	Name: _____			
		Email: _____			
		Phone: _____			
	Company HR Contact Person	Name: _____			
		Email: _____			
		Phone: _____			
	Company Area Contact Person (Manager / President)	Name: _____			
		Email: _____			
		Phone: _____			
	Company Headquarters (Not the Job Site)	Mailing Address: _____			
		City:	State:	Zip Code:	

Accepted and Agreed:

Approved:

Student

Company

UTSA Division of Construction Science and Management

Name (Printed)

Name (Printed)

Name (Printed)

Signature

Signature

Signature

Date

Date

Date

CONTACT INFORMATION
 PLEASE ENTER THE BEST CONTACT INFO

Intern	Name:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Alternate Email:	
	Address:	

Emergency	Contact Name:	
	Relationship:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Address:	

Company Project	Contact Name:	
	Title/Position	
	Work Phone:	
	Cell Phone:	
	Email:	
	Address:	

Company Headquarters	Contact Name:	
	Title/Position	
	Work Phone	
	Cell Phone:	
	Email:	
	Address:	