



MCA Guidelines on How to Provide a Successful Student Internship

1. Pick the Best Candidate
 - Use the resume, phone, and personal interview process to choose the best candidate for your firm (treat this as you would any other important hire process)
2. Make a Senior Manager Responsible for the Intern's Success
 - Even though an intern may work with or for several supervisors, a senior manager should be responsible for the successful outcome of the internship.
3. Outline a Plan and Schedule
 - Even though it may change, outline a dateline and duration schedule of tasks and experiences that the intern is to accomplish. Provide this to the intern and any supervisor(s).
4. Write a Job Description With Tasks to be Accomplished
 - Mix the type of tasks.
 - Although it is expected that the intern may do some mundane and routine chores such as copying or errands, provide some “meaty” (challenging) tasks and variety. For example:
 - i. Review submittals and compare to specification.
 - ii. Quantity take-offs and estimating for bids and change orders.
 - iii. Follow-up on change order pricing from subs and vendors.
 - iv. Bid day activities like sub/vendor follow-up.
 - v. Attend job site meetings with clients.
 - vi. Help a Foreman with scheduling or follow-up.
 - vii. Purchasing activities and buyout.
 - viii. Assign a task for them to get pricing on something.
 - ix. Job site walkthrough to determine what has been installed and compare to forecast.
 - x. Tracking RFIs and follow-up.
5. Be Prepared to Receive and Provide Feedback
 - Follow up with the intern to see how they are doing compared to the plan.
 - What do they do well?
 - What do they need to improve?
 - What do they think of your firm? (Would they work for you?)
 - Provide feedback to UW on form provided.
6. Determine if You Want the Intern to Continue
 - As a part-time employee during the school year.
 - As a potential full-time employee after graduation.