

## ***Concrete Industry Management Program, CSU, Chico*** **CIM Internship Program Employer Guidelines**

**Internship Program Description:** The CIM Internship is a graduation requirement for all CIM students. This requirement provides students with valuable practical experience through temporary paid employment while they concurrently earn academic credit towards their degree in concrete industry management. Positions generally are full time during the summer months and must be a minimum of 400 hours. To qualify for academic credit the position must utilize skills, ability, and knowledge that the student has gained from his/her studies at CSU, Chico and be in a concrete related field.

Since students receive academic credit for an internship, at the end of the internship, they submit a comprehensive final report and a weekly journal of their work experiences to the CIM faculty internship coordinator and give a presentation to our patron group. Both the student participant and their supervisor in the workplace also submit final evaluations at the conclusion of the internship period.

**Benefits:** The internship program has benefits to the employer, intern and the CIM program. Hiring an intern is one of the most effective ways to recruit eventual permanent employees, while filling a short-term need. Demand for our graduates is very high and an internship can be the best opportunity to find a dependable and effective employee that fits your company's needs after graduation. Beyond gaining a valuable employee, an employer has an opportunity to mentor a student. Students are grateful for the time and professional knowledge only you can share with them. A classroom experience cannot begin to supplant a professional experience in the vast field of concrete. Here is what students have written about their experiences...

*"I was able to relate what I had learned in many of my classes. I learned more in three months on the job than I have in all of my schooling."*

*"...nothing like on job experience, very valuable, should be required in most majors."*

In order to better narrow their specific career options, an intern has a unique opportunity to experience various employment aspects within the field of concrete. They gain needed on-the-job experience and can relate their learning in the classroom to their field experiences. Interacting with younger students and their peer, interns share important knowledge and experiences.

The employer evaluation form, completed by the supervisor at the conclusion of the internship, is helpful for feedback to the CIM program. Comments generated from patrons and industry supporters will assist in adjusting scope and sequence of curriculum and will help guide improvements in the CIM program.

**Recruiting Student Employees:** There are a number of ways to recruit students for placement in your internship programs. Companies can arrange for social opportunities through the CIM faculty internship coordinator. They can also register with the CSU Chico Career Center through Megan Odom. Industry supporters are also encouraged to join our local patrons group.

The CIM program will provide facilities for companies to host informational sessions during each spring semester, also called “socials.” The primary purpose of these meetings is to allow for industry outreach and create a setting where employers can become acquainted with our students in an inform setting. The CIM staff will make arrangements for additional temporary workspace or interview rooms at your request. For the current available times and dates for this springs’ sessions, contact the CIM Faculty Internship Coordinator at <http://www.ecst.csuchico.edu/cim> then select “Internship” tab.

Participating companies are encouraged to work with the Career Center at CSU, Chico (<http://www.csuchico.edu/plc/>). Companies can easily register over the phone or on line at <http://www.csuchico.edu/plc/emplserv> . Contact Megan Odom, our Recruiting Coordinator, at 530-898-5253 if you have questions. The Career Center is a valuable resource and an efficient way to reach those students who are interested in an internship experience. Further, they will do much of the groundwork and assist in developing a job description that best describes your intern needs.

Joining our local patron group is another avenue for access to our students. This group meets biannually. Their mission is to provide guidance on curriculum issues, industry insight and expertise to the CIM program. Students are encouraged to attend the social events scheduled as part of these biannual meetings. To find out more contact the current chairman of the CSU Chico local patron group, Douglas K. Guerrero at [http://www.ecst.csuchico.edu/depts/cim/Industry\\_Partnership](http://www.ecst.csuchico.edu/depts/cim/Industry_Partnership)

### **Structuring Internships:**

Internships typically run full time though the summer months; however, other arrangements can be accommodated. Students may take a leave of absence for a semester and work full time or they may work part-time, concurrently during the school year. In any case, students must work a minimum of 400 hours.

**Compensation:** Internships can be paid or unpaid. This is at the discretion of the employer. Interns from CSU Chico CIM program last summer, on average, earned about \$2,300 per month. Wages were based on prior work experience, and housing arrangements.

**Housing and Transportation:** Providing housing is at the discretion of the employer. Students from out of the area typically will need some assistance arranging housing. If they are responsible for making their own living arrangements, they will, in all likelihood have questions about neighborhoods, and rental opportunities. Approximately half of the employers of the CSU Chico CIM interns provided housing. If your company is considering providing housing these are the issues that should be taken into consideration: transportation to and from work, access to goods and services, and neighborhood safety. If the student is traveling far from their home, they may not be bringing a vehicle. In this case, access to mass transit may be critical. There are many economical options for providing temporary intern housing, these include:

- Short term summer leases on apartments and houses. This is particularly common in communities that cater to colleges and universities that have a lull in occupancy during the summer months.
- Weekly/Monthly hotel rentals designed for business travelers on extended stays such as Residence Inns.
- Local colleges and universities may rent out dormitory rooms during the summer months.
- If multiple firms in the same area are hosting summer interns, it may be possible to combine resources and house all interns in one apartment or house, saving money. This option also encourages social networking as well.

**Company Policies & Procedures:** Interns should be provided with the company/employee handbook prior to their arrival. This should contain information on dress code, business hours, and any other specific employment information your intern will need to be successful. The sooner your intern understands how your business or organization operates, the sooner they can assume their assigned responsibilities and become productive members of your team. An orientation to the overall business or organization as well as to their specific work area is an important component of a top quality internship experience. The orientation should include:

- A tour of the facilities.
- Information about the organizational structure.
- Explanations of work standards and procedures.
- Introductions to personnel who can answer different types of questions.
- Instructions on how the business or organization wants the intern to interact with clients, customers, and vendors.

**Interns on the Job:** One purpose of the internship is to give students an opportunity to experience different employment aspects within the field of concrete. Unless your student has an interest in a particular job, it would be beneficial to rotate your intern through departments within your organization. In any case, make job duties clear to the intern prior to hiring. This will help alleviate any misunderstandings and reduce a mismatch between employer and intern.

The primary requirement of the internship is to provide experiences that must utilize skills, ability, and knowledge that the student has gained from his/her studies at CSU, Chico and be in a concrete related field. Although some of the work may include bookkeeping or laborer tasks this should not be the majority of the internship assignment.

If the person hiring the intern is not the direct supervisor, please ensure that the supervisor has an interest in mentoring an intern. This is not a responsibility to be taken lightly. The ideal

supervisor is approachable and has the time to answer questions, provide guidance, and shares ideas. During these interactions, the supervisor and/or mentor can get a sense of the intern's needs for leadership, training, challenge, and motivation and respond accordingly. In many instances, this is your intern's introduction into the industry. A positive experience could influence an intern for the remainder of their careers. As they graduate and move into the industry these students will become your employees, business partners, clients, and perhaps your competitors.

**Evaluation Forms:** Employers who hire students participating in the CIM Internship Program will submit a final evaluation of the student's work and professional conduct. The evaluation form can be downloaded from the CIM program website by accessing <http://www.ecst.csuchico.edu/cim> and selecting the tab for the "Internship." These evaluations are critical to provide feedback not only for students but for program improvement as well. Employers may also be asked to verify the total number of hours worked by the student during the internship.