



## **Construction Management Internship Program – Project Management Track**

**Location:** Englewood, CO

Internships available for Fall and Winter 2025 or Summer 2026, lasting three to six months. Start dates will vary based on semester schedules and individual internship preferences.

### **Program Duration:**

Adjustable based on academic schedule or company needs, but preferably 12 weeks or more.

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### **Program Objectives:**

- Provide interns with real-world experience in commercial construction.
- Introduce interns to key concepts in contract administration, scheduling, and document control.
- Foster understanding of how project managers oversee cost, quality, and communication throughout the project lifecycle.

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### **Target Intern Profile:**

- Students in Construction Management, Civil Engineering, or related fields.
- Strong interest in construction industry.
- Looking for a career in construction project management

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### **Program Structure:**

#### **Week 1: Orientation & Introduction**

- Review Core Values, Vision, and Mission Statement
- Discuss company history and key markets.
- Introduction to software, company policies, and staff.
- Overview of the construction process from bid to closeout.
- Introduction to project management responsibilities and systems.
- Assign Mentor for Project Management Phases.

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#### **Weeks 2–6: Project Management Phase 1**

##### **Learning Objectives:**

- Understand how jobs transition from estimating to execution.
- Learn documentation control: RFIs and submittals
- Observe site coordination through PM updates and schedules.

##### **Sample Tasks:**

- Assist with creating submittal logs and RFI logs.
- Track project schedules in Microsoft Project.
- Help review subcontractor invoices and change orders.
- Join site visits to understand on-site processes and coordination.

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#### **Weeks 7-11: Project Management Phase 2**

##### **Learning Objectives:**

- Participate in client communications by attending OAC's.
- Learn why we do submittals and why they are important.
- Understand conflict resolution

##### **Sample Tasks:**

- Review and process submittals



- Take notes at OAC's and assist in the execution of meeting minutes.
- Participate in conflict resolution and lessons learned activities.

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**Week 12: Wrap-up & Evaluation**

- Intern presentation: what they learned and project contributions.
- Exit interview and feedback session.
- Certificate of completion and potential employment discussion (if applicable).

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**Ongoing Throughout Program: Mentorship & Training**

- Weekly check-ins with assigned mentor.
- Lunch-and-learn sessions with different departments (safety, accounting, site supervision).
- Shadowing opportunities with different staff members.

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**Key Outcomes:**

By the end of the internship, the intern will:

- Understand the full lifecycle of a construction project from precon to closeout.
- Gain confidence in using project management software and tools.
- Be proficient in project documentation, communication, and schedule tracking.
- Be better prepared for a full-time role as a Project Engineer or Assistant Project Manager.
- Opportunity for future career with Maxwell

**Interested?** Please forward a resume and cover letter to [estimating@maxwellbuilders.net](mailto:estimating@maxwellbuilders.net).