

## Construction Management Internship Curriculum



Beck Building Company welcomes interns as they pursue their degree in Construction Management. Our goal is to offer a hands-on, work experience that aligns with your curriculum, goals and objectives. We believe that we can best help you achieve these markers, by providing you with a work program that will expose you to the various areas of construction management. We first and foremost believe that a strong knowledge of the “work in field” is where you can build a strong foundation for the various areas that you will be managing. You will also work alongside a Project Manager and/or a Project Coordinator.

We encourage you to be inquisitive and reach out to other employees, tradesmen, etc. to answer your questions or seek advice. Strive to learn something new each day and if you haven't, call a Principal and ask a question, you'd be surprised how much more you will learn. Work hard and show initiative!

**Following is an outline of what you will focus on during your time in the field:**

---

### A. Action Log/Meeting Notes

1. Participate in a variety of meetings (weekly team meetings, OAC meetings, etc.). Learn to develop agendas and run a meeting.
2. Take meeting notes in a manner that can be converted into our Action Log automatically.
3. Manage the Action Log.

### B. Job Memo Administration

1. Develop and coordinate with the Superintendent requests for information, requests for pricing, and clarifications to the contract documents.
2. Coordinate responses to requests for information with Superintendent and subcontractors.
3. Identify changes in scope of work resulting from additional information or clarifications and how you notify Project Manager of such changes, in order to develop appropriate Change Order paperwork.
4. Understand how to maintain jobsite file of such communications.
5. Understand that you copy PM on all correspondence via email.

### C. Schedule

1. Monitor the Construction Schedule weekly with your Superintendent, in such a manner as to keep on schedule.
2. Track and coordinate with Superintendent, procurement or purchasing activities required by the schedule.
3. Understand that you keep Subs/Suppliers updated on current/revised schedule.
4. Understand that you advise Project Manager of how changes to the work affect the schedule.
5. Understand that you review schedule weekly with Project Manager to identify schedule challenges and develop strategies to overcome schedule problems.
6. Assist jobsite Superintendent in maintaining the 2 Week Planner Board.

#### **D. Purchasing**

1. Understand purchasing activities based on lead times and schedule requirements.
2. Understand that materials to be purchased are compatible with construction documents, owner's expectations, BUDGETS, jobsite conditions, subcontractor's contract requirements and with Purchase Agreements.
3. Learn to receive and store material at jobsite. Learn to verify quantity and specification of material upon receipt with purchase order/purchase agreement. Store material in a manner that damage or theft does not occur.
4. Learn how to code receipts per the budget.

#### **E. Subcontract Administration**

1. Understand where copies of all Subcontracts and Purchase Agreements are on the web page.
2. Learn how to hold weekly subcontractor meetings to discuss schedule, and coordinate manpower.
3. Learn to prep jobsite for subcontractors prior to their start of the scope of work.
4. Learn how to maintain adequate working conditions for the subcontractor to complete their scope of work in an expedient and workman like manner.

#### **G. Submittals**

1. Understand the submittal process for all products/materials to be used on the projects Architectural requirements.
2. Learn to be aware of approval/disapproval on items submitted.

#### **J. Relationship Management**

1. Learn how you would develop a communicative and helpful relationship with the Owner.
2. Learn how you would develop a communicative and cooperative relationship with the Architect.
3. Develop a communicative and cooperative relationship with the Project Manager and the Project Coordinator.
4. Develop a communicative and cooperative relationship with subcontractors, suppliers, general labor and Beck employees.
5. Develop leadership skills that motivate others by example and fairness. Develop a jobsite 'Esprit de Corp'.
6. Learn that the jobsite morale is the responsibility of the Superintendent.

#### **K. Jobsite**

1. Learn how to direct all facets of the work in the field.
2. Learn how to maintain action lists for field personnel, subcontractors, and materialmen.
3. Help with maintaining a well-organized and clean jobsite and jobsite trailer.
4. Help with protecting finished surfaces from damage.
5. Be shown how to maintain a well-organized filing system for all information provided to the site.
6. Incorporate OSHA and Beck safety requirements into the site management plan.
7. Schedule regular safety meetings at the request of Superintendent, as required by the Safety manual.
8. Be a friendly and cooperative neighbor to adjacent homeowners.
9. Learn how to monitor the quality of the work by suppliers and subcontractors.
10. Make sure that unsatisfactory work is corrected by way of the Superintendent.
11. Learn how to maintain as built drawings and photograph all underground utilities and other underground installations.
12. Assist in collecting and maintaining copies of all O & M manuals.
13. Learn to manage construction management plan as approved by the local municipal authority. Maintain communication and working relationship with jurisdictional enforcement officers.

14. Learn how to photograph the work on a regular basis for archival/as built usage and weekly Project Reports.

#### **L. Daily Paper Work**

1. Learn how to prepare Daily Job Reports on the website.
2. Learn how to review and code any invoices that come directly to the site. Review for accuracy with Superintendent.
3. Learn to prepare Weekly Project Report on website to be reviewed by Superintendent.
4. Learn to prepare Time Cards for all Beck Employees and Temp Labor, daily on website.

#### **M. Job Knowledgeable**

1. You will be striving to become knowledgeable about all facets of the residential construction trade and be able to direct the work using this knowledge.
2. You will learn and follow standard practices of Beck Building Company as outlined in the Construction Checklist. Learn how you would update the Construction Checklist on a weekly basis. You will do this with the Superintendent.
3. Learn how to implement the requirements of the Construction Documents including the Plans and Specifications.
4. Keep up on new construction techniques by reading, web searching and participating in ongoing educational opportunities

**Following is an outline of what we'd like to see you focus on during your time in the office working with a Project Manager:**

---

#### **A. Estimating**

1. Participate in the estimating process.

#### **B. Schedule**

1. Learn to develop or modify a construction schedule in Microsoft Project.
2. Learn to incorporate procurement or purchasing activities into schedule.

#### **C. Subcontract Administration**

1. Learn how to develop contracts based on Bidding Guidelines that have been made specific to project, proposals, and any other pertinent information to the scope of work that can be referred to later.
2. Verify all contract amounts with budget values.
3. Understand that you would notify owner of discrepancies due to buyout. Manage expectations.
4. Understand how you would oversee Project Coordinator in evaluating and facilitating the processing of monthly progress billings.
5. Understand how you would oversee Project Coordinator in reviewing, evaluating, approving/disapproving and tracking subcontractor change orders.

#### **D. Bidding/Buy out**

1. Learn how to track plan distribution/quotes, etc in cooperation with the Project Coordinator. May be using Bluebeam for some of this.
2. Understand how you would provide clear scope of work to all bidding subs through the Bidding

Guidelines. Learn how to customize the Bidding Guidelines.

3. Learn to analyze bids to assure apples to apples bidding (sub analysis form).
4. Learn to compare all bids directly to the budget and incorporate them as appropriate.
5. Learn to coordinate shop drawing preparation, distribution, review and return to fabricator. Coordinate shop drawing process with the construction schedule.
6. Understand how you would provide value analysis suggestions and research to the Owner/Architect.

#### **E. Change Orders**

1. Learn how to develop Issues on the website to be sent to the Owner for approval to proceed.
2. Learn how to estimate cost of Change Order based on in-office estimating efforts and subcontractor/supplier input.
3. Learn how you would solicit pricing approval from Owner by sending Change Order via website.
4. Learn how to maintain the Change Order Log on the website.

#### **F. Monthly Billings**

1. Review monthly billing/billings with Project Manager for accuracy.
2. Review billings with Project Manager for budget challenges and problems.
3. Learn how to do final budget projections using the Projected Final Cost Report with the help of the Project Manager & Project Coordinator.
4. Understand that you will verify that all costs in billing are in compliance with Contract provisions. (labor rates, site overhead expenses, etc.)

#### **G. Relationships/Communication**

1. Understand that you earn the confidence of your owner by managing expectations honestly.

#### **H. Daily Paper**

1. Invoicing – Understand how to review and code any and all that come directly to the office. Pass on to Project Coordinator or accounting for processing.
2. Project files- Understand how to advise and cooperate with Project Coordinator in developing and maintaining.

#### **I. Job Closeout (If timing allows)**

1. Learn how to participate in the development, distribution and completion of all Architect/Owner generated punch lists.
2. Understand the use of the close out checklist.

**Please apply online at [www.beckbuilds.com/jobs/](http://www.beckbuilds.com/jobs/)**