

# **Building A Firm Foundation**

## **Summer Internship Program**

### **Table of Contents**

	Page
<b>Introduction</b>	1
<b>Program Title</b>	2
<b>Program Goals And Objectives</b>	2
<b>Finding The Right Partner</b>	3
<b>Rules And Responsibilities</b>	3
<b>Focusing On The Students</b>	4
<b>Forms</b>	
Application	7
Intern Evaluation – Supervisor Form – Construction	8
Intern Evaluation – Student Form – Construction	9
Intern Evaluation – Supervisor Form – All Other	10
Intern Evaluation – Student Form – All Other	11

# ***Building A Firm Foundation*** **Summer Internship Program**

## **Introduction**

Home Builders Institute (HBI) the workforce development arm of the National Association of Home Builders (NAHB) with a 35-year history in workforce development is dedicated to finding ways to maximize the number of youth who are exposed to and knowledgeable about all aspects of the residential construction industry.

HBI provides technical assistance to support State and local Home Builder Associations (HBAs) in maintaining a competitive edge by concentrating efforts on workforce development and school involvement activities. A major focus of HBI is to develop programs to prepare students for careers in home building, and to work within the NAHB network of 850 state and local affiliates to build a parallel workforce development infrastructure across the country.

HBI uses the *Building A Firm Foundation* – Summer Internship Program to bring vision to our focus of developing programs to prepare students for careers in the residential home building industry. Our career/education programs are different from many others because they are based on forming partnerships. HBI workforce development programs promote and support partnerships that bring together schools, parents, businesses, and other members of the community in order to increase student learning and stimulate interest in the residential construction industry and related fields.

Today's job market requires young people to have more analytical reasoning ability and a broader skill base. The *Building A Firm Foundation* – Summer Internship Program integrates academics and the workplace. Young people deserve to have:

- High academic, analytical and life skills
- Educational, career and economic opportunities
- The opportunity to enter the workforce with a chosen career path

The foundation for any HBI workforce development program is the partnership between an HBA, the school system and the community. These partnership programs are catalysts for change in the way high school students perceive the homebuilding industry, and an inspiration to consider their career options in this field.

## **Program Title**

Title: *Building A Firm Foundation* – Summer Internship Program

A residential construction industry internship is:

- A chance to test potential career choices
- A way to learn about management styles and work styles
- A way to enhance skills working with an industry professional
- A way to connect classroom learning to the world of work

## **Program Goals And Objectives**

The *Building A Firm Foundation* – Summer Internship Program is designed to expose high school students to a challenging and rewarding experience. A real-world business experience that will put students a cut above when entering the job market or advancing their education.

The program goals are:

- Provide an opportunity to develop industry/education partnerships
- Provide an opportunity for educators to become knowledgeable about the residential construction industry
- Provide an opportunity for students to be exposed to various occupations and aspects of the residential construction industry
- Encourage students to pursue a career path in the residential construction industry

The program objectives are:

- To develop industry/education intern partnerships
- To involve industry professionals in internship programs
- To involve educators in internship programs
- To provide a real world work experience for students (working with highly trained industry professionals and skilled craftsmen)
- To enhance skills and abilities of students through completion of work assignments
- To enable students to develop productive work habits in a real world environment
- Completion by students of a 4 or 6 week internship program

## Finding The Right Partner

When identifying a suitable partner consider comprehensive high schools, technical high schools, 2-year technical schools and/or community colleges. Each entity – industry and education – should have an intern champion. The intern champions are the individuals who build the momentum for the program and make it happen!

HBAs have an opportunity to support academic achievement and career exploration through student internship programs. Industry/education partnerships help to increase awareness – for educators, students, and parents – about the diverse career opportunities in the industry. An intern partnership program allows interested students to enter the job market with a broader range of workplace competencies and experiences or continue on with their postsecondary endeavors. The end result is a change in attitudes and perceptions about the industry – from negative to positive.

Identifying the needs of each partner can become a challenge for many partnerships. To get planning suggestions and ideas use the HBI Workforce Development – *Planning Guide and Workbook*.

## Roles and Responsibilities

As in most partnerships, each partner has a specific role and is held responsible for completion of tasks that will make the program successful. This document gives suggestions for roles and responsibilities that can be adapted to fit the specific partnership needs.

Suggestions for partnership roles and responsibilities:

### The Industry Partner will:

- ☐ Conduct an orientation program for students and parents/guardians (to include a construction safety and/or general office safety component)
- ☐ Determine types of internship opportunities (new building construction, remodeling, interior design, etc.)
- ☐ Engage companies for intern employment opportunities
- ☐ Clarify legal rights, responsibilities and liabilities with the school
- ☐ Ensure evaluations are completed for each intern at the conclusion of the program

### The Education Partner will:

- ☐ Secure all documentation and signatory requirements for a student to participate in an internship program
- ☐ Provide a coordinator for the program
- ☐ Provide documentation on student insurance coverage – clarify with industry partner
- ☐ Determine criteria for a successful internship
- ☐ Determine the amount of credit students will receive after successfully completing the internship

### The Student will:

- ☐ Attend an orientation session
- ☐ Observe all safety rules
- ☐ Dress appropriately
- ☐ Adhere to guidelines for behavior established in the orientation
- ☐ Make sure all consent forms are signed by parent/guardian and returned in a timely manner
- ☐ Complete a self evaluation form upon conclusion of the internship

### **Focusing on the Students**

- ☐ It is essential that students receive safety instruction for their specific work environment
- ☐ Discuss insurance issues with the school prior to any activity on the work site

#### Selection Criteria

A student should have to earn his/her spot as an intern. It is typical of internship programs to have an application process for students. The education partner should align criteria to meet and be in compliance with any required state and/or district standards.

This might be a student's first job. The internship should be professional and mirror the real world of work. Make the experience special for the student.

Suggestions for criteria:

- ☐ Age
- ☐ Grade Point Average
- ☐ Teacher Recommendation
- ☐ Core Subject Teacher Reference Letter(s)
- ☐ Intern Application Form
- ☐ Prior Experience

See page 7 for sample application form.

#### Recruitment

The following strategies are used by HBAs that support a school-based program:

The program is promoted by the school district through

- The use of flyers and posters
- School counselors and or vocational education instructors
- HBA participation in career days/fairs
- Articles in the school newspaper
- Extensive local media coverage
- Word-of-mouth

### Work Schedule and Compensation

It is important to identify companies that are compatible for student activities. The industry professional functions as a mentor. The summer experience should support academic achievement and career exploration.

Typically the summer internship program is 4 to 6 weeks. This allows time for students to earn wages and enjoy their summer vacation. To produce an effective hands-on experience, students are teamed with an industry professional on a ratio (e.g. 2:1 for building projects; 1:1 for office experiences) determined by skill level and complexity of the job.

Prior to the onset of the program designated industry persons and school district staff setup onsite schedules and identify member volunteers for training sessions, where applicable. Typically students work approximately 40 hours per week, dependent upon the structure of the internship program. Students are expected to report to the designated workplace for the entire agreed upon internship term. Transportation needs should be addressed prior to the start of the program.

Students receive hourly wages commensurate with local/state wage rates. Student compensation should be decided with the school partners well in advance of the program starting. This is a professional environment students should be informed of their compensation in writing.

### For students interested in the trades

The summer program is a continuation hands-on experience for students who have had at least a year of trades technology training. These students are afforded an opportunity to enhance the skills they have acquired during the school year.

Along with site construction activities, weekly classroom training sessions may be incorporated into the program. The set up for these sessions should be incorporated in the plan and not ad hoc. These sessions are designed to increase the student's knowledge and understanding of the industry and are conducted by industry volunteers. Discussion topics should be aligned with the student's curriculum.

Suggested discussion topics:

- ☐ Career exploration
- ☐ Construction skills
- ☐ Safety
- ☐ Small business operations

### Student Evaluation

The internship should be used to integrate classroom theory and practice as a means of providing meaningful work and academic experiences. The intern should take as much away from the internship as the entity providing the internship does. When ever appropriate include interns in meetings to listen and learn.

During the course of the internship the intern's supervisor (industry professional) should work closely with the intern and evaluate the student's progress. At the mid-point and at the conclusion of the internship, the supervisor and the intern should complete the appropriate Intern Evaluation form. Analysis of the forms should indicate the student's progress during the internship period.

Ideally, students will receive credits towards graduation as a result of successfully completing the summer internship program. The criteria for successful completion should be determined by the industry/education partners and given to students in writing.

See pages 8 & 9 for evaluation forms.

#### Termination of an Internship

It is understood that students will maintain certain standards while participating in an industry internship program. Each program should identify specific standards and state the consequences if the standards are not met. Program standards should be given to students during the orientation.

Sample standards are:

- Compliance with industry safety rules and regulations
- Ability to function as part of a team
- No unexcused, and/or excessive absenteeism
- No excessive lateness

Failure to maintain standards is cause for terminating the internship opportunity.

**SEE FOLLOWING PAGES  
FOR SAMPLE APPLICATION AND  
EVALUATION FORMS**

# Summer Internship Program

## Application

(Please print or type)

Applicant Name: \_\_\_\_\_  
Last First Middle

Social security Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
Street Apt. Number

\_\_\_\_\_ City State Zip

Current G.P.A.: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip

School Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

How do you feel this summer internship will benefit your future?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you expect to learn?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Intern Evaluation - Supervisor Form**

Hands-On Construction Project

Date Submitted: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Intern Name: \_\_\_\_\_

HBA Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Intern attended daily and arrived on time

Yes

No

Intern completed (circle number below) weeks of the program

1

2

3

4

5

6

7

8

Reason for early exit (comment required): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intern has learned to use tools more effectively

Yes

No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intern has advanced his/her individual skill level(s)

Yes

No

Comments: \_\_\_\_\_

\_\_\_\_\_

Intern successfully completed the internship program

Yes

No

**Intern Evaluation - Intern Form**  
Hands-on Construction Project

Date Submitted: \_\_\_\_\_

Intern Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Grade Level (enter last grade completed) \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

HBA Name: \_\_\_\_\_

I attended daily and arrived on time Yes No

I completed (circle number below) weeks of the program

1 2 3 4 5 6 7 8

Reason for early exit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have learned to use tools more effectively: Yes No

What tools? \_\_\_\_\_

\_\_\_\_\_

I have advanced my individual skill level(s): Yes No

How? \_\_\_\_\_

\_\_\_\_\_

I will consider a career in the Residential Construction Industry: Yes No

Why? \_\_\_\_\_

I successfully completed the internship program Yes No

**Intern Evaluation - Supervisor Form**  
Other than Hands-On Construction Project

Date Submitted: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Intern Name: \_\_\_\_\_

HBA Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Intern attended daily and arrived on time Yes No

Intern completed (circle number below) weeks of the program

1 2 3 4 5 6 7 8

Reason for early exit (comment required): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internship Occupation: \_\_\_\_\_

Intern completed the following project(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Intern has advanced his/her individual skill level(s) Yes No

Comments: \_\_\_\_\_

\_\_\_\_\_

Intern successfully completed the internship program Yes No

**Intern Evaluation - Intern Form**  
Other Than Hands-on Construction Project

Date Submitted: \_\_\_\_\_

Intern Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Grade Level (enter last grade completed) \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

HBA Name: \_\_\_\_\_

I attended daily and arrived on time Yes      No

I completed (circle number below) weeks of the program

1      2      3      4      5      6      7      8

Reason for early exit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have learned about: \_\_\_\_\_  
Enter Occupation

I completed the following project(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have advanced my individual skill level(s): Yes      No

How? \_\_\_\_\_

\_\_\_\_\_

I will consider a career in the Residential Construction Industry: Yes      No

Why? \_\_\_\_\_

I successfully completed the internship program Yes      No