MEMORANDUM OF SPONSORSHIP AGREEMENT

between

The Division of Construction Engineering and Management

College of Engineering

Purdue University

and

and an Industry Sponsor of Construction Internships

This agreement is between the Division of Construction Engineering and Management of the Schools of Engineering, Purdue University of West Lafayette, Indiana and

(Name of Industry Sponsor)

(Name of Industry Sponsor Firm) is the sponsor of the following student(s).

(Names of Students)

The Sponsor has undertaken to provide 3 construction internship(s) commencing in Summer 2015 and continuing until the end of Summer 2018 based on the requirements provided in this agreement.

☐ I am authorized to enter into this agreement and agree with the requirements.

Name of Company Representative

Title of Company Representative

Email of Company Representative

If you like a copy of this agreement, please print this page before submitting.
I. ADMINISTRATION

The construction internship shall be administered for Purdue University by the Head, Division of Construction Engineering and Management, College of Engineering. The sponsor and Purdue mutually agree to the objectives and accept the responsibilities of the internship program as set forth herein, and the sponsor agrees to the terms of employment of construction engineering interns as detailed in "Attachment A" to this agreement.

II. INTERNSHIP DEFINED

An internship is: "a period of service for a student in a professional field to gain supervised practical experience." The following articles identify the objectives and identify the responsibilities of the participants in a sponsored internship, and activities, which if included in the intern’s work experience, should enhance the value derived from the work experience for both the student and the employer of a student who has completed an internship.

III. OBJECTIVES OF THE INTERNSHIP

1. To familiarize students with the construction industry and the facility acquisition process of planning, design, and field operations.
2. To introduce students to the complex inter-relationships which exist between the various tasks and participants in a constructed project.
3. To expose students to the numerous management functions which must be performed within a construction organization.
4. To aid students in acquiring specific job skills which will enhance their value to their employers and the industry when they embark upon construction related careers.

IV. RESPONSIBILITIES OF PARTICIPANTS

Responsibilities of the University

1. To maintain an academic program, with a course content focused on Construction Engineering and Management, meeting the requirements of the Accreditation Board for Engineering and Technology for accreditation as an engineering program, and preparing students to become registered professional engineers.
2. To maintain a strong link with industry through an active Construction Education Advisory Committee to insure that the construction engineering and management education program meets industry needs on a continuing basis.
3. To identify students with interests and abilities in facilities engineering and construction careers.
4. To assign qualified students to industry sponsors according to career interests of students, personality compatibility, and market concentration of sponsors.
5. To designate a specific faculty member to work directly with sponsor representatives in planning intern assignments, and resolving intern related problems.
6. To conduct on-campus orientation of interns to prepare them for working experiences.
7. To approve and disseminate annually the basic compensation rates and other terms of intern employment as established by the Construction Education Advisory Committee as "Attachment A" to this agreement.

Responsibility of The Industry Sponsor

1. Provide thirty-six weeks of meaningful working experience for each student Intern, through three working periods of at least twelve weeks each. During the internship period expose the Intern to three primary areas of experience as follows:
   a) Field Operations – working as a laborer, timekeeper, clerk, helper, or any other function that gives the intern an opportunity to
observe and experience construction site conditions.

b) Office operations – assisting with estimating, scheduling, cost controlling, material requisitioning, record keeping, etc. to give the intern experience with the paper work functions of managing construction.

c) Project Management – performing management, field engineering or office functions requiring that the experienced intern, usually in his or her last internship period, demonstrate the ability to accept responsibility, and put into practice skills learned during earlier internship periods.

Sponsors are free to assign field or office operations in any order and of any duration, depending on their needs and preferences. However an early exposure to field operations is considered to be most compatible with the beginning intern’s limited experience and training, and will prove valuable for the student to develop an understanding of other functions that are part of the construction process which will be learned in succeeding work periods.

1. The Intern is expected to be obligated to the Sponsor as is any other responsible employee and may be subject to discipline and/or discharge for cause as is any regular employee of the Sponsor.

2. Identify a contact person within the Sponsor’s organization with whom the Intern can maintain contact over the total internship duration, including academic periods, for the purpose of employee development.

3. Conduct an orientation to introduce the Intern to the Sponsor’s organization and the students place within the organization, explain the organization’s personnel policies, and insure that all necessary forms, tests, and other requirements of employment are completed properly. Inform the Intern how and when compensation will be made, and how the student should request reimbursement for travel and other job-related expenses.

4. Provide the Intern and Purdue’s Internship Director with a description of the work activities planned for each work period and the goals of these work activities as related to the student’s construction educational objective.

5. Pay the student Intern the appropriate basic compensation, and reimburse the student for eligible travel expenses, pro-rata share of university fees as recommended by the Construction Education Advisory Committee, approved by Purdue’s Division of construction Engineering and Management and published each year in “Attachment A” to the “Memorandum of Sponsorship Agreement.”

6. Complete a form evaluating each intern near the end of each internship period, and forward the form to Purdue’s Internship Director.

7. It is the responsibility of the sponsor firm to provide all necessary safety training for the intern’s specific construction site.

VII. ASSIGNMENT OF INTERNS

The selection of Interns and their assignment to Sponsors shall be the responsibility of Purdue. An intern will normally spend all three summer work periods with the same Sponsor, however reassignments will be made at the request of either the Sponsor or the Intern, provided such reassignment is in the mutual best interest of both the Sponsor and the Intern

VIII. HOLD HARMLESS

The Sponsor, as the employer of the Intern, shall protect and save harmless Purdue, its offices, agents and employees from any damages, liabilities, claims, suits, court fees or other costs which may result from the Intern’s employment.

IX. TERMINATION

This agreement may be terminated prior to its specified date by mutual consent of the Sponsor and Purdue. It may also be terminated by either the Sponsor or Purdue if the other signatory party fails to perform as set forth herein, and persists in such failure to perform for a period of not less than 30 calendar days following the issuance of a written request by the first or terminating party for corrective action by the second or non-performing party.
SUGGESTED WORK ACTIVITIES FOR CONSTRUCTION INTERNS

Field Operations  (Recommended for first work period)

· Working as a Manual laborer, helper, clerk or technician assistant, etc.
· Assisting with surveying, testing, sample collection, drawing correction and filing, check material deliveries.
· Assisting with time keeping and cost control, inventory control, schedule checking, sub-contractor monitoring.
· Assisting with report preparation, safety inspection, submittal logging and processing.
· Observing and recording results of meeting, conducting site tours for visitors.

Office Operations  (Recommended for second work period)

· Preparing quantity take-offs, calling vendors and sub-contractors for proposals.
· Checking drawings and specifications for completeness, discrepancies, etc.
· Attending bid opening, conferences, etc; taking notes making records, completing forms.
· Assisting with project record keeping, preparing shop drawings, assisting with cost control records.

Project Management  (Recommended for third work period)

· Assisting project managers and superintendents at as high a responsibility level as practical.
· Coordinating sub-contractor activities, verifying work and recommending progress payments, inspecting.
· Planning and scheduling, processing change and extra work orders, preparing requests for progress payment.
· Obtaining permits and licenses, checking zoning and code requirements, designing temporary facilities.
· Arranging for utility services, conducting safety inspections and training, supervise punch-list activities.
· Expediting material deliveries, assisting in documenting and preparing claims.
· Verifying work-hours, materials used and other elements necessary for updating data base files.
· Preparing briefing charts and formal reports, etc.
Attachment "A"

to Memorandum of Sponsorship

Agreement between The Division of
Construction Engineering and Management,
College of Engineering, Purdue University
and an Industry Sponsor of Construction
Internships

TERMS OF EMPLOYMENT OF CONSTRUCTION ENGINEERING INTERNS

This schedule of approved terms of employment of a student intern by an industry sponsor is issued on an annual basis, following its review by the Construction Education Advisory Committee and its approval by the Head, Division of Construction Engineering and Management. It is incorporated as Attachment "A" into each existing or new Memorandum of Agreement between Purdue University and an industry sponsor of construction internships. Its provisions, which include current minimum rates of intern compensation, are applicable to internship work periods in the year 2015.

1. **Duration of internship:** This shall be a minimum of thirty-six weeks, composed of three work periods of at least twelve-weeks each, customarily consisting of the summers of three consecutive calendar years. Alternative scheduling of the three work periods is possible if requested by the sponsor and agreed to by the intern and Purdue University prior to the assignment of the intern to the first work period.

2. **Length of work period:** This, as a minimum, shall be twelve working weeks.

3. **Timing of work period:** Each summer work period shall begin not earlier than the second Monday in May, and shall end not later than the third Friday in August. The timing of work periods under "alternative scheduling" arrangements shall be established by the sponsor, the intern and Purdue University.

4. **Intern compensation to be paid by the sponsor:** basic (minimum) compensation, supplementary compensation where appropriate, eligible travel and living expenses, and one-half of the Purdue University registration fee for the work period.

   a) **Basic Compensation:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st period interns</td>
<td>$560/week</td>
</tr>
<tr>
<td>2nd period interns</td>
<td>$600/week</td>
</tr>
<tr>
<td>3rd period interns</td>
<td>$640/week</td>
</tr>
</tbody>
</table>

   b) **Registration Assistance:** Upon first reporting for each work period, an intern shall be reimbursed for the cost of one-half of the required registration fee, which is currently $400 (Sponsor's share = $200). Please note this is a reduction in historical fees.

   c) **Eligible Travel Expenses:** An intern whose home is beyond normal commuting distance from the work location shall be reimbursed by the sponsor for one-way travel costs to the place of work. The rates and items for such reimbursement shall be consistent with those in effect for the business-related travel of the sponsor's regular employees (i.e. coach-class air fare or mileage rate for personal automobiles, etc.) The intern shall similarly be reimbursed for the return cost of traveling from the place of work to his/her home upon completion of a work period of not less than twelve weeks duration.

**NOTICE:** Travel expenses incurred by an intern who, after reporting to a work location, is dropped from the University for poor grades or disciplinary action; or who fails drug testing, or any other qualifying test required by the sponsor, must be borne by the student and are not the responsibility of either the sponsor or Purdue University.
d) **Supplementary Compensation:** This may be supplied, at the discretion of the sponsor, in recognition of abnormal conditions associated with an intern's work assignment (i.e. high cost-of-living areas, prolonged or planned overtime, remote or hazardous job locations, etc.). The sponsor is also encouraged to provide equitable financial assistance to a student intern who must relocate from his/her hometown to the work location. Such assistance may consist of reimbursement of actual living costs, assistance in locating housing, supplementary payments, etc. The Construction Engineering Advisory Committee recommends that such compensation be at a minimum, approximately equivalent to the index differential published by the American Chamber of Commerce Researchers Association, or official Military Variable Housing Allowance (VHA) rates. These indices for specific locations can be provided by the CEM division upon request. Any supplementary compensation in this category shall be established by agreement between the intern and the sponsor, and shall not require the approval of the Head, Division of Construction Engineering and Management.

e) **Use of private auto for business purposes:** An intern shall be reimbursed on a mileage basis when required to use his or her own private automobile for the sponsor's business purposes, such as delivery of drawings, materials, messages, etc.

5. Responsibilities of the student intern: The student intern has the following specific responsibilities:

a) Establish contact with the designated sponsor representative at least a month in advance of assignment to determine when, where, and to whom to report for work each work period.

b) Be a conscientious, dependable employee of the industry sponsor, performing all assigned tasks, and observing the functions performed by other people working at the job site during the working period.

c) Be willing to travel away from home and establish a temporary residence in any geographical location where assigned by the sponsor for durations of at least twelve weeks each.

d) Make all necessary arrangements and pay for travel to and from home to the assigned working location and for daily commuting between temporary lodgings and the work site.

e) Make all necessary arrangement and pay for lodging, meals and all incidental costs of living during each work period.

f) Communicate regularly, both orally and in writing as required, with the sponsor's representative and the University's Internship Director with respect to the internship experience.

g) Submit an evaluation of each internship period to Purdue's Internship Director for CEM on a form to be provided.

h) Advise the sponsor that representative of Purdue's desire that they provide a written evaluation at the end of the internship period.

Makarand Hastak, PhD, PE, CCP
Professor and Head
Division of Construction Engineering and Management
Date: February 2015