



## **INTERNSHIP PROGRAM**

### **Program Guidelines**

An internship is a work experience related to a student's major and/or career interest that take place during a semester or in the summer. Typically students participate in projects or work alongside practicing professionals as they tackle special day-to-day challenges. The benefit of an internship is that it allows students to implement their classroom learning to real world heavy civil, grading & paving construction. It also gives employers an opportunity to tap sources of new ideas and to preview potential candidates for permanent employment. An internship would also allow the intern to determine if our company is one that they want to grow with.

*Recruiting Students: "Planting seeds for the future."*

#### **A Successful Program Includes:**

- 1) Recruitment of enthusiastic educated and highly motivated pre-professionals.
- 2) Exposure of interns to the construction industry.
- 3) Successful mentoring and building of a relationship between the interns and Top Grade.
- 4) Constructive dialog with immediate supervisor before, during and at end of internship.
- 5) Integrate interns into our team environment.
- 6) After a positive work experience, interns return to school as ambassadors for the Company.

#### **Mentoring and Relationship Building**

- 1) A mentor will be assigned to offer a set program with specific start and completion dates.
- 2) Department heads and supervisors will provide and offer intern timely progress discussions.
- 3) A specific person will be designated Mentor to the intern. A mentor's success is measured by the quality of education and training he offers an intern and potential recruit.

## **Exposure to the Construction Business**

### ***“Providing a good all-around experience”***

- 1) New Hire Orientation for intern with the H.R. Mgr. & Safety Mgr.
- 2) Intern is paired with a **Mentor** who can help them through the first days of work and can serve as a contact for the intern (protocol, advice, company culture, etc).
- 3) The intern will have the opportunity to experience several aspects of the work that the company performs. Intern will do a chronological tour through: Engineering Dept (take-off), Safety, Shop, and Accounting Dept. then to the Field for a project life cycle.
- 4) Provide projects that interns can own and give them clear directions about their job duties. The intern is placed in a position offering prime exposure to duties and responsibilities that are in line with the position he/she will most likely be placed on a permanent basis. (i.e. project engineer – “inside quantities”, field engineer – “assistant to superintendent”, cost accountant, equipment engineer, etc.)
- 5) Provide information (written & verbal) required to help intern succeed.
- 6) Interns will be involved in on-site training opportunities.
- 7) Interns will be included in company picnics, softball teams, special projects and events.
- 8) Interns will receive company promotional items, such as t-shirts, caps, etc.

## **Completion of Internship**

- 1) Intern will have the opportunity to give feedback as to his/her experience as well as critique the **Internship Program**. They will be asked to complete the **Internship Survey** on the last week of their internship.
- 2) Intern will have a formal exit interview whereby the company discusses future career decisions and opportunities. They will also see H.R. Manager to complete exit paperwork.
- 3) Keep the communication lines open by staying in touch with your supervisor or H.R. Manager by phone or e-mail
- 4) Interns may be invited to participate with the company at their campus job fairs, recruiting events and/or included in class presentations or Info Sessions.

### ***We are an Equal Opportunity Employer***

*(Employment is contingent on passing the Pre-Employment Drug/Alcohol Test)*