



**12-WEEK INTERNSHIP  
CURRICULUM**

**IMPERIAL CONTRACTING**



## Welcome to the AppleOne InternLINK Program at



### WELCOME TO YOUR 12-WEEK JOURNEY!

As an intern in our **InternLINK** program, you are embarking on an exciting and impactful experience. We believe in **Interning Made Human**, a philosophy that guides us in creating a supportive, enriching, and productive environment for each intern. Your growth and learning are at the heart of this program, which we've designed together with Imperial Contracting, and we are all committed to helping you succeed.

Over the next 12 weeks, you will take part in a series of tasks and responsibilities designed to provide you with a well-rounded understanding of project management within the organization. In the early stages, you'll focus on mastering the basics of project documentation and coordination. These essential skills will help you understand how effective communication and organization are key to keeping projects on track.

As you progress, you'll have the chance to manage crucial project information, working hands-on with important documents like RFIs and submittals. You'll also dive into procurement and bid preparation, gaining insights into the financial aspects of project management and the intricacies of the procurement process.

In the later stages of the program, your focus will shift to quality control and change management. You'll learn to monitor project quality, handle change orders, and adapt to evolving project needs while upholding high standards. You'll also assist in updating construction schedules and preparing for project closeout, ensuring all final documentation is completed with precision.

This program is structured to build your skills step by step, ensuring that each new task builds upon the last. Our aim is to foster your growth not just technically but holistically, preparing you for a successful future in your career.



***This internship is all about transforming your goals into reality. Over the next 12 weeks, you'll be supported by a dedicated team, helping you grow and develop skills for your future. Together, we'll make this an enriching and impactful experience.***

Thank you for joining us on this journey—we're excited to support you every step of the way!



The curriculum is structured to build skills progressively, offering hands-on opportunities that equip interns with the knowledge and confidence needed to excel in their careers.

## KEY FEATURES AND STRUCTURE

### Your Bi-Weekly Plans: Skill Development

The progression spans critical aspects of project management, categorized into communication, internal operations, computer skills, mathematical skills, customer management, and reasoning ability.

#### Highlights:



#### WEEKS 1-2

Master the basics of project documentation and stakeholder coordination. Gain insight into effective communication and teamwork.



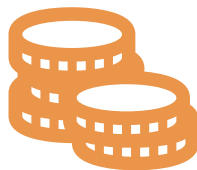
#### WEEKS 3-4

Dive into quality control, change management, and reporting processes. Learn to monitor project metrics and adapt to evolving requirements.



#### WEEKS 5-6

Focus on procurement, bid preparation, and budget tracking. Develop a deeper understanding of financial planning and analysis.



#### WEEKS 7-8

Enhance financial literacy through budget analysis and buyout processes. Learn to identify cost-saving opportunities.



#### WEEKS 9-10

Build technical expertise in compliance with codes and regulations. Develop analytical skills to ensure quality and adherence to standards.



#### WEEKS 11-12

Conclude with project coordination, managing RFIs, and preparing closeout documentation. Reflect on personal growth and contributions.

## Dedicated Leadership Support



Weekly **one-on-one meetings** with the leadership team ensure personalized guidance and mentorship. You will receive further explanation of the one-on-one meetings in subsequent pages of this guide.

## Comprehensive Skill Development

The curriculum emphasizes growth across various key skill areas essential for a well-rounded professional foundation:



**COMMUNICATION SKILLS:** Collaborate effectively with team members, present findings clearly, and participate in discussions to align project goals.



**COMPUTER SKILLS:** Gain proficiency in project management software, document management tools, and data visualization systems. Develop technical proficiency in organizing bid materials, generating reports, and maintaining real-time updates for seamless project execution.



**MATHEMATICAL SKILLS:** Apply analytical skills to conduct calculations for budget analysis, bid evaluations, and project metrics. Learn to interpret numerical data to identify trends, track performance, and optimize project resources for cost efficiency.



**INTERNAL OPERATIONS:** Acquire an in-depth understanding of the workflows, protocols, and systems that drive project success. Gain hands-on experience with project documentation, reporting processes, and the tools used to monitor schedules, budgets, and compliance standards.



**REASONING ABILITY:** Strengthen critical thinking skills by analyzing complex project data, identifying inconsistencies, and proposing logical solutions. Develop the ability to interpret technical specifications, ensure regulatory compliance, and address challenges proactively.



**CUSTOMER MANAGEMENT:** Build skills in managing relationships with clients and stakeholders. Learn to communicate effectively, understand customer needs, and maintain alignment with project deliverables. Develop confidence in addressing feedback and contributing to positive client outcomes.

*These skill areas collectively prepare interns to excel in project management while fostering adaptability and confidence in real-world scenarios.*

### Practical Applications and Real-World Scenarios

*Interns engage in meaningful exercises and simulations, including:*

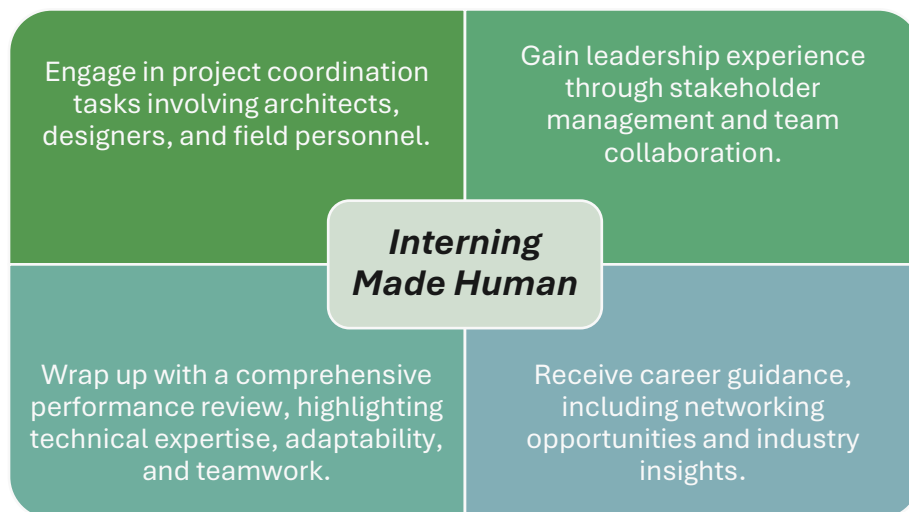
Performing bid analyses and preparing procurement packages.	Monitoring project quality and creating compliance reports.	Developing project closeout documentation, such as RFIs and punch lists.	Participating in peer reviews and leadership discussions to refine skills.
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### Daily Reflection and Goal-Setting Tools

*Interns are equipped with Daily Goals and Progress Trackers to:*

Set priorities and align tasks with weekly objectives.	Reflect on successes, challenges, and lessons learned.	Document feedback and outline actionable steps for improvement.	This tool fosters self-awareness and ensures continuous growth.
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### Final Weeks: Interning Made Human Experience



### Assessments and Feedback

*Interns participate in regular assessments, including:*

Weekly reflections to evaluate progress and identify growth opportunities.	A final program assessment to measure skill development and overall achievements.
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The **AppleOne InternLINK** Program offers a transformative experience, equipping interns with the tools to excel in their professional journey. By balancing technical training with personal growth and leadership development, the curriculum ensures every intern is prepared to make meaningful contributions to their chosen field.

## MAXIMIZING YOUR WEEKLY ONE-ON-ONE: A GUIDE TO MEANINGFUL CONVERSATIONS

At the end of every week, you will have the opportunity to meet with a member or members of your leadership team for a one-on-one. Your weekly one-on-one sessions with your internship leader are a valuable opportunity to reflect on your progress, set intentions for the weeks ahead, and gain personalized guidance. To make these meetings as impactful as possible, come prepared to dive into four key areas:

### ACHIEVEMENTS & CHALLENGES

Share your accomplishments and the tasks you've completed, along with any challenges you faced and how you addressed them. Reflect on areas where you may need support to demonstrate your problem-solving skills and commitment to growth.

### LEARNING & DEVELOPMENT

Highlight the new skills or knowledge you've gained and discuss how these align with your personal and professional goals. Share feedback you've received, explore how you're applying it to improve, and express your enthusiasm for continued learning.

### OBJECTIVES & GOALS

Collaboratively set clear and actionable goals for the week ahead. Outline specific tasks, areas for skill development, or objectives that will keep you focused and aligned with the program's purpose.

### SUPPORT NEEDED

Don't hesitate to ask for what you need to succeed. Whether it's additional resources, guidance on a particular project, or feedback on a skill you're working to develop, this is your chance to ensure you have the tools and support to excel.

*Approaching these sessions with openness and intention will help you maximize your growth, foster stronger connections with your leadership team, and set yourself up for long-term success in your career journey.*



Your involvement in the weekly one-on-ones will make them a worthwhile experience and can become a helpful resource during your internship program.

Here's a list of thoughtful questions you can prepare for your weekly one-on-one to make the most of each session:

### **ACHIEVEMENTS & CHALLENGES**

- ➔ Can you provide feedback on my approach to [specific task/project]?
- ➔ Were there any areas in my work this week where I could improve?

### **LEARNING & DEVELOPMENT**

- ➔ Are there any skills or knowledge areas you think I should focus on developing further?
- ➔ Are there any resources or tools you suggest I explore to build my skills?

### **OBJECTIVES & GOALS**

- ➔ Are there any upcoming projects or tasks I can take on to challenge myself?
- ➔ How do my current responsibilities align with the broader goals of the team?

### **SUPPORT NEEDED**

- ➔ Is there any additional support or guidance I could get to improve my performance?
- ➔ Who on the team or in the organization would you recommend connecting with for further insights or mentorship?

These questions can help guide productive conversations and demonstrate your proactive attitude and commitment to your growth.





***YOUR  
BI-WEEKLY  
PLANS***



Welcome to the start of your journey! Over the next two weeks, you'll be laying the groundwork for your internship. You'll begin by learning about project documentation and how to effectively coordinate with various stakeholders. This is your chance to get familiar with the core elements of project management and understand how communication plays a crucial role in project success.



## INTERNING MADE HUMAN

Your leadership team will foster a welcoming environment by involving you in introductory sessions, offering personalized mentorship, and sharing their own experiences to ensure you feel valued and supported as you embark on your journey.



**GROWTH  
OPPORTUNITY**

Focus on enhancing communication and teamwork skills through workshops, paired with gaining insight into decision-making and strategic planning by observing a project manager.

### COMMUNICATION

*You will engage in discussions with team members to gather insights on bid analysis.*



You may participate in conversations with team members to understand key aspects of bid evaluation, including criteria used and the communication needed to reach decisions.

*How did these activities enhance your ability to interpret and communicate complex project information?*

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### INTERNAL OPERATIONS

*You will contribute to the documentation of monthly project status updates.*



You may assist in compiling data for monthly project reports, gaining exposure to how internal operations are tracked and maintained.

*How did these activities help you understand project timelines, workflows, and the importance of clear documentation in keeping stakeholders informed?*

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### COMPUTER SKILLS

You will learn how to utilize project management software for scheduling updates and report preparation.



You should start your training on project management software and how to update schedules and generate reports.

*How did these activities help you to gain practical experience in data management, creating visual timelines, and ensuring real-time updates are accurate and aligned with project goals?*

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### MATHEMATICAL SKILLS

You will apply basic calculations for bid analysis and project metrics.



You should begin to perform calculations related to bid analysis, such as evaluating costs and comparing bids.

*How did these activities help you to track project metrics? Were you able to review budget variances and performance indicators?*

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### PRACTICAL APPLICATION

- Engage in a simulated bid analysis exercise to apply learned concepts.
- Practice updating a sample construction schedule, ensuring accuracy and attention to detail.



You are encouraged to ask questions and seek clarification on tasks. Your internship is an environment of open communication and continuous learning.

### WEEK 1 INTERNSHIP PROGRAM ASSESSMENT

At the end of Week 1, please [click here](#) to complete the week 1 Internship Program Assessment: Intern Reflection. You may also choose to scan this QR code to complete the assessment on your mobile device.



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During these weeks, you will gain hands-on experience in monitoring and tracking project quality control metrics. You will learn to provide timely quality reports and effectively communicate any issues to project managers or superintendents. This phase emphasizes the importance of quality assurance in project management and your role in maintaining standards.



## INTERNING MADE HUMAN

Your leadership team will promote open communication through regular check-ins, a culture of constructive feedback, and active involvement in quality control discussions, empowering you to make meaningful contributions to the team.



### GROWTH OPPORTUNITY

Focus on developing your skills in quality management systems through training. Refine your reporting skills by participating in peer reviews of quality reports.

## COMMUNICATION

*Prepare and present quality control reports during team meetings.*



*You will learn how to compile quality control data into clear, concise reports and present your findings to the team.*

*How has this experience helped you to develop the ability to communicate complex information effectively, ensuring that all team members understand key quality metrics, identify issues, and recognize potential areas for improvement?*

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## INTERNAL OPERATIONS

*Learn the processes and systems for tracking quality metrics.*



You will be introduced to the company's quality management systems and tools, gaining a deeper understanding of how quality control metrics are tracked and maintained.

*How has this experience helped you to gain practical insights into the operational side of project management, including how data is collected, processed, and used to monitor project performance?*

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You will assist project managers in preparing documentation for Owner-Architect-Contractor (OAC) meetings while also contributing to the development of bid packages and procurement processes. This segment will enhance your organizational and communication skills, crucial for effective project collaboration.



## INTERNING MADE HUMAN

Your collaboration will be a priority. By actively involving you in OAC meetings and bid package preparations, you will be allowed to witness the decision-making process firsthand and will be encouraged to ask questions, making the experience more interactive and engaging.



### GROWTH OPPORTUNITY

You will be guided in building professional networks and enhancing your presentation skills by connecting with industry professionals and leading discussions on bid preparation methodologies.

## COMMUNICATION

*Collaborate with team members to compile and organize meeting documentation.*



You will work closely with team members to ensure that meeting minutes, agendas, and other relevant documents are accurately compiled and well organized.

*How has this experience helped you to improve collaboration and written communication skills while understanding the role of clear documentation in project continuity and decision-making?*

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## INTERNAL OPERATIONS

*Gain insights into the process of preparing bid packages.*



You will be introduced to the step-by-step process of creating bid packages, including gathering relevant project details, specifications, and pricing information.

*How has this experience helped you to gain a foundational understanding of procurement, contracting, and assembling bid packages within project operations?*

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COMPUTER SKILLS

Use document management software to organize and track bid materials.



You will become proficient in using document management systems to organize, store, and track important bid-related materials.

*How has this experience helped you to understand the importance of digital organization and develop technical skills in managing data, maintaining accurate documentation, and ensuring traceability in project management?*

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PRACTICAL APPLICATION

- Compile and format meeting minutes from an OAC meeting, ensuring clarity and accuracy.
- Create a comprehensive checklist for components required in bid packages.



You are encouraged to take ownership of your responsibilities, independence and accountability in your work.

WEEKLY ONE-ON-ONE RECAP

At the end of Week 5 AND at the end of Week 6, make sure you are meeting with someone from your leadership team for your one-on-one recap.

NOTES FOR YOUR WEEKLY RECAP:

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WEEK 6 INTERNSHIP PROGRAM ASSESSMENT

At the end of Week 6, please [click here](#) to complete the Week 6 Intern Reflection. You may also choose to scan this QR code to complete the assessment on your mobile device.



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Task Description	Priority (High/Medium/Low)	Status (Complete/In Progress/Not Started)

## PROGRESS TRACKER

What went well today?	What challenges did you encounter?

## FEEDBACK FROM LEADERSHIP

Feedback Received:	
Suggestions for Improvement:	

## REFLECTION

What did you learn today?	
How can you apply this learning to move forward?	

## NEXT STEPS FOR TOMORROW

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## DAILY GOALS

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Step 1:	
Step 2:	

In this segment, you will focus on understanding project budgets and assisting with buyouts. You will have the opportunity to analyze budget data to identify potential savings, enhancing your financial literacy within the construction context. This practical application of budgeting principles will equip you with valuable skills for future project management roles.



## INTERNING MADE HUMAN

The leadership team will be facilitating workshops and discussions around budget analysis and buyouts and can explain financial concepts, providing real-world examples and encouraging you to explore creative solutions, thereby fostering your confidence in financial management.

 **GROWTH OPPORTUNITY**

Interns can develop a foundational understanding of project budgets and enhance financial analysis skills by identifying potential cost-saving opportunities.

### COMMUNICATION

*Engage in discussions regarding budget allocation with project managers and financial analysts.*



You will participate in conversations about budget allocation, gaining valuable insight into how financial decisions are made within a project.

*How has this experience helped you to improve your ability to communicate effectively about complex financial topics and understand resource allocation across project areas? How has it strengthened your collaboration skills with project managers and financial analysts to achieve financial goals?*

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### INTERNAL OPERATIONS

*Participate in the buyout process, understanding its implications for project success.*



You will be exposed to the buyout process, which involves securing contracts with subcontractors or vendors.

*How has this experience helped you to gain a deeper understanding of project management operations and the impact of securing the right contracts on project success and efficiency?*

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**MATHEMATICAL SKILLS**

*Perform calculations related to budget metrics and financial analyses.*



You will apply mathematical skills to conduct essential calculations related to project budgets and financial analysis.

**How has this experience helped you to work with figures to evaluate spending, identify cost overruns, and assess opportunities for financial optimization?**

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**PRACTICAL APPLICATION**

- Analyze a sample project budget, presenting findings and recommendations for cost-saving opportunities.
- Assist in preparing a detailed buyout summary document for a specific project.



The leadership team will emphasize the importance of financial responsibility and accountability, reinforcing the role of budget management in project success.

**WEEKLY ONE-ON-ONE RECAP**

**At the end of Week 7 AND at the end of Week 8,** make sure you are meeting with someone from your leadership team for your one-on-one recap.

**NOTES FOR YOUR WEEKLY RECAP:**

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**DAILY GOALS**

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<b>Step 1:</b>	
<b>Step 2:</b>	

You will provide essential technical information to project supervisors to ensure compliance with applicable codes, drawings, and specifications. You will learn to analyze project documents critically, preparing yourself to identify and address compliance issues effectively. This phase will strengthen your analytical and reasoning skills.



## INTERNING MADE HUMAN

You will be provided with access to industry experts through leadership discussions to enhance understanding of compliance and technical support. This exposure will offer you valuable insights and reinforce the importance of adherence to codes and regulations.



**GROWTH  
OPPORTUNITY**

You will enhance your technical expertise in building codes and regulations, actively applying this knowledge to ensure project compliance while collaborating with supervisors and industry professionals on common compliance challenges.

### COMMUNICATION

*Present compliance findings and technical issues to project supervisors and team members.*



You will develop communication skills by clearly presenting compliance findings and potential technical issues to supervisors and other team members.

**How has this experience helped you to translate complex technical information into actionable insights, ensuring project alignment with regulations and standards? How has it improved your communication skills to maintain project integrity and keep the team informed of compliance challenges?**

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### INTERNAL OPERATIONS

*Familiarize with the necessary protocols and systems for ensuring compliance.*



You will gain a deep understanding of the internal protocols and systems used to ensure compliance with building codes and specifications.

**How has this experience helped you to work with tools and processes that track and verify compliance, such as documentation procedures and quality control checklists? How has it contributed to your understanding of how internal processes uphold project standards?**

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REASONING ABILITY

Analyze technical specifications to identify compliance issues.



You will apply critical reasoning skills to examine technical drawings, specifications, and project documentation to identify potential compliance issues.

**How has this experience helped you to interpret complex data and use analytical thinking to ensure project elements meet regulatory requirements? How has it helped you proactively address issues that could affect the project's adherence to codes and standards?**

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PRACTICAL APPLICATION

- Review a set of construction drawings to identify and document any compliance issues.
- Prepare a comprehensive report on the implications of technical specifications for project execution.



You will be encouraged to maintain open lines of communication you're your supervisors, fostering a proactive approach to compliance inquiries.

WEEKLY ONE-ON-ONE RECAP

At the end of Week 9 AND at the end of Week 10, make sure you are meeting with someone from your leadership team for your one-on-one recap.

NOTES FOR YOUR WEEKLY RECAP:

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Step 2:	

The final weeks will see you coordinating with project architects, designers, owners, and field personnel to ensure alignment on project goals. You will manage Requests for Information (RFIs), handle change orders, and assist in generating project punch lists and closeout documentation. This capstone experience will solidify your understanding of the project lifecycle and provide opportunities for leadership and reflection on their learning journey.



## INTERNING MADE HUMAN

As you take on significant tasks during project coordination and closeout, the leadership team should offer mentorship and support, celebrating your achievements and encouraging your reflection on your experiences, thus reinforcing the collaborative spirit and the impact of your contributions.



### GROWTH OPPORTUNITY

Develop project coordination and leadership skills by managing RFIs, change orders, and stakeholder communication, while participating in leadership workshops and leading team meetings to enhance confidence and stakeholder management abilities.

## COMMUNICATION

*Facilitate effective discussions among various project stakeholders.*



You will enhance your communication skills by coordinating discussions between project architects, designers, owners, and field personnel. This role requires clear and effective communication to ensure that all parties are aligned on project goals and timelines.

*How has this experience helped you to mediate between different perspectives, resolve conflicts, and maintain project momentum through effective stakeholder engagement?*

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## INTERNAL OPERATIONS

*Learn the processes involved in managing RFIs and change orders effectively.*



You will familiarize yourself with the internal procedures for handling Requests for Information (RFIs) and change orders, essential aspects of project management.

*How has this experience helped you to prepare, review, and track RFIs, as well as manage the change order process? How has it enhanced your understanding of maintaining accurate documentation and ensuring effective communication and implementation of project adjustments?*

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### CUSTOMER MANAGEMENT

*Develop skills for interacting with clients and project stakeholders.*



By interacting with clients and key project stakeholders, you will gain experience in customer management.

*How has this experience helped you to understand client needs and expectations, maintain clear communication, and ensure project deliverables meet specifications? How has it helped you navigate client relationships and contribute to successful project outcomes through effective stakeholder management?*

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### REASONING ABILITY

*Analyze project requirements for closeout documentation and compliance.*



You will apply analytical skills to review project requirements and ensure that all closeout documentation meets compliance standards. This involves assessing technical documents, identifying any discrepancies, and ensuring that the project's final deliverables adhere to building codes, contractual obligations, and industry standards.

*How has this experience helped you to strengthen your reasoning abilities to successfully close out projects while ensuring legal and regulatory compliance?*

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### PRACTICAL APPLICATION

- Simulate the preparation of an RFI and submittal package based on a project scenario, demonstrating attention to detail.
- Compile a comprehensive punch list and outline procedures for project closeout, ensuring all aspects are addressed.



Highlight the importance of adaptability and effective communication, especially when managing project changes and stakeholder expectations.

### WEEKLY ONE-ON-ONE RECAP

At the end of Week 11 AND at the end of Week 12, make sure you are meeting with someone from your leadership team for your one-on-one recap.

NOTES FOR YOUR WEEKLY RECAP:

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***Congratulations on reaching the final week of your internship!*** This week is dedicated to wrapping up your experience and reflecting on the progress you've made. Your leadership team, AppleOne representative, and the ITD team will work together to ensure all aspects of your program are successfully completed, and your projects are finalized. It's also a time for you to reflect on the knowledge you've gained and the growth you've experienced over the past 12 weeks. Take this opportunity to celebrate your achievements and assess the valuable skills you've developed throughout the internship.

## INTERNING MADE HUMAN

You will receive guidance as you complete your final tasks. This is the perfect time to ask for constructive feedback, helping you understand your strengths and strategize around any challenges with your leadership team. Taking this opportunity will help you build confidence and ensure you're well-prepared as you transition to the next phase of your career.



### WRAP-UP PROJECT TASKS

- Ensure you complete any outstanding tasks or project deliverables.
- Work with your leadership team to finalize all RFIs, submittal packages, and closeout documentation. Verify that all reports, change orders, and punch list items are complete and accurate.
- Ask questions if you are unclear about any instructions for any remaining work and or need assistance with any complex issues you encounter.

### CONDUCT A COMPREHENSIVE PERFORMANCE REVIEW

- With your leadership team, review your overall performance, focusing on technical skills, communication, leadership, and problem-solving abilities.
- You will be evaluated on both quantitative metrics (project accuracy, timeliness) and qualitative feedback (adaptability, teamwork).
- Request constructive feedback that highlights both strengths and areas for improvement.

### PROVIDE CAREER DEVELOPMENT SUPPORT

- Ask how you can leverage your experience in future roles.
- Ask for industry advice, potential job opportunities, or networking resources that you can explore after the internship.
- Ask to be connected with key industry contacts or recommend networking opportunities that align with your career aspirations.

### END OF PROGRAM INTERNSHIP ASSESSMENT

- **At the end of Week 12**, please [click here](#) to complete the End of Program Internship Assessment. You may also choose to scan this QR code to complete the assessment on your mobile device.





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## FEEDBACK FROM LEADERSHIP

Feedback Received:	
Suggestions for Improvement:	

## REFLECTION

What did you learn today?	
How can you apply this learning to move forward?	

## NEXT STEPS FOR TOMORROW

Step 1:	
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## DAILY GOALS

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

Goal 1:	
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Goal 3:	

## TASKS FOR THE DAY

Task Description	Priority (High/Medium/Low)	Status (Complete/In Progress/Not Started)

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