

HOURIGAN

Hourigan Internship Program: Intern Manager FAQs

- **What is the Hourigan Internship Program?**
 - Every summer we have multiple Construction Management Interns join the organization. The goal is to provide our interns with a meaningful summer providing them opportunities to gain foundational experience and exposure in project management, field management, and preconstruction. Our internships are geared towards construction management and engineering majors.
- **What expectations do we have of our Intern Managers?**
 - **Be welcoming.** It's imperative that we make our interns feel like they are part of the team from day one.
 - **Be a resource.** Please be accessible for when they have questions because they will have a lot! Encourage them to ask questions too.
 - **Mentor.** This is a fantastic opportunity for you to mold the interns' future career and hone in on your management skills.
 - **Set goals and expectations.** Before our interns start, we ask what they want to get out of the internship, and we will share those goals with you. Within their first week, spend some 1:1 time to talk about these goals and create a roadmap. Additionally, make sure to discuss your expectations of them.
 - **Check-in and offer feedback.** We expect at least 1 mid-point check-in and 1 end-of-internship check-in. People Strategies will ping all Intern Managers when those check-ins are nearing and will send the forms to complete. If you'd like to schedule more frequent check-ins, please do so. Also, make sure you're providing frequent honest and thoughtful feedback—this will help to ensure that our interns are contributing effectively and ultimately help their growth and development as a young professional.
 - **Include your team.** Managing, training, and mentoring our interns should not just fall on you. You and your team should all be involved with the interns day-to-day.
 - **Meaningful work.** We want to ensure that we provide our interns with real-life work, and the opportunity to contribute to the team. We are asking you to help provide those meaningful experiences.
 - **Educate, train, explain, show, and demonstrate** anything and everything construction. Our interns are here to learn and gain real-life skills. We encourage you and the team to:

- Field: Provide the opportunities for interns to learn what it takes to manage a safety-first jobsite, and how to successfully deliver a project on-time and within budget
 - Preconstruction: Have interns prepare and evaluate bids, review project documentation, and execute take-offs
 - Project Management: Dive into maintenance of contracts, the preparation of schedules, and coordination of project communication
 - Other suggestions:
 - Walk the jobsite daily. Discuss and explain what's happening.
 - Train on tools and software.
 - Provide "pop quizzes" to help retain information.
 - Allow your interns to sit in on calls and meetings. Let them see how meetings are conducted, how to handle difficult situations and conversations, etc.

- **What IT equipment will they receive and what software will they have access to?**
 - All interns will receive a Hourigan laptop and a Hourigan email.
 - They will have Bluebeam on their computer.
 - They will have Procore access.
 - They will not have access to:
 - CMiC. Anything within CMiC, you will need to show them, and once comfortable & willing, you can provide them with your credentials to log-in.
 - OPC Scheduling Software – Interns do not have access to the scheduling software.

- **How should I handle their E-Time?**
 - Since our interns do not have access to CMiC, they will not have access to E-Time. You will have to complete their timecards in E-Time.
 - Have your interns record their time in a spreadsheet and share with you weekly. Please make sure they record/document their time accurately.

- **What are their hours?**
 - Monday – Friday, 8 hours per day, with a 1-hour lunch break.
 - They are considered non-exempt employees, so they will receive overtime for any hours worked over 40 in a pay period.

- **What if my Intern asks for time off?**
 - Not a problem. A day here-and-there, or a pre-planned weeklong vacation, is fine. The intern should be giving you a heads up on pre-planned vacations within their first week on the job.

- **Do Interns receive PTO?**

- No. Any time not worked is unpaid—unless it's a Hourigan company holiday (see question below).
- **Do Interns receive Holiday Pay (ie: Memorial Day and/or July 4th holidays)?**
 - Yes