

FERRIS STATE UNIVERSITY
College of Engineering Technology, School of the Built Environment
Architectural Technology and Facility Management

Facility Management Internship Packet

Background:

The Bachelor of Science in Facility Management is one of only seven programs in North America to be accredited by the International Facility Management Association for meeting the highest standard in facility management education. The program has been designed as an upper division specialization for graduates of Ferris State University and community college Associate Degree Programs in Architectural Technology and related curricula.

The pioneering Facility Management curriculum at Ferris State University began in 1989 and has a proud record of providing professional cutting edge facility management education. The first FM students graduated in 1991 and are currently employed throughout the US with successful careers in facility management, architecture and other areas of the built environment. Many graduates continue to work for the organizations where they held summer internships.

A core of general education, business studies, building technology, and facility course work provides students with the skills, knowledge, and abilities for employment in the field of corporate facility management, as well as in related areas such as consulting and service firms.

- The general education core includes math, composition, communication, cultural awareness, social and natural sciences.
- The architectural education includes architectural history and design, contracts and specifications, building materials and systems, working drawings, estimating, and digital graphics skills.
- The general management education includes courses in management, economics, finance, and business law.
- Specialized facility management courses in theory, project management, facility programming, design management, space planning, HVACR, interior design, operations and maintenance, and real estate and property development provide a strong Facility Management foundation.
- An internship is a requirement for graduation.

Objectives:

The goal of the student internship is to enrich and complement the student's academic experience. To that end the student internship experience is to provide a transition from the university setting to a practical experience in a professional or industry setting. Theory and practical applications will be explored and tested by the student under close guidance of a supervisor from a cooperating organization and a faculty internship coordinator from Ferris State University. Evaluation of the experience will be conducted by the organization, the internship coordinator, and the student. The student will be encouraged to continually review personal knowledge, skills, accomplishments, and professional growth as he/she prepares for entry into their chosen profession. Successful internships require full participation from student, faculty internship coordinator and employer.

Internship Requirements:

The Facility Management internship is typically performed during the summer following the junior year. The student earns four semester credit hours for the internship.

Minimum requirements:

- Internships may be unpaid; however, most FSU students depend on summer income and avoid unpaid internships.
- Compensation is determined by the organization hiring the intern and the intern. Generally internships in larger cities or areas with a higher cost of living offer higher wages. Some organizations provide housing and typically this is reflected with a lower wage.
- The internship consists of 400 hours, typically 10 weeks at 40 hours per week. Students are available between the end of Spring Semester (mid-May) to the start of Fall Semester (mid-August).
- Students complete 10 weekly reports in which they document their work activities for the week or time period. The faculty member assigned to the internship provides a template to the student for these reports (can be submitted by e-mail or post).
- At the conclusion of the internship, the student completes an essay as assigned by the faculty member.
- The student's site supervisor completes a short questionnaire after the 5th and 10th weeks (midpoint and conclusion) of the internship. Questionnaires are provided by the faculty member (can be submitted by e-mail or post).
- The faculty member assigned to the internship visits the site at the convenience of the student's supervisor. This is a short visit to acquaint the faculty member with the site and assess the student's fit and performance within the organization. Visits to sites more than 400 miles from Big Rapids, Michigan are typically not made; in its place a phone meeting is scheduled to assess the student's performance, etc.
- The student's site supervisor is to keep the faculty member advised of any serious concerns or problems with the student and/or internship in general.

Desired Range of Intern Responsibilities:

The internship should be beneficial to the organization as well as the intern. The organization should gain some value in the form of work from the intern and the student should leave with an enhanced understanding of Facility Management.

Most interns are exposed to a variety of facility related tasks and activities. It is not desirable to have an internship that consists exclusively of CAD work or manual labor. Most internship sites fulfill the learning experience by a combination of job shadowing, team projects, projects that orient the student to the organization such as audits and updating of CAD documents, and during the later weeks, possible total responsibility for a project. Examples include: researching security systems, audits, move management, researching computerized FM systems, managing a move, managing a small construction project, managing a small design project.

The following table lists categories of FM tasks that are typically associated with the internships. While most internships cannot address all of these topics, it is desirable that the internship address a few of them.

FM TASKS for INTERNSHIPS:
Long Range Planning
Space Management
Interior Planning
Interior Installation
Maintenance and Operations
Architecture and Engineering Services
Budgeting
Real Estate
CAD

Typical Time Frame:

Fall Semester:

- During the fall semester students prepare resumes and cover letters, discuss interview techniques and expectations, and develop contacts for potential internships.
- FSU faculty member contacts past internship sites in October or November to request their continued support of the internship program.
- New internship sites are considered. These may be suggested by students, interested employers, etc.

Spring Semester:

- During the spring semester (starts mid-January) students and/or faculty contact potential sites. A data base of previous internship sites and potential contacts is

available for students to use and match with their interests and geographic preferences.

- All new internships must be approved prior to their first cycle.
- Internship opportunities are written by the host organization and include a job description and instructions for applying for the position. This information is typically sent to and announced by the Ferris faculty internship coordinator. Internships can also be directly negotiated between the host organization and the intern.
- Offering and accepting of internships may occur at any time, but most occur during the months of March and early April.

Summer Semester:

- Students typically begin internships mid-to late May.
- Five week report by site supervisor is typically due at end of June or start of July.
- Ten week report by site supervisor is typically due early August.
- At completion of internship student submits an essay to the faculty member.
- Faculty member assigns grade based on student and supervisor reports by mid-August.

Internships may also occur out of sequence. The approvals and process described in this document are followed. The student must make special arrangements with the faculty member to process an out of sequence internship. Out of sequence internships are especially appropriate for; unpaid internships, when there is a need to spread the internship out over a longer time frame, or to meet the needs of the employer.

Contact Information:

If you would like to pursue establishing a summer internship please complete the form on the following page and upon approval your organization will be added to the data base as an internship site. If you have any special considerations or questions please contact me via e-mail at samsonj@ferris.edu or call at 231.591.2517.

Additional information can be found at the program website at <http://www.ferris.edu/htmls/colleges/technolo/atfm/facility/index.html>

Thank you for your interest and support of our program!

Joe Samson, CFM
Professor
Architectural Technology and Facility Management

**FERRIS STATE UNIVERSITY - COLLEGE OF ENGINEERING TECHNOLOGY
FACILITY MANAGEMENT PROGRAM INTERNSHIP**

INTERN SITE APPROVAL FORM
(Required for new internship sites)

Intern Site Information:

Name of Organization: _____

Address: _____

City: _____ State: _____ Postal Code: _____

Primary Business: _____

Contact Name: _____ Title: _____

Contact Phone: _____ Contact E-mail: _____

Please indicate the types of tasks the intern can expect to participate in as well as the percentage of time he/she can expect to participate in them.

TASK (include other tasks in the blank spaces below)	PERCENT OF HOURS
Long Range Planning	
Space Management	
Interior Planning	
Interior Installation	
Maintenance and Operations	
Architecture and Engineering Services	
Budgeting	
Real Estate	
CAD	

Return to Joe Samson at samsonj@ferris.edu via e-mail or mail to:
 Professor Joe Samson, CFM
 Ferris State University
 Architectural Technology and Facility Management
 915 Campus Drive, 312 Swan
 Big Rapids, MI 49307-2291