

**2015 Internship
Application Package
for
CMAA National Capital Chapter (NCC)**
for Undergraduate and Graduate Student Applicants





2015 CMAA National Capital Chapter Internship Application Guidelines

About CMAA Foundation Chapter Internships

The CMAA NCC, a 501(c)3 charitable organization awards a limited number of internships to qualified applicants to promote experience and career growth opportunities to students pursuing a degree in Construction Management or a related-degree program. The internships are awarded by the local National Capital Chapter and students will gain summer employment in a Construction Management related field with one of the NCC corporate sponsors in the Washington, DC metropolitan area. Applicants are eligible for a grand total of two (2) summer internships awarded by CMAA throughout their academic career.

Eligibility Criteria

1. Must have completed a minimum of one full academic year of studies, and must have a minimum of one full academic year remaining prior to completing the degree being pursued.
2. Must be enrolled in a Construction Management degree program, or other CM-related degree program, and show a strong interest in a career in CM, as demonstrated by a response to the essay and/or interview questions in the application package.
3. Internship candidates must be either United States citizens or be authorized to work in the United States.

NOTE: Incomplete applications will not be considered by the CMAA National Capital Chapter Internship selection committee. The application and all associated attachments must be submitted via mail or email.

CMAA National Capital Chapter Internship Application Process

Simply complete the Internship application, making sure to refer to the application directions, and return it to the National Capital Chapter by March 13, 2015. The CMAA NCC will announce Internship recipients at the CMAA National Capital Chapter awards banquet in April 2015. If you have any questions, please call C. Grant Howerton, P.E., CMIT at (703) 246-0028, or email ghowerton@rkk.com.

CMAA National Capital Chapter Internship Review Process

1. The CMAA National Capital Chapter Internship selection committee will review all complete applications received from direct submittals, and make its decision based on the received application. Selected Internship finalists will be notified in March 2015.
2. Internship finalists are required to interview with their sponsoring company as final step of the selection process.

CMAA National Capital Chapter Internship Selection Criteria

The CMAA National Capital Chapter Internship selection committee will consider the following in selecting winners of the chapter scholarships and internships:

- academic performance
- quality of interview questions
- previous work experience
- extracurricular activities
- references (if provided)

Helpful Hints

- All sections of the application must be completed in full and submitted before March 13, 2015. An application submitted missing any of the sections and without a signature will be disqualified from consideration.
- The response to the essay and/or interview questions must be typed. Be sure to check spelling and grammar carefully; presentation is important.
- Please keep a copy of your complete application package. The returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.



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- Good luck!



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Internship Application Checklist

To be considered for a CMAA NCC internship, you must complete the following checklist and include it with the application submission.

- ☐ Completed **all** sections of the application packet, including:
 - ☐ General Information
 - ☐ Academic Information
 - ☐ Extracurricular Activities
 - ☐ Current Resume
 - ☐ Typed Response to Interview Questions
 - ☐ Letter of Recommendation from Most Recent Employer (optional)
 - ☐ References (optional)
- ☐ Proofed the spelling, grammar, and the presentation of the application.
- ☐ Signed and dated the "Internship Applicant Signature".
- ☐ Made a copy of the completed application package.

Mail Application to:

CMAA University Liaison Committee
C. Grant Howerton, P.E., CMIT
RK&K
12600 Fair Lakes Circle
Suite 300
Fairfax, VA 22033

OR

Email Scanned Application to:

C. Grant Howerton, P.E., CMIT
ghowerton@rkk.com

Subject line: 2015 CMAA Internship Application – Your Last Name



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General Information

First Name	
Last Name	
Birth Date	
Permanent: Street Address	
City	
State/Province	
Postal Code	
Country	
Phone Number	
Email	
Current College/University: Name	
School Address	
City	
State/Province	
Postal Code	
Phone Number	
CMAA Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CMAA Regional Chapter Affiliation	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
CMAA Student Chapter Affiliation	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
CMIT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous CMAA NCC Scholarship or Internship Recipient?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which one and when?



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Academic Information

Student Classification for Which You Are Seeking This Internship?	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
Student Classification at Time of Application, e.g. 3rd year undergraduate, 1st year graduate	
Type of Degree Sought, e.g. BS, MA	
Anticipated Graduation Date	
Cumulative GPA	
Major Field of Study	
GPA in Major	
Minor (or Concentration) Field of Study	

Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.

Please list any academic honors and awards you've received.

1.

2.

3.

4.



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Extracurricular Activities

Please list any extracurricular information you consider to be significant, beginning with the most recent and working back chronologically. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment. Attach additional sheets containing other extracurricular activities if necessary.

1. Organization Name	
Activity	
Date Range	
Hours	
Description	
2. Organization Name	
Activity	
Date Range	
Hours	
Description	
3. Organization Name	
Activity	
Date Range	
Hours	
Description	
4. Organization Name	
Activity	
Date Range	
Hours	
Description	



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Employment

If applicable, please enter information regarding your most recent employment. Attach additional sheets containing other employment if necessary.

1. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			
Hours Per Week			
2. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			
Hours Per Week			
3. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			
Hours Per Week			



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Internship Interview Questions

Applicants applying for the NCC Internship must answer the following interview questions, to be considered for an internship. Please provide a few sentences about each question. In total, do not exceed two, **typed**, single-spaced pages.

1. Please tell us why you are interested in a career in Construction Management.
2. Please explain why you are interested in the internship program through CMAA. What do you expect to gain through this experience?
3. Are you willing to travel? How far from the D.C. Metro area are you willing to go?
4. What is your most outstanding quality and what distinguishes you from your peers? What are your weaknesses/where do you need to learn more?
5. Please give an example of a time you took a leadership role, and how you guided your team/group successfully. What are the lessons learned from this particular experience?



Current Resume

Please attach your current resume. Application packages will not be considered complete unless the current resume is received.

Internship Applicant Signature

By submitting this application package for a CMAA NCC internship, I certify that the information contained herein is accurate and factual to the best of my knowledge.

Also, I acknowledge that all internship decisions of the Internship committee are final.

Name: _____ **Date:** _____



Recommendation Letter (Optional)

Optional: You may also attach one recommendation letter from a former employer, professor, or academic advisor.

References (Optional)

Optional: You may include up to three references who have known you for more than one (1) year. These references may be contacted by the CMAA NCC committee member and potential sponsor employees in regard to previous experience and character.

1. Reference Name	
Occupation	
Relationship to Student	
Years known	
Phone Number & Email Address	
2. Reference Name	
Occupation	
Relationship to Student	
Years known	
Phone Number & Email Address	
3. Reference Name	
Occupation	
Relationship to Student	
Years known	
Phone Number & Email Address	