

## Master Internship Agreement Facilities Management

This Master Internship Agreement sets forth the terms and conditions between Texas A&M University through its Construction Science Department, an institution of higher education in the State of Texas and a component of the Texas A&M University System ["TAMU"], and \_\_\_\_\_ . ["COMPANY"];

This Master Internship Agreement ["Agreement"] is entered into for the conduct of an industry internship as provided in the TAMU curriculum for the Bachelor of Science and Master of Science in Construction Management degrees.

### COMPANY agrees to the following:

1. To enter into an "Individual Internship Agreement" [See Exhibit A] with each student selected for an internship.
2. During the internship period, to employ each intern for a minimum number of hours, as required by the curriculum.
3. During the internship period, to utilize interns in 3 or more of the following task areas, as required by the curriculum:
  - a. Communication—Communication plans and processes for both internal and external stakeholders
  - b. Emergency Preparedness and Business Continuity—Emergency and risk management plans and procedures
  - c. Environmental Stewardship and Sustainability—Sustainable management of built and natural environments
  - d. Finance & Business—Strategic plans, budgets, financial analyses, procurement
  - e. Human Factors—Healthful and save environment, security, FM employee development
  - f. Leadership and Strategy—Strategic planning, organize, staff and lead organization
  - g. Operations and Maintenance—Building operations and maintenance, occupant services
  - h. Project Management—Oversight and management of all projects and related contracts
  - i. Quality—Best practices, process improvements, audits and measurements
  - j. Real Estate and Property Management—Real estate planning, acquisition and disposition
  - k. Technology—Facility management technology, workplace management systems
4. The COMPANY reserves the right to modify planned tasks during the internship period as may be required by changes in the COMPANY'S circumstances; however, the COMPANY will make every reasonable effort to insure that the intern is employed in a responsible position with exposure to multiple tasks and situations.
5. To provide quality supervision of the intern during the internship program.
6. INTERNSHIP COMPLETION LETTER. The intern is required to write an Internship Completion Letter upon completion of the internship experience. A COMPANY representative will sign the Internship Completion Letter, acknowledging the interns' successful completion of the internship requirements. The COMPANY may add comments as desired concerning the intern's performance.
7. Inform TAMU of students work location and any changes that may occur during their internship.
8. INTERNSHIP MANAGEMENT FEE. Upon completion of the internship experience, the COMPANY will pay an Internship Management Fee to the Construction Science Department, Texas A&M University, in an amount equal to \$500.00 for the COSC 474, Fall, Spring, or Summer Semester, 400-hour internship. An invoice for payment of the Internship Management Fee will be submitted to the COMPANY upon completion of each individual internship. Payment is due within thirty (30) days of the COMPANY'S receipt of such invoice. Payments shall be submitted to the address as stated on the invoice.

### TAMU agrees to the following:

1. To recommend for placement in the internship program for COSC 474 only those students who have earned a satisfactory record in COSC 450 and have met the minimum requirements established by TAMU in the Construction Science Department.
2. To extend the authorized representatives of the COMPANY an open invitation to visit the Construction Science Department at TAMU and consult with faculty and students.
3. To have a representative of the Construction Science Department, TAMU, available to the COMPANY for assistance and consultation in administering the internship program.
4. To advise students of their responsibilities regarding participation in the internship program, including expected professional conduct and the requirement to follow rules and standards set by the COMPANY and TAMU.

### TAMU and the COMPANY jointly agree to the following:

1. In compliance with federal law, including the provisions of Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the parties hereto will not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of its policies, programs, or activities, its admissions policies, other programs, or employment.



2. That this Master Internship Agreement must be completed and approved BEFORE any student begins his/her internship.
3. That the determination of the number of students to be employed by the COMPANY shall be a joint decision based on staff and space available at the COMPANY and eligible students enrolled in the curriculum who desire to intern with the COMPANY.
4. That this Agreement does not limit the COMPANY to accepting only students from TAMU into their internship program.
5. That there may be meetings of representatives of both TAMU and the COMPANY as often as such meetings are needed to coordinate and improve the program, at the convenience of both parties.
6. That there will be on-going, open communication between TAMU and the COMPANY to insure understanding of the expectations and roles of both parties in providing the internship experience for students.
7. That either TAMU or the COMPANY may dismiss a student during the internship period, if, in the opinion of either party, the student is not making satisfactory progress or is not meeting the expectations set forth by either party. Any student who does not satisfactorily complete the internship or any portion thereof may repeat the internship at the same COMPANY only with the written approval of both the COMPANY and TAMU.
8. That this agreement will remain in force for a period of five years from the date of execution. Either party may terminate the agreement at any time on 30 days written notice to the other party; any internship in progress at the time of the written notice will be completed under the terms and conditions of this agreement.

**ACCEPTED AND AGREED:**

**COMPANY**

**TEXAS A&M UNIVERSITY**

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Name - Dean's Office – College of Architecture (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Company Contact Information:**

<b>Contact Name:</b>				
<b>Mailing Address:</b>				
<b>City, State, Zip</b>				
<b>Phone:</b>		<b>Fax:</b>		<b>Email:</b>

**Mailing Address:**  
3137 TAMU  
Construction Science Department  
Industry Relations  
Texas A&M University  
Phone: 979.862.7354  
Fax: 979.862.7803



**Please use all CAPS**

### Customer Information Form

Blue or Black Ink only

**Customer/Company Name:** (First name, middle initial, last name)

**Social Security Number OR Federal ID Number**

**TAMU assigned Customer Number**

**Customer Information:**

**Address:**

**City:**

**State:**

**Zip:**

**Contact Name:**

**Email Address:**

**Phone:**

**Fax:**

**Customer Representative:**

**Title:**

**Signature:**

**Date:**

**Persons authorized to make purchases on this account:**

**Accounts Payable Contact Name:**

**Email Address:**

**Phone:**

**Fax:**



***This form must be completed in order to extend credit and allow our customers to pay for goods/services at a later date. PAST DUE INVOICES ARE SUBJECT TO BEING REPORTED TO THE STATE COMPTROLLER AND/OR A COLLECTION AGENCY. A FEE WILL BE APPLIED TO ALL RETURNED CHECKS.***

**Privacy Notice:** State Law requires that you be informed of the following: (1) You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provide by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

**TAMU/TAMUG/TAMUS Departmental Certification:**

*I have verified the identification of the customer requesting this service.*

Construction Science

Melissa Sodolak

msodolak@tamu.edu

Department Name

Dep. Rep Signature

Dep. Rep Name

Dep. Rep Email