



Internship Program Application

Greater Seattle Chapter of IFMA

Description

One of our chapter's core missions is to promote the advancement of the facility management profession. We do that in a variety of ways, primarily by providing educational programs in our chapter, by granting scholarship opportunities for advanced training at the UW and elsewhere, and by supporting the IFMA Foundation's scholarship programs.

But we must also be aware of the need to attract highly-trained and motivated facility managers into the profession. Several universities around the country have accredited four-year degree programs in Facility Management and they've been turning out some great FMs. The students in these programs benefit greatly from internship opportunities. In fact, an internship experience is a graduation requirement. However, with the recent downturn in the economy, internship opportunities have been severely cut back in many of our member's organizations.

There are sufficient funds in the chapter treasury so that the Chapter Board of Directors could vote to provide a stipend for a 10-week, chapter-employed intern. The intent of this program is two-fold: we want to provide a world-class intern experience for the intern, and we want our chapter members' organizations to take advantage of the skills, the ambition, and the hard work of the intern – a classic win-win situation.

The Intern

Since we sent word to IFMA student chapters, we have received a fair number of applicants. Most are juniors and seniors with quite a bit of technical training – Word, Excel, CAD, Revit, SketchUp, and so on. All of them have some employment experience, usually in property maintenance. These students will also be interviewed by the chapter volunteers so that the intern selected will be a good match for the tasks.

The selected intern will be paid \$5,000 – that’s roughly \$12.00 an hour. Housing and transportation will be their responsibility and we know that these expenses in the Seattle area can easily exceed their pay. That’s why we’re asking whether you can contribute to their support or not. In researching intern programs, we found that it is not uncommon for alumni associations to help the interns find temporary housing with alums, sometimes at no cost, and some of the students have indicated they have vehicles at their disposal.

The Project(s)

Some of you have projects that you’ve intended to do for years but haven’t been able to fit into your schedule – maybe building condition analysis, a space allocation matrix, building energy reviews, a tickler program for leases, updating as-builts, someone to take notes at construction project meetings - I’m sure there are plenty of others. Or maybe you have a special project this summer that could use an additional hand and provide a great practical work experience.

You will describe the project and the skill requirements for the job. We need the name of your organization, the location, schedule, duration (3-5 weeks) and a description of the supervision that will be provided. If you can contribute to the support of the intern, indicate the nature and amount of that support. You will be required to write a review of the intern’s performance. The intern will be required to summarize the value of the experience. Tasks that are basic slave labor will not be considered. Submit your project description to aminc2@comcast.net

Your applications will be reviewed by chapter volunteers whose organizations will not be eligible for participation in this program. These volunteers will assemble the combination of tasks that they believe will provide the best experience for the intern.

The choice of an intern will be made by mid-April at the latest, so get your Project Description in by April 5th. The decision of the “judges” will be final.

Details

Liability - To protect all involved, a simple Contract Agreement will need to be signed by the intern, you, and the chapter. It will include details of your project, working conditions, safety practices and so on. This agreement, in development, will be as simple as possible.

Chapter Best Practices – We are the first chapter to roll out our own intern program; with your support and creative input, we like to think we will be the first of many.

If you care to discuss or have questions, you can call Peter Renner at 425-430-6605.