

2021



NEVELL GROUP, INC INTERNSHIP

UPDATED: October 2020
NGI INTERNSHIP PROGRAM

NEVELL GROUP INC | 3001 Enterprise Street, Brea Ca 92821

OVERVIEW

The NGI Internship is a **10-week** structured program which provides an introduction to the field of construction. The program will expose participants to various areas of the construction industry, allowing individuals to gain tactical, real world experience.

Participation in this internship is exclusive, limited only to students who demonstrate exceptional scholastic aptitude and agility. You and your cohort will work alongside highly skilled professionals and have the opportunity to share innovative ideas to improve strategic practices. Students will spend time supporting various operational areas in the company, allowing you to experience each role first hand and decide which career path is right for you.

Our rigorous program will challenge you and equip you with the critical experience you need to thrive in this competitive and rewarding field.

BENEFITS OF PARTICIPATING IN THE NGI INTERNSHIP

1. Develop professional skills in teamwork, time management and interpersonal communication.
2. Work in an award-winning organization with a highly talented team of professionals.
3. Gain insight into the construction industry and narrow your career path and focus area.
4. Integrating classroom knowledge and practical experience in an office work environment.
5. Building professional networking contacts and mentoring relationships.
6. Acquiring experience and skills to enhance personal growth and self-confidence.
7. Become an attractive and marketable employment candidate considered for full time employment at NGI.

STRUCTURE

Interns will be assigned an Internship Coach (IC) who will serve as coach and mentor throughout the program. You will have an opportunity to meet with your IC on **Friday** of each week for a one-on-one session to discuss your experience and progress on your *report*.

Interns will spend their first week attending **operations classroom training** led by NGI Subject Matter Experts. This will include **site visit safety training**. The second through tenth week will be spent directly supporting our Project Management department in the office and on an active job site.

During the tenth week, interns will present their reports to members of our Executive and Operations team.

REPORT

Throughout this internship, each participant will prepare a report, which will be a summary of your experience at NGI. Your report will be divided into **five** major sections:

Summary of the facts: Present a brief profile of NGI as you understand it. Inform the audience about NGI composition and structure, number of employees, geographic location, etc. Discuss the identity and the image of the company—how does NGI position itself in the industry and how does the company stand apart? Next, move from general information to the specifics about the division or department you worked in. Here you might include an organizational chart or hierarchy of the company structure.

Narrative of what you did and what you learned: You can do this either chronologically by project or by the kinds of tasks performed. Tell the audience exactly what you did during the internship. Describe day-to-day experiences in detail. Most importantly, describe what you have learned through practical application that you did not know before coming to NGI. This is your opportunity to share the personal impact this internship has had on you.

Self-Evaluation: Take a long, hard look at your experience and tell the good and the bad of it. Make constructive criticism of use/misuse of your time as an intern. Perhaps you learned something about yourself. Tell the audience about it and make recommendations and suggestions about how you can use what you've learned about yourself. Be sure to bring some insight, analysis and reflective thinking to this section. Don't generalize and offer superficial, glib observations. Be specific and detailed in describing your experience.

Company-Evaluation: Address the audience and provide constructive feedback about the internship program at NGI. Discuss what worked about the structure, your recommendations for improvement, and whether you felt the experience was beneficial in your opinion. Again, don't generalize and offer superficial or glib observations. Be specific and detailed.

Appendix: Include samples of the work you did at the internship. If you have nothing to include here, your narrative should explain why this is so.

Use your weekly check-ins with your Internship Coach to flesh out these areas of your report.

KEY RESPONSIBILITIES

- Assist with execution and support of NGI projects.
- Assist Project Manager and Superintendent in coordinating the activities of a project to ensure cost, schedule, and quality standards are met.
- Assist in the development and maintenance of construction project schedules.

ELIGIBILITY

Applicants must meet the below requirements for program eligibility.

MINIMUM REQUIREMENTS

- Actively pursuing a Construction Management or Engineering degree at an Accredited University (demonstrate academic excellence and possess a GPA of 3.0 or higher) **OR**
- Possess minimum of 2 years of experience in Construction or a related field (candidate must provide two letters of recommendation)
- Must be at least 18 years of age
- Must possess unrestricted work authorization
- Must possess a valid US driver's license
- Must provide full work availability
- Must provide own transportation to/from work

Preferred Requirements:

- Prior work experience in the field on a commercial construction site.

SKILLS

- Strong oral, written, and listening communication skills
- Must lead by example through strong work ethics and high standards
- Desire to continue to promote personal development
- Proficient with computer applications such as Microsoft Excel, Word, Project, Outlook, PowerPoint

APPLYING

In order to be considered, you must email a copy of your resume to our website career link [2021 Internship Program] or hr@nevellgroup.com.

Please also include:

- Major, expected graduation date (month/year) and cumulative GPA from your current school transcript (please, no rounding) OR
- Company profiles of the organizations where you have professional construction experience AND two letters of recommendations from mid-level or higher-level managers from those organizations.

