



URS Internship Journey

The Internship Journey is an opportunity for college students to perform meaningful work under the direction of URS Energy & Construction business managers at various project sites and office locations. Interns gain valuable work experience while earning competitive salaries. The program is designed to deliver strategic benefits including:

1. Provide meaningful and consistent internship experiences throughout URS Energy & Construction business
2. Attract, develop, and retain interns and help them transition into future professional URS roles
3. Strengthen relationships with focus colleges and universities by complementing classroom education with “real world” work experience

Passport Challenge

The Passport Challenge encourages involvement and interaction with URS Energy & Construction business senior management, supervisors, leads, mentors, and other employees. The Passport is a networking tool for the interns, as it provides a means to retain contact information of key individuals within the organization. **Interns are expected to complete all Passport Activities prior to finishing their internship.**

Passport Activity Descriptions

- **Welcome Meeting**- Interns participate in a welcome meeting with their manager and are assigned a mentor. Passport Materials are distributed, and internship objectives and expectations are set.
- **My Skill Bank**- Interns and managers meet and select specific My Skill Bank competencies to develop throughout the duration of the internship.
- **New Hire Onboarding**- Interns complete Energy & Construction business new hire onboarding with their respective site onboarding facilitator/HR representative.
- **Project Activity**- Interns complete at least one project activity as decided by their assigned manager. Possible project activities could include lunch & learns, vendor/client meetings, project tours, social/networking events, or other activities promoting development as identified by managers.
- **Who'sWho Bio**- (optional) Interns are encouraged to provide a picture and short biography to be published in the Internship Journey Who's Who.
- **Manager Briefings**- Interns schedule appointments with senior managers and key contacts from various disciplines. During these 10-15 minute briefings, managers/key contacts welcome the interns and discuss the department's project scope. Interns collect signatures and business cards to demonstrate participation.
- **Final Deliverable**- Interns prepare a final project for their management team. Deliverable may include a specific project, task, or presentation reflecting key objectives learned throughout the internship.



Who's Who Internship Biographies

The Who's Who is a publication similar to a school "year book." The Who's Who connects URS Energy & Construction business interns and creates a sense of community throughout the various locations and disciplines. The Who's Who provides a directory for all interns participating in the summer Internship Journey. The publication includes a photo of the intern, name, contact information, discipline, office location, college/university attending, and interests/hobbies.

The College Relations Team reaches out to interns to obtain this information during the month of June, and the Who's Who publication is distributed in early July.

Roles and Responsibilities

Manager- The manager or supervisor provides direct, on-the-job supervision of the intern, and is expected to:

1. Establish expectations and duties on the first day of employment
2. Provide a meaningful assignment
3. Suggest appropriate contacts for the Passport Challenge Manager Briefings
4. Assist with the addition of skills in My Skill Bank and identify 5 key skills to develop throughout the internship
5. Assign Final Deliverable for intern to complete (project, task, or presentation)
6. Provide orientation to the company's structure and operations
7. Explain the nature and purpose of the internship
8. Discuss the company's policies and procedures, including appropriate dress, office hours, applicable leave policies, and etc.
9. Orchestrate introductions to the appropriate staff
10. Provide the necessary resources to accomplish job objectives
11. Engage the intern as a professional staff member by jointly participating in office meetings, conferences, projects, and other functions
12. Assign and supervise the completion of tasks and responsibilities as consistent with the intern's role in the company
13. Schedule and hold routine supervisory feedback conferences with the intern
14. Complete an online job performance survey evaluation at the end of the internship

Mentor- The mentor provides support, serves as a URS Energy & Construction business role model, and is expected to:

1. Orient the intern to the company's structure and operations
2. Provide support and maintain an "open door" presence
3. Help build a professional network by introducing the intern to other employees and appropriate staff
4. Support intern with completion of Final Deliverable and other Passport Activities



URS Internship Journey

Leading tomorrow means starting your journey today!

5. Invite and encourage participation in meetings, projects, and other functions
6. Serve as a role model by adhering to the company's policies, procedures, dress code, office hours, applicable leave policies, and etc.

Intern- Interns are expected to assume, as much as possible, the role of a regular employee. The intern is expected to:

1. Complete all Passport Challenge Activities
2. Adhere to company work hours, policies, procedures, and rules governing professional staff behavior
3. Adhere to company policies governing the observation of confidentiality and the handling of confidential information
4. Maintain professional relationships with company employees and customers
5. Relate and apply knowledge acquired in the academic setting to the company setting
6. Prepare for and utilize conferences and other learning opportunities afforded in the company
7. Be consistent and punctual in the submission of all assignments to the supervisor
8. Complete a survey evaluation at the end of the internship assignment and provide feedback on the internship experience

College Recruiter- College Recruiters support the manager, mentor, and intern in meeting the objectives of the Internship Journey Program. It is the recruiter's responsibility to:

1. Provide a 10-15 minute training call to the manager to introduce the Internship Journey Program
2. Contact the intern and provide an overview of the Internship Journey Program
3. Maintain communication with and provide assistance to the intern and manager throughout the duration of the Internship Journey Program
4. Ensure managers and interns complete survey evaluations at the end of the internship, and provide feedback to all necessary parties