



2017 Intern Request & Needs Assessment

Sponsors,

If you plan to host an Intern in 2017, please take a moment to complete this Intern Request & Needs Assessment. Forward completed assessments to Kem Schultz by Dec. 16th. All requests will be compiled for Rick and Jim's review & approval.

DEPARTMENT: _____Product Development

REQUESTING MANAGER: __Andy Hutsell_____

1. What are you specifically looking for in an Intern?
 - a. Desired Major:
Architecture Major with skills in AutoCAD, Sketch-up, Photo Shop, Hand Drawing and Adobe Illustrator.
 - b. Class Level: [Sophomore, Junior, or Senior]
Summer prior to 4th or 5th year of Architecture School (minimum)
 - c. Required Skills:
 - Problem solving
 - Eagerness to learn
 - Attitude that reflects a sense of urgency and commitment to service.
 - d. Desired Skills:
 - Skills in AutoCAD, Sketch-up, Photo Shop, Hand Drawing and Adobe Illustrator.
 - Ability to read and interpret architectural drawings
 - Ability to produce drawings and documents essential in the design and construction of wood-framed structures.
 - e. Other:
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2. What specific duties and/or projects will your Intern work on?
 - a. To go on plant visits to better understand the process of manufactured housing.
 - b. Develop floor plans, elevations, cross sections and details needed to communicate various product designs.
 - c. Exposure to the different aspects of our organization such as supply, procurement, transportation, and the various aspects of manufacturing our products.

- d. Obtain familiarity with construction projects by participating in project meetings and site walks associated with the new Clayton Lodge & Retreat. Follow-up on action items as requested by manager.
3. What are the projected deliverables for the Company of the *completed* Internship?
 - Assistance with any required drawings associated with the Lodge/Cabin project happening on our campus.
 - Preparing architectural drawings.
 - Preparing hand drawn sketches for design projects.
 - Independent design solutions incorporating fresh ideas.
 - a. Please describe what your 30-day measurable would be?
 - Ability to become familiar with our CAD standards and assist with Texas Show prep.
4. What knowledge and/or skills will the Intern gain through this Internship?
 - Increased ability in AutoCAD
 - Residential design experience
 - Ability to read and interpret truss prints
 - Building code knowledge
 - Construction method knowledge
5. Who will Mentor your Intern while they are here? Andy Hutsell and Alan Neely.
6. Is there a current need where you would consider hiring your Intern full/part time *post*-Internship? Absolutely. As the company continues to grow and our current staff continues to assume new responsibilities and lead new initiatives, opportunities will become available for a young architectural grad who wants to pursue a career in the manufactured and site built homebuilding industry. The opportunity to cultivate an architectural student over the course of an internship would be instrumental in positioning them to become an immediate contributor upon graduation. As a part of potential full time employment upon completion of an internship, Clayton could offer outside experiences within traditional A&E firms that are working on commercial projects on behalf of our Home Building Facilities and campus commercial projects. At present those could include new offices and lunch rooms for all plants, the Lodge/Cabin project and a new campus storage building for the onsite facilities team.