

Summer Internship Program Overview

Objective:

Provide interns with an understanding of the commercial real estate industry through hands-on experience in Asset Management and FP&A, culminating in a final deliverable presentation.

Program Duration:

6 weeks – Part-Time (24 Hours per week) – In-Office Monday, Tuesday and Thursday.

Compensation: \$20.00 per hour

Structure:

One intern per department. Interns are assigned for asset management or financial planning & analysis (FP&A). Two 6-week rotations for a total of 4 interns each summer.

Management:

Each intern has a direct supervisor from the assigned department.

Additional Components

- **Mentorship Program:**
 - Each intern is assigned a mentor from each department for guidance and support.
- **Weekly Check-Ins:**
 - Regular meetings with supervisor.
- **Professional Development Workshops:**
 - Sessions on resume building, interview preparation, and career development in real estate.

Week-by-Week Plan

Week 1: Orientation and Onboarding

- **Day 1: Welcome & Introduction**
 - Welcome session with company overview
 - Introduction to the internship program, objectives, and expectations
 - Office tour and meeting key team members
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- **Day 2-3: Training**
 - Introduction to real estate basics and company portfolio
 - Software and tools training (Excel, Argus Enterprise, Real estate specific software, Power BI, etc.)
 - Introduction to Asset Management and FP&A departments

Week 2: Department Rotations

- **Day 1: Introduction & Shadowing**
 - Introduction to cross departmental teams
 - Shadowing senior team members to understand daily tasks
- **Day 2-3: Hands-On Projects**
 - Basic project assignments (property performance analysis, market research, portfolio reporting)
 - Regular feedback sessions with supervisors

Week 3-4: Focused Projects

- **Day 1-3:**
 - Interns work on a department focused project
 - Example projects: Investment analysis, portfolio optimization, market trend analysis, underwriting and due diligence review.
 - Weekly check-ins and presentations to department heads

Week 5: Advanced Project Work: Focus on Deliverable Preparation

- **Day 1-3: Project Deep Dive**
 - Interns focus on completing their primary project deliverable
 - Continued guidance and feedback from mentors
 - Preparation of final presentation

Week 6: Final Presentations and Wrap-Up

- **Day 1-3: Presentation Preparation**
 - Mock presentations and feedback sessions
 - Formal presentation of deliverable to senior management
 - Q&A session with the panel
 - Feedback and evaluation from the panel
- **Day 3: Program Wrap-Up**
 - Reflection session and feedback from interns
 - Networking session with team members and senior management

Key Deliverable:

A comprehensive project report and presentation that integrates insights from both Asset Management and FP&A, showcasing the intern's ability to analyze, synthesize, and present real estate investment and financial planning strategies.

Evaluation Criteria

- **Quality of Work:**
 - Accuracy and depth of analysis in project deliverables
- **Presentation Skills:**
 - Clarity, organization, and delivery of the final presentation
- **Collaboration and Teamwork:**
 - Ability to work effectively with team members and across departments
- **Professional Growth:**
 - Demonstrated learning and application of real estate concepts and tools