



March 6, 2010

Re: Texas State Concrete Industry Management (CIM) Summer Internships for students

Dear TACA Member:

The Concrete Industry Management Program at Texas States now has over 40 students, several of which are approaching graduation in 2012. As part of their academic requirement, they must complete an internship with an industry employer in the year prior to their graduation. Currently there are 13 students in need of this internship. Attached to this letter is a suggested outline the students depending on the industry segment (aggregate, concrete, cement, etc.) where the student works as an intern.

If you are interested in having a student intern with you during the Summer of 2011, please do not hesitate to contact me at TACA. WE have a list of students, their resumes, and where they will be located during the summer of 2011.

It is our industry's commitment to this program that has made it the 3<sup>rd</sup> largest in the country, with the potential to grow far beyond its current size.

Thank you for your consideration to help these potential leaders for our industry. IF you cannot help with an internship but would like to become more involved with the CIM program in either a support or lecturing capacity, please do not hesitate to contact me.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Richard S. Szecsy, PhD, PE  
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Texas Aggregates and Concrete Association  
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## **Guidelines for Summer Job/Internships for Texas State CIM Students In Cement Production and Sales**

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The Texas State Concrete Industry Management (CIM) program has numerous students that are available for summer jobs, and in need of required academic internships within the industry. As a proud supporter of the CIM program, TACA and in working with its member companies has developed the following suggested guidelines for focused learning during their time with the supporting company. These are only suggestions, but are linked to their academic disciplines, and each company is free to develop a course of action of their own choosing.

### Year 1. Week 1 Safety, Orientation, Training

- MSHA new miner training
- Company Orientation and learning Plant Layout

### Year 1 Week 2 to 5 Utility (Labor Department)

- Basic housekeeping, utility jobs
- Learning Industrial Culture.

### Year 1 Week 6 to 9 Shipping/Logistics Department

- Learn Housekeeping issues
- Learn and work on loading trucks, loading rail cars, receiving in-bound freight

### Year 1 Week 10 to 12 Quality Control

- Learn basic on cement chemistry and safely sample materials (importance of good sampling)
- Learn basic testing materials (Blaine, 325, X-Ray chemistry, free-lime, loss on ignition)

### Year 2 Week 1 Utility

- MSHA Refresher training
- Plant Housekeeping

### Year 2 Week 2 Safety Department

- Learn Safety Program
- Develop JSA's and present JSA at Safety Meeting
- Complete a plant safety inspection

### Year 2 Week 3 Environmental

- Learn basics on permit emissions/reporting
- Research company history on internet
- Complete a plant environmental audit

### Year 2 Week 4 to 12 Quality Control

- Refresher training on sampling and testing – mix chemist
- Training on analyst testing, project testing and reporting



## **Texas Aggregates and Concrete Association**

**900 Congress Ave, Suite 200**

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### **Guidelines for Summer Job/Internships for Texas State CIM Students in Concrete Production**

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The Texas State Concrete Industry Management (CIM) program has numerous students that are available for summer jobs, and in need of required academic internships within the industry. As a proud supporter of the CIM program, TACA and in working with its member companies has developed the following suggested guidelines for focused learning during their time with the supporting company. These are only suggestions, but are linked to their academic disciplines, and each company is free to develop a course of action of their own choosing.

#### Year 1. Week 1 to 4 Quality Control

- Learn standard fresh concrete property test methods, their use, significance.
- Understand the relationships between the Producer, Testing labs, Contractors, and Inspectors
- Understand how mix adjustments are made, when and why they are made.

#### Year 1 Week 5 to 8 Production

- Learn how a batch panel operates
- Learn sequencing of trucks and jobs
- Understand material management at a ready-mix plant.

#### Year 1 Week 9 to 12 Dispatch

- Understand order taking
- Learn dispatching of trucks

#### Year 2 Week 1 to 4 Quality Control

- Understand how to read job specifications
- Learn how to put together a submittal package

#### Year 2 Week 5 to 8 Sales

- Learn where and how job leads are developed
- Understand pricing, raw costs, and margins
- See and take part in active sales calls
- Participate in preconstruction and prepour meetings

#### Year 2 Week 9 to 12 Production

- Learn how a batch panel operates
- Learn sequencing of trucks and jobs
- Understand material management at a ready-mix plant.



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### **Guidelines for Summer Job/Internships for Texas State CIM Students In Aggregate Production (Quarry or Sand & Gravel)**

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#### Year 1. Week 1 to 4 Quality Control

- Learn standard aggregate property test methods, their use, significance.
- Understand the relationships between the Producer, Testing labs, Contractors, and Inspectors
- Understand how field adjustments are made, when and why they are made.

#### Year 1 Week 5 to 8 Mine safety and Production

- Understand MSHA and its relationship to production facility
- Learn layout and sequence of aggregate production facility
- Understand how product diversity is a function of layout and mine deposit
- Understand material management and transportation from production facility

#### Year 1 Week 9 to 12 Transportation

- Understand order taking
- Learn how transportation operations work internal and external to the facility

#### Year 2 Week 1 to 4 Quality Control

- Understand how to read job specifications
- Learn how to diagnose simple QC problems and develop a solution plan

#### Year 2 Week 5 to 8 Sales

- Learn where and how job leads are developed
- Understand pricing, raw costs, and margins
- See and take part in active sales calls
- Participate in preconstruction meetings

#### Year 2 Week 9 to 12 Production

- Refresher course on production operations
- Understand environmental controls and relationship to TCEQ air and water permit