

GUIDELINES FOR THE INTERNSHIP IN CONSTRUCTION MANAGEMENT (CM 408)

1. All construction management students are encouraged to complete an internship. The student's advisor must approve any proposed internship.

The internship (CM 408) is considered an elective. It is not required for graduation and may be substituted for a required CM class **only with faculty advisor approval**. No upper division (300 and 400 level) courses will normally be replaced by internship credit.

2. Usually one to three credit hours will be assigned according to established guidelines. Decision on the amount of credit given will be made in advance by the faculty advisor.

3. Guidelines are as follows:

- A. Employment or involvement in the intern opportunity shall be for a minimum of six weeks and at least 160 hours of direct contact.

- B. The internship must be in any area that is construction oriented and must be **approved in advance** by the student's advisor.

- C. Credit is to be given according to responsibility during the internship:

1. One to Two Credits – any construction oriented employment (Examples: laborer, trade helper, apprentice, sales clerk). Work done for facility development or facility management at the university may be eligible for credit.

2. Three Credits – direct assistance or full responsibility at the managerial or supervisory level (Examples: assistant to the project manager, superintendent, estimator, purchaser, or other managerial position). Individual business ventures may also receive credit with advisor approval. Again, work done for facility development or facility management at the university may be eligible for credit.

- D. Each intern will complete the necessary proposal, including an outline of their expected responsibilities and exposures. Upon completion of the internship, a paper detailing the intern experience is required and the faculty advisor assigned will conduct an interview. Interns may be required to make an oral presentation about their internship experience to either a CM 123 or CM 124 class, as determined and scheduled by their faculty advisor.