

PHELPS INTERNSHIP PLACEMENT PROGRAM

Department of Construction Management Colorado State University

I. History

The Phelps Internship Placement Program was made possible through a generous endowment donation provided by Mr. Joseph Phelps, class of 1951. This permitted the start-up of the program and the assurance of long-term support. The naming of the program is in recognition of this gift and the support of Mr. Phelps throughout the history of the Construction Management program at Colorado State University.

Since Fall 1997, students accepted into the Construction Management program have been required to complete 24-weeks of full-time structured internship experience within the construction industry to satisfy their degree.

On average, 45-65% of CM graduates accept full-time positions with their internship sponsor company.

II. Phelps Placement Office (PPO)

The Phelps Placement Office is located in Guggenheim Hall (home of the Construction Management program) and serves to assist students throughout their academic careers with career services and job placement.

In addition to career services, the PPO Coordinators are responsible for teaching the one credit Pre-Internship Seminar course (CON267) which is a prerequisite requirement to the internship course (CON487). This course provides a forum for students to learn about the construction industry and the concepts and skills necessary for successful employment within the industry. Guest speakers from industry are a major component of this course. Additionally, CON267 facilitates the placement of students on internships.

III. Internship Description

The intent of this work experience and internship requirement is to ensure that, at a minimum, students have six-months of on-the-job training prior to graduation.

CON487 internship is a required course for credit, with prerequisites and assignments where students submit a final project for a letter grade. Internships are full-time (40+ hours per week) with a sponsor company in a construction related field. Students must be of at least junior standing in the Construction Management program and complete the internship course over their final summer term. Those students completing a 24-week internship will take a semester off from coursework in addition to a summer term.

BEFORE HIRING AN INTERN, please be aware of the following requirement: interns are required to gain valuable experience in the management and operations of construction projects and processes. **General labor does not meet the requirements of the registered internship.**

While the department places great value on trade experience, we encourage students to take advantage of those opportunities when satisfying their pre-internship 'Work Experience' and reserve the internship course for experience in management and operations. If your company would like to provide laborer or trades opportunities, please focus your recruiting efforts on our work experience students who are encouraged to gain valuable experience in the field.

CON487A 24-Week Internship:

This is the course designation for students completing a six-month six-credit internship with three credits applied towards internship and three credits applied towards technical electives. In addition to assigned coursework, students are required to complete a minimum of 24 full-time weeks and 960 hours with one Sponsor Company to receive a final grade. Students enrolled in CON487A will take one semester off from other university coursework.

CON487B 12-Week Internship:

This is the course designation for students completing a three-month three-credit internship. Students registering for this course must have prior approval of Petition for Internship Reduction Packet. In addition to assigned coursework, students are required to complete a minimum of 12 full-time weeks and 480 hours with one Sponsor Company to receive a final grade.

Work Experience - industry experience for all other students earlier in the program, often with exposure to the field. This group of students does not register for a course nor have assignments.

IV. Elements of a Successful Internship

1. A goal-oriented student with a strong work ethic and a desire to learn
2. A sponsor willing to mentor students and provide tasks with increasing responsibilities
3. Continual care and attention by the Placement Office to the student's progress

V. The Role of Business in the Internship Program

The internship program can be viewed as an investment by the sponsor company. Participating companies provide interns with invaluable training and experience, and in return get the benefit of working with students before committing to full-time employment.

For the company, the internship is:

1. One of the strongest promotional tools available on college campuses
2. An opportunity to observe the intern in a working environment before either party makes a permanent employment commitment
3. An opportunity to obtain new ideas and enthusiasm from creative, highly motivated students
4. A means of securing additional, well-prepared individuals for peak employment periods

VI. Sample Work Activities

Sponsors are asked to make every effort to expose interns registered for CON487A and CON487B to as many activities as possible within the areas of project management, office operations, and field operations. The activities listed below are suggested only as a guideline and are in no way comprehensive:

Project Management:

- Assisting Project Managers and Superintendents at as high a responsibility level as practical
- Planning and scheduling, preparing requests for progress payment, and processing change orders
- Creating and tracking submittal schedules, submittal logs, and processing submittals
- Procuring and expediting of materials
- Observing and creating/ updating meeting minutes (OAC, subcontractor, foremen, safety, etc.)
- Updating or 'redlining' drawings, setting up digital plan rooms and shared FTP sites, hyperlinking drawings, etc.
- Other duties as practical for intern placement

Office Operations:

- Preparing quantity takeoffs, calling vendors and/or sub-contractors for proposals
- Checking drawings and specifications for completeness, discrepancies, etc.
- Attending bid openings, meetings, etc.
- Creating AutoCAD drawings, 3D BIM Models, etc.
- Taking notes, making records, and completing forms
- Assisting with project record keeping, preparing shop drawings, and assisting with cost control records
- Other duties as practical for intern placement

Field Operations:

- Obtaining permits, checking zoning and code requirements, and arranging temporary facilities and utility services
- Supervising punch-list and QA/AC activities, conducting safety inspections and training
- Preparing for and scheduling city/county/fire/elevator/etc. inspections
- Assisting with surveying, testing, sample collection, shop drawing correction, filing, and checking of material deliveries
- Verifying work hours, materials, and other elements necessary for tracking productivity and/or work in place
- Assisting with schedule and cost control, inventory control, and daily job reporting
- Other duties as practical for intern placement

VII. Learning Objectives for the Student

Learning objectives of the Phelps Internship Placement Program include the following:

- To enhance students' people skills, including communication, listening and logical thinking
- To familiarize students with the construction industry and the facility acquisition process of planning, design, and field operations
- To introduce students to the complex inter-relationships which exist between the various tasks and participants on a construction project
- To expose students to the numerous management functions that must be performed within a construction organization
- To aid students in acquiring specific job skills to enhance their value to employers and the industry when they begin their construction careers

VIII. Placement Process

The PPO assists in placing students on internship via the CON267 Pre-Internship course, the career fair, and on-campus intern interviews. Students may propose other internship opportunities to the Placement Office, provided the position meets internship requirements and the sponsor company submits a signed Master Internship Agreement. *All positions should have a day-to-day mentor/supervisor*. Students are expected to work for a licensed general contractor, subcontractor, consultant, or organization (i.e. city, county, or federal entity). As with Work Experience, residential painting, residential roofing, deck/fence building, material handling/deliveries, landscape installation and maintenance, building/rental maintenance, service calls, etc. **do not count towards the internship requirement**. Retail sales, rental companies, and commissioned positions **are not** eligible. Self-employment **does not** count towards internship requirements.

All positions must have an appropriate day-to-day construction professional mentor/supervisor. If students intern with their family-owned business, mentors/supervisors must be unrelated to the student.

IX. Interview Process

The Phelps Placement Office utilizes an on-line system for candidate interview selection. This program enables students to access each participating company's profile and interview dates. Students indicate interest with specific companies which is compiled into a report and sent to recruiters along with a PDF of intern resumes for review. Companies have 2-3 business days to review and return a list of preselected students for interviews.

During the scheduled intern interview week, industry representatives interview students and, subsequently, make job offers. Compensation and possible travel expenses are negotiated between the student and sponsor. Students must have proper documentation to work within the United States and sponsor may require pre-employment screening.

Companies are asked to notify the Placement Office of any interview no-shows, internship offers, and acceptances/declines. The student is required to provide confirmed placement info to the PPO.

X. Offer Guidelines:

The Department of Construction Management follows the University Career Center and National Association of Colleges and Employers Principles for Professional Conduct in Student Hiring. Please be aware of the following guidelines when recruiting our students:

XI. Extending Offers:

We ask that employers convey decisions to candidates within a reasonable time frame and communicate that time frame to candidates. As a general rule, employers should give students a minimum of two weeks from the date the offer is made to make their decision.

XII. Exploding Offers:

Offers that do not afford the candidate the appropriate time to either accept or decline are unacceptable. Employers are to refrain from exerting any undue pressure on candidates to accept an offer.

XIII. Rescinded Offers:

If conditions change and require your company to rescind an offer made to a student, we ask that you contact the PPO prior to taking any action. If after discussions with the Placement Office, the offer is rescinded, we ask that you pursue a course of action for the affected candidate that is fair and equitable, including financial assistance and/or outplacement services.

XIV. Student Reneges:

Employers should not try to persuade students to renege on employment offers from other companies under any circumstances. This would be in direct breach of the university recruiter code of conduct and ethics. Students who renege face serious consequences limiting or revoking their access to career services.

Companies who violate these guidelines, may face penalties including being barred from further recruiting activities. The department asks for your support as we prepare our graduates for a professional career in the construction industry.

For more information, please contact:

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Updated 7/26/17