

# Petition for Internship Reduction

## Department of Construction Management

**INTENT:** Students seeking a Bachelor of Science degree in Construction Management are required to complete 24-weeks of structured full-time work within the construction industry overlapping the summer prior to graduation. Students must complete the six-credit CON487A internship course before returning to campus to complete their CON465 Professional Practice capstone course. Students with acceptable prior construction experience may apply for a reduction of the requirement to a 12-week internship (CON487B), with the submission and approval of a Petition for Internship Reduction. The intent of the internship requirement is to ensure that, at a minimum, a student will have six-months of applicable on-the-job training prior to graduation.

**RECOMMENDATIONS:** Students are encouraged to build their resume with as much construction experience as possible prior to graduation. Students without a strong foundation in construction are encouraged to seek on-site labor or trade work prior to the internship course. Those students with previous on-site experience, may opt to seek more entry-level management positions.

**RESTRICTIONS:** Only strong petitions that meet all criteria will be considered for a reduction.

The six-month internship remains the recommendation of the Department and our industry advisory board (employers) as the best long term educational and marketing tool students have for securing meaningful full-time employment upon graduation. Students opting to complete the 24-week, 6-credit internship DO NOT need to submit a Petition. Successful completion of CON 487A waives 3 credits of the CON Elective requirement.

**There are restrictions for both the minimum number of hours and responsibilities performed:**

- Timeframe:** Hours must be completed after being admitted to the CM Major and work must be completed within three years of submitting the petition packet.
- 480-Hours Minimum:** Must complete at least 480-hours of full-time work (40+ hours per week) over one summer with one employer. If student works multiple summers in the construction industry, they should document all work experience to strengthen their petition and consideration for the internship reduction. *NOTE: holiday pay and paid time off DO NOT COUNT towards the 480-hours! (i.e. 4<sup>th</sup> of July). Final Hours worked must exceed 480-hours, above and beyond any paid time off. 480-hours is a MINIMUM requirement; 479 hours will NOT be accepted, nor will holiday pay, paid leave, or travel time count towards the 480-hour minimum.*
- Work Experience:** The intent is to provide an introduction to the construction industry. All positions should have a day-to-day mentor/supervisor. Students are expected to work for a qualified licensed general contractor, subcontractor, consultant, or organization (i.e. city, county, or federal entity). **The following types of work will not be accepted:** Residential painting, residential roofing, deck/fence building, manufacturing, testing & inspections\*, material handling/deliveries, landscape installation and maintenance, service calls, building/rental maintenance, or similar. Also, retail sales, rental companies, and commissioned positions will not be accepted. *\*Some QA/QC positions will be considered – have Placement Office review Job Description to confirm before accepting. If you are unsure if your previous experience will qualify, consult with the Placement Office prior to submitting this packet.*

**DEADLINES:** The completed Petition Packet must be submitted for review the semester prior to taking CON267 Pre-Internship (taken the semester prior to CON487 Internship). **The registered internship is completed during or overlapping the summer immediately prior to graduation.**

**Packet is due no later than 4:00pm the last Friday in October, no exceptions!**

**TIMELINE:** **Work backwards from graduation as internship lands over your FINAL summer.**

Summer	Fall - by last Friday in Oct.	Spring	Summer	Fall or Spring
Complete 480-hours of work experience	Submit Petition for Internship Reduction	CON267 Pre-Internship Seminar	CON487B Internship	Graduation

**ADDITIONAL INFO:** [cm.colostate.edu](http://cm.colostate.edu) → Careers, Internships, & Recruiting → Students → Internship & Work Experience

# PETITION FOR INTERNSHIP REDUCTION - DOCUMENTATION

*Due no later than 4:00pm the last Friday in October, no exceptions!*

## Department of Construction Management

### INTERNSHIP REQUIREMENT

Students seeking a Bachelor of Science degree in Construction Management are required to complete 24-weeks of structured full-time work within the construction industry. Students must complete the six-credit CON487A internship course to fulfill this requirement. Students with acceptable prior construction experience may apply for a reduction of the requirement to a 12-week registered internship (CON487B), with the submission and approval of this packet.

**Note: Documentation of work experience is not required for students seeking a 24-week internship.** With CON487A, 3-credits are applied to the internship requirement and 3-credits to Tech/CON electives.

### PRESENTATION OF WORK EXPERIENCE

Students must submit the following documentation to the Phelps Placement Office for review.

Approval of this packet waives half of the 24-week internship requirement. **Experience and professionalism will determine approval. Do not wait until the last minute and/or submit marginal work. Inadequate or incomplete packets will not be approved. Packets should be submitted the year before graduation. Early packets are discouraged and may be rejected until another summer of work experience is completed.**

Items should be in order and stapled (not bound or in a binder, as they remain in your student file):

1. Attach the **Petition for Internship Reduction form**. This is the cover/signature sheet which will state whether your packet is accepted or denied. Please note, signing this form releases the Placement Office to contact employers and verify hours worked.
2. Attach an updated copy of your **resume** (samples available from the Placement Office). At a minimum, this should include employment claimed in your Petition for Internship Reduction.
3. Provide a formal **written report of experience**. This report shall be 1 ½ -spaced and a minimum of 500 words (include word count). The report shall include at least three labeled sections:
  - **Intro:** Introduce yourself, your career goals, and an overview of your employer(s) and position(s).
  - **Activities and Experiences:** Discuss work activities and responsibilities performed and how they contributed to your and the employer's objectives; include lessons learned and/or unique and unusual experiences.
  - **Personal Benefits Gained:** Summarize how your experience provided you with practical construction applications and how it helped to prepare you for your future career.
- 4a. Provide a signed employer letter of completion on official company letterhead. This letter should be addressed to the CM Placement Office and include the following:
  - Clearly document company name, student name, location(s) (specific projects &/or office), supervisor(s), dates and durations of work experience (start date, end date, and total # of hours - excluding any holiday & other paid time off).
  - Provide a bulleted list of responsibilities and tasks performed and any major accomplishments.
  - **NOTE:** *If company does not have official letterhead, a signed business card must be stapled to the letter.*
- 4b. Also attach a copy of a final **official** company payroll report listing hours worked by pay period (preferred), final **official** timesheet or paystub with cumulative hours or cumulative pay with wage, all **official** timesheets if not cumulative, or W-2 and at least one paystub for pay rate (black out SSN) as verification of hours. Please have employer send the letter to you and include in your packet.
  - **NOTE:** *'Official' is considered formal and including logo, branding, or seal of some kind.*
  - **NOTE:** *Holiday pay and paid time off DO NOT COUNT towards your 480-hours! (i.e. 4<sup>th</sup> of July). Final hours worked must exceed 480-hours, above and beyond any paid time off.*
5. Include your **current Curriculum Plan** from Advising - updated within the last nine-months.

# PETITION FOR INTERNSHIP REDUCTION

*Due before 4:00pm the last Friday in October, no exceptions!*

## Department of Construction Management

*(Please type or use ink pen and write legibly)*

Student Name: \_\_\_\_\_ CSUID: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Future Internship Term: \_\_\_\_\_ (e.g., Summer 2019)

Graduation Date: \_\_\_\_\_ (e.g., Fall 2019 / Spring 2020)

What term did you take CON131 & CON151? \_\_\_\_\_ (e.g., Spring '18)

Employer Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Previous Employer Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_ Total Hours: \_\_\_\_\_

### Check off attached items (See Documentation Page for Specifics):

- Current Resume
- Written Report of Experience
- Employer Letter(s) of Completion (Signed, on letterhead)
- Documentation of Hours, i.e. official payroll report, paystub(s), timesheet(s)
- Curriculum Plan from Advising (Must be from current or previous semester)

Note: All parts of packet must be included for acceptance. Do not submit if packet is incomplete.

*With signature, you confirm that all information included is true and accurate and release the Placement Office to confirm dates of employment and hours worked.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### For Office Use Only:

- Petition for Internship Reduction APPROVED
- Petition for Internship Reduction DENIED

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Placement Office Representative

\_\_\_\_\_  
Date