

PHELPS INTERNSHIP PLACEMENT PROGRAM

Department of Construction Management
Colorado State University

I. Phelps Placement Office (PPO)

The Phelps Internship Placement Program was made possible through a generous donation from Mr. Joseph Phelps, class of 1951. This permitted the start-up and continuous support of the internship program.

In addition to running the CM internship and pre-internship courses, the Phelps Placement Office connects CM students with the construction industry and assists them throughout their time in the CM Program with career services, and internship and career placement support.

On average, 55-75% of Construction Management graduates accept full-time positions with their internship sponsor.

II. Internship Overview

Students in the Construction Management program are required to complete a structured full-time internship experience within the construction industry to satisfy their degree. Internship can be met in one of two ways:

CON 487A: Semester Internship (Default Requirement)

CON 487A is the default requirement for all CM students. CON 487A is a six-credit internship completed in a spring or fall term before returning to campus to complete the CON 465 Professional Practice capstone course. In addition to assigned coursework, students are expected to work **full-time for the full 15-week semester** with the same internship sponsor company to receive a final grade. Students are encouraged to work through summer. CON 487A credits satisfy the internship requirement and waive three credits of CON electives.

CON 487B: Summer Internship (Requires Approved PIR)

CON 487B is an option for students who have an approved Petition for Internship Reduction (PIR) packet (submitted AFTER completing at least 400-hours of consecutive work experience in construction). CON 487B is a summer only three-credit internship completed over a student's final summer before graduation. In addition to assigned coursework, students are expected to work **full-time for a minimum of 10-weeks** with the same internship sponsor company to receive a final grade.

In both cases, students must have completed prerequisite courses of CON 267 (Pre-Internship Seminar), CON 367 (Construction Contracts and Project Admin), and have OSHA 10-Hour Construction Certification to register for internship. Interns complete assignments and evaluations, and receive a letter grade for their internship course.

III. Why Recruit Interns

The internship program can be viewed as an investment by the sponsor company. Sponsor companies provide valuable hands-on experience and training and contribute to the growth and development of the construction industry while providing a platform for students to apply their theoretical knowledge in a real-world setting. Additionally, internships allow students to gain practical skills, network with industry professionals, and explore potential career paths. Benefits include:

- Gaining access to a more diverse pool of potential candidates early in their career exploration process.
- Experiencing more successful full-time hiring by having the ability to observe interns in a working environment before either party makes employment commitments.
- Building company brand by investing in the growth and development of students.

IV. Role of the Sponsor Company and Sample Work Activities

All positions must have a day-to-day mentor/supervisor that provides real-time instruction and feedback.

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/porch building, manufacturing, testing & inspections*, material handling and deliveries, landscape installation and maintenance, service calls, building maintenance, etc. **do not count towards the internship requirement.** Retail sales, rental companies, and commissioned positions **are not** eligible.

***Some QA/QC positions will be considered – have PPO review Job Description to confirm.**

Setting goals and providing feedback is essential for intern growth and development:

- Setting goals establishes clear expectations and provides standards for accountability for both the intern and supervisor.
- Providing performance feedback helps interns identify what they are doing well and focus areas for improvement. Long term this helps interns learn the value of feedback as a means for professional growth.

Sponsors are asked to make every effort to expose interns registered for CON 487A and CON 487B to as many activities as possible within the areas of project management, office operations, and field operations. The work activities listed below are suggested only as a guideline and are not meant to be comprehensive or limiting.

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 materials
- Observing and creating/updating minutes for meetings (OAC, subcontractor, foremen, safety, etc.)
- Updating or 'redlining' drawings
- 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, lift drawings, 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, and/or other inspections
- Assisting with surveying, testing, sample collection, shop drawing correction, filing, and checking of material deliveries
- Verifying hours, materials, and other elements necessary for tracking productivity and work in place
- Assisting with schedule and cost control, inventory control, and daily job reporting
- Other duties as practical for intern placement

V. Internship Placement

The Phelps Placement Office (PPO) assists in placing students on internship via the CON 267 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**.