

Petition for Internship Reduction (PIR)

Department of Construction Management

INTENT: Students seeking a Bachelor of Science degree in Construction Management are required to complete a structured full-time internship within the construction industry to ensure graduates have applicable on-the-job training. Students must complete the six-credit CON487A internship course in a spring or fall term 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 CON487A semester course to a summer only CON487B internship course, with the submission and approval of a Petition for Internship Reduction.** Students opting to complete the spring or fall semester six-credit CON487A internship ARE NOT required to submit a Petition.

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 CON487 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 CON487 reduction:

- Timeframe:** Hours must be completed AFTER being admitted to the CM Major and work must have been completed within three years of submitting the petition packet.
- 400-Hours Minimum:** *Must complete at least 400-hrs of full-time work (typ. 40+ hrs 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 reduction. **NOTE: holiday pay and paid time off DO NOT COUNT towards the 400-hours (i.e. July 4th).** Final hours worked must be at least 400-hours, above and beyond any paid time off. **400-hours is a MINIMUM requirement; 399 hours will NOT be accepted, nor will holiday pay, paid leave, or travel time count towards the 400-hour minimum.**
- Work Experience:** *All positions should have a day-to-day mentor/supervisor.* Students are expected to work for a qualified **licensed** general contractor, specialty contractor, 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/porch building, manufacturing, testing & inspections*, material handling and deliveries, landscape installation and maintenance, service calls, building 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 CON487B internship is completed in the final summer before graduation and prior to capstone.**

The PIR Packet is due no later than midnight August 31, no exceptions!

TIMELINE: **Work backwards from graduation as CON487B internship is taken over your FINAL summer.**

Summer	Fall – by midnight Aug. 31	Spring	Summer	Fall or Spring
Complete 400-hours of work experience	Submit Petition for Internship Reduction	CON267 Pre-Internship Seminar	CON487B Internship	Graduation

ADDITIONAL INFO: cm.colostate.edu → Careers, Internships, & Recruiting → Students → Internship & Work Experience

PETITION FOR INTERNSHIP REDUCTION – INSTRUCTIONS

Due no later than midnight August 31, no exceptions!

Department of Construction Management

INTERNSHIP REQUIREMENT

Students seeking a Bachelor of Science degree in Construction Management are required to complete a structured full-time internship within the construction industry. Students must complete the six-credit CON487A semester internship course to fulfill this requirement. Students with acceptable prior construction experience may apply for a reduction of the CON487A semester course to a summer only CON487B internship course, with the submission and approval of a Petition for Internship Reduction.

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

PRESENTATION OF WORK EXPERIENCE

Students must submit the following documentation to the Phelps Placement Office for review. Approval of this packet allows students to complete the CON487B internship course over the summer. **Inadequate or incomplete packets will not be approved.**

Items should be in order and compiled into one PDF document and emailed to CMJobs@colostate.edu:

1. Attach the **Petition for Internship Reduction form**. Please note, signing this form releases the Placement Office to contact employers and verify hours worked.
2. Attach an updated copy of your **resume** (templates are available on our [Career Fair Prep webpage](#)). At a minimum, this should include employment claimed in your Petition for Internship Reduction.
3. Provide a **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 employer's objectives; include lessons learned and/or unique 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.
4. 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 or 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 or the email from the employer that provided the letter, must be included.
5. Also attach a copy of a final **official** company payroll report outlining hours worked by pay period (preferred), or final **official** timesheet, or paystub with cumulative hours or cumulative pay with wage, or 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 to 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 400-hours! (i.e. 4th of July).*
Final hours worked must be at least 400-hrs excluding paid time off. 399-hrs will not be accepted!
6. Include your **current Curriculum Plan** from Advising - updated within the last two semesters (9-mo's).

ADDITIONAL INFO: cm.colostate.edu → Careers, Internships, & Recruiting → Students → Internship & Work Experience

PETITION FOR INTERNSHIP REDUCTION – COVER PAGE

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Department of Construction Management

Student Name: _____ CSUID: _____

E-Mail: _____ Phone: _____

Future Internship Term: _____ (e.g., Summer 2024)

Graduation Date: _____ (e.g., Fall 2024 / Spring 2025)

What term did you take CON131 & CON151? _____ (e.g., Fall '23)

Primary Employer Name: _____

Start Date: _____ End Date: _____ Total Hours: _____

Add'l Employer (if applicable): _____

Start Date: _____ End Date: _____ Total Hours: _____

Check off attached items (See Documentation Instructions for Specifics):

Current Resume - Including work experience claimed in PIR

Written Report of Experience - We encourage you to utilize the CSU Writing Center to ensure a quality paper

Employer Letter(s) of Completion - Signed and on letterhead

Documentation of Hours - Official payroll report OR paystub(s) including wage

Curriculum/Grad Plan from Advising - Must be from current or previous semester & show CON487B

Note: All above items 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

Students will be notified of their approval status by the end of the semester via the email on this form.