

# 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. 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 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:** There are restrictions both on number of hours and responsibilities performed.

- Timeframe:** Hours must be completed after being admitted to the CM Major. Work must be completed within the last three years.
- 480-Hours Minimum (640 if two summers):** Only two summers &/or two places of employment will be accepted towards the requirement. If student opts to use two summers or two different employers, a minimum of 8-weeks and 320-hours must be completed with each. As with internship, the expectation is for full-time work experience (40+ hours per week); however minimal part-time work will be considered provided the total hours average at least 32-hours per week. The 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-hours.
- 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. Retail sales, rental companies, and commissioned positions also 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 (taken the semester immediately 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.*

<u>Summer</u>	<u>Fall - by last Friday in October</u>	<u>Spring</u>	<u>Summer</u>	<u>Fall or Spring</u>
Complete 480-hours of work experience	Submit Petition for Internship Reduction	CON267 Pre-Internship Seminar	CON487B Internship	Graduation

**NOTE:** Students opting to complete a 24-week, 6-credit internship DO NOT need to submit a Petition for Internship Reduction. The 6-credit internship satisfies the full internship requirement of the program. Additionally, 3 of the 6-credits may be applied toward tech. electives.

**CONTACT INFORMATION:** [http://cm.colostate.edu/careers-internships/phelps\\_students/index.aspx](http://cm.colostate.edu/careers-internships/phelps_students/index.aspx)  
 Anna Fontana, Phelps Placement Office Coordinator (970) 491-4610 PH [Anna.Fontana@colostate.edu](mailto:Anna.Fontana@colostate.edu)

# 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 internship (CON487B), with the submission and approval of this packet.

**Note:** *Documentation of work experience is not required for students seeking a six-month internship.* With CON487A, three credits are applied to the internship requirement and the other three to technical electives.

### PRESENTATION OF WORK EXPERIENCE

Students must document prior work experience by presenting the following items for review by the Phelps Placement Office. *Approval of this packet waives half of the six-month internship graduation requirement.*

*Approval is based on experience as well as presentation. Do not wait until the last minute and/or submit marginal work. Inadequate or incomplete packets will not be approved.*

Items should be in order and stapled (not bound, as they remain in your permanent 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. The Form is available on the CM Website: Students → Careers and Internships → Internship/Work Experience Requirements
2. Attach an updated copy of your **resume** (samples available from the Placement Office). At a minimum, this should include all 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 and position.
  - **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.
- ❖ **NOTE:** *When submitting two employers, only one combined written report of experience is required.*
- 4a. Provide a signed employer letter of completion on official company letterhead. This letter must be addressed to the Placement Office (info below) and include the following:
  - Clearly document the company name, student name, location(s) (specific projects &/or office), supervisor(s), dates and durations of work experience; include start date, end date, average hours per week, and total number of hours.
  - Provide a bulleted list of responsibilities and duties performed and any major accomplishments.
- ❖ If two companies are utilized (min. 8-weeks and 320-hrs each, avg. over 32-hrs/wk), a letter from each employer must be provided.
- ❖ **NOTE:** *If company does not have official letterhead, a signed business card must be stapled to the letter.*
- 4b. Also attach a copy (copies) of a final *official* company payroll report (preferred), final *official* timesheet or paystub with cumulative hours or cumulative pay with wage, all *official* timesheets if not cumulative, or W-2 (include paystub for pay rate & black out SSN) as verification of hours from each employer. *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.*
5. Include your current Curriculum Plan from Advising. Must be from current or previous semester.

### CONTACT INFORMATION

Phelps Placement Office  
113A Guggenheim Hall

Department of Construction Management  
Fort Collins, CO 80523-1584

Colorado State University  
(970) 491-4610 PH

# 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 2018)

Graduation Date: \_\_\_\_\_ (e.g., Fall 2018 / Spring 2019)

What term did you take CON131 & CON151? \_\_\_\_\_ (e.g., Spring '17)

Employer 1 Company Name: \_\_\_\_\_

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

Employer 2 Company 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

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