**CEM Undergraduate Internship Policy**

**Overview**

Students working toward a BS degree in CM or CEM are required to complete an internship within the architecture, engineering and construction (AEC) industry. The internship must be at least 3 months (12 weeks, 480 hours of work) of fulltime internship with an AEC industry or government agency. Typically, the internships would occur during the summer months of the junior to senior year. This internship is worth 1 credit hour and will be listed as CEMT 4939 on your transcript. Internships are to be completed within the last 2 years (or 4 semesters) before graduation.

Students are highly encouraged to have work experiences throughout the time they are working on their BS in CM or CEM and often the industry and sometimes the CEM faculty calls this experience “internships”. The CEMT 4939 internship must incorporate construction management experience and be properly set up prior to taking the course.

**Prerequisites**

* Junior status (60+ credits) in either the Construction Management or Construction Engineering and Management B.S. programs
* Completed at least 15 cr hrs of CEMT coursework
* CU Denver GPA of 2.75
* Student must have OSHA approved footwear for construction (ASTM 2413-05)
* Internship must be with one employer
* Holiday pay, paid time off, travel time, and time to do the internship course (CEMT 4939) assignments do not count toward the 480 hrs

The CU Denver Experiential Learning Center manages and provides extensive assistance for the internship program.

Additional credit hours may be earned for an additional 480 hours per credit hour. Max of 3 cr hrs accepted.

**Exceptions**

If you are not eligible to qualify for an internship due to a lack of pre-requisites, please contact CEM Program Manager and complete a petition to for CU Denver for-credit Internship waiver. Petitions may be considered for situations such as:

* low cumulative GPA,
* internship employer
* part-time work

**All requests will be reviewed on a case-by-case basis.**

**Qualifying Experiences**

The purpose of this internship is to provide construction management experience in the construction or related industry. Potential employers include: qualified licensed general contractor, specialty contractor, design consultant or municipal organizations (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 CEM program review before accepting.*

**Roles and Responsibilities**

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| ***Experiential Learning Center (ELC)***  Nathan Zackroff, MBA | Internship Advisor  900 Auraria Pkwy, Tivoli Student Union, Denver, CO 80204 |  [Tivoli 439](http://www.ucdenver.edu/students/CollegeLife/Documents/LynxConnectMap.pdf)  303-315-7252 | [nathan.zackroff@ucdenver.edu](mailto:nathan.zackroff@ucdenver.edu)  *303-315-4000* | * Manages CU Denver internship program * Has a liaison for CEDC * Works with Career Center to put on the career fairs * Works with employers to set up internships * Uses Handshake to provide information to students * Workshops on internships, resumes, interviews, etc * Lead on formal contract/paperwork for internships |
| ***CEM Faculty Sponsor***  Heidi Brothers, Assistant Professor  [Heidi.brothers@ucdenver.edu](mailto:Heidi.brothers@ucdenver.edu)  (719) 640-1212 | * Oversight of internship program * Help develop appropriate internship opportunities, communicate with industry * Review employer job descriptions * Ensure appropriate course syllabus, learning objectives, assignments * Regular communication with student and site supervisor * Grade assignments * Help address any issues |
| ***CEM Program Manager***  Liv Lindenberg  liv.lindenberg@cuanschutz.edu | * Manage paperwork, eligibility * Help student with process * Bring issues to Faculty Sponsor |
| ***CM/CEM Student*** | * Attend Internship Workshop through Experiential Learning Center * Watch CEM Find a Job workshop videos * Prepare resume, cover letter and have reviewed * Attend interview workshop * Apply for internships, attend career fairs * Go through process to acquire an internship, to include securing internship with employer, preparing contract, and being prepared for internship – PPE, work attire, attitude; be a good employee, enroll in course, complete assignments, earn passing grade |
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**Sample Appropriate Work Activities for CEMT 4939**

Sponsors are asked to make every effort to expose interns 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 the highest responsibility level that is 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 cloud 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, 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, document management, 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