University of Colorado Denver

College of Engineering & Applied Science

**CEMT 4939 Internship**

**Course Syllabus**

**Faculty Sponsor:** Heidi Brothers, Heidi.brothers@ucdenver.edu

 Office NC 2008A, Cell (719) 640-1212

**CEM Program Manager:** Liv Lindenburg, liv.lindenberg@cuanschutz.edu

 Office NC 2056

**Experiential Learning Center Liaison:** Nathan Zackroff, Nathan.zackroff@ucdenver.edu

 Office Tivoli 439, (303) 315-7252

**Purpose:**

The purpose of this internship is to provide experience in construction management in the construction or related industry. You will apply skills and concepts learned in your academic courses in a professional situation. Through participation in your internship and this course, you should gain experience in professionalism and an expansion of your current perspective. 1 credit hour is earned for 480 documented work hours. Maximum of 3 credit hours possible.

**Potential benefits:**

* Enhance classroom learning by integrating academic curriculum and real-world experience.
* May increase academic motivation and clarity about academic goals.
* Provide opportunities to work with equipment or technology that may not be readily available on campus.
* Improve critical thinking, problem-solving, and retention of concepts.
* Help students grow emotionally by providing opportunities to learn from failure and success.
* Provide networking and mentoring opportunities.
* Increase employment opportunities.

**Learning Objectives:**

* Professional experience in construction management.

**Prerequisite:** Junior in CM or CEM program. Must have completed 15 credit hours of CEMT coursework with a cumulate CU Denver GPA of at least 2.75.

**Textbook:** No textbook

**Course Requirements**

|  |  |  |
| --- | --- | --- |
| **Date** | **Topic** | **Percent of Grade** |
| 240 hrs worked | Progress Report 1 | 15 |
| 480 hrs worked | Progress Report 2 | 25 |
| 480 hrs worked |  Video | 20 |
| 480 hrs | Completed Time Log  | 15 |
| 480 hrs | Employer Evaluation – ELC obtained/submitted to faculty | 25 |

**Letter Grades are as follows:**

94% – 100% A

90% – 93.9% A-

87% – 89.9% B+

84% – 86.9% B

80% – 83.9% B-

77% – 79.9% C+

74% – 76.9% C

70% – 73.9% C-

67% – 69.9% D+

64% – 66.9% D

60% – 63.9% D-

00% – 59.9% F

**Canvas**:

CU Online uses a Learning Management System (LMS) called Canvas. This class uses Canvas and you are expected to learn and understand the system. Notifications for the course will be transmitted through email in Canvas, so be sure your notifications are set appropriately to forward to your e-mail. If you have problems with your Canvas account, contact the help desk at help@cuonline.edu .

**Assignments:**

**Internship Time Log**

A minimum of 480 hours, (40 hours per week – 12 weeks) of internship are required to earn 1 credit hour. These are minimum requirements only and DO NOT include time to do the assignments. Holiday pay, paid time off and travel time DO NOT qualify as part of the 480 hours. Please keep track of your internship hours using the ***Academic Internship Time Log.*** This was included in your internship packet and is due at the end of the semester.

**Progress Reports (2 total)**

Two Canvas entries with attached progress reports, 1/2 of semester, end of semester. The first progress report (2-3 paragraphs) must describe the current activities and learning experiences beyond the academic experience and courses taken at CU Denver. The second progress report (2-3 pages) must provide a summary of the entire duties, project, learning outcomes (including technical and non-technical lessons learned) and overall reflection on the experience.

Assignments should be legible and grammatically correct. Late assignments will be penalized 10% for every 24 hrs that they are late.

**Employer Evaluation**

**Evaluations will be sent electronically, directly to your supervisor and comprise 25% of your final grade.** Your employer has agreed to complete a final evaluation assessing your professional performance throughout your internship. Evaluation components include such items as: how well you apply job skills and knowledge; interpersonal skills, professionalism, etc. as well as an “overall grade” for your internship and subjective responses surrounding your performance. **Exemplary professional performance throughout the term is your surest method of ensuring a high evaluation score and possibly a follow on offer.**

**Video**

Develop a 4-10 min video that showcases some of the experiences of your internship. Additional details in Canvas.

**Grades of "Incomplete":**

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester.

**Academic Honesty**

## The school and department have zero tolerance for cheating and/or plagiarizing. According to the school guidelines: “Plagiarism is the use of another person’s words or ideas without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, and dismissal from the University." I will work under the assumption that anything you hand in to me is indeed your own work, and any breach of this trust will not be tolerated.

## Although cooperative learning among yourselves can be helpful, you are expected to perform and present your own work. Copying someone else's assignment will not be tolerated and will be handled according to University policies if found to occur. You are responsible for observing the University’s Student Code of Conduct regarding these matters.

## URL for Academic Honor Code and Discipline Policies:

## <http://catalog.ucdenver.edu/content.php?catoid=1&navoid=24#Academic_Honor_Code_and_Discipline_Policies>

**Miscellaneous Items**

Course Communication

Email is normally the best way to get in touch with me, Heidi Brothers, or text my cell phone. I will meet with any student face-to-face, set up a Zoom conference, or a phone call.

You must maintain a CU Denver email address, check it regularly for messages, be sure it is working, and let me know if you change your email address. You are responsible for any messages - including assignments and schedule changes - that I send you via email or Canvas.

Access, Disability, Communication

The University of Colorado Denver and Health Sciences Center is committed to providing reasonable accommodation and access to programs and services to persons with disabilities. Students with disabilities who want academic accommodations must register with Disability Resources and Services (DRS), 177 Arts Building, 303-556-3450, TTY 303-556-4766, FAX 303-556-2074. I will be happy to provide approved accommodations upon providing me with a copy of DRS’s letter.