**CEM Graduate Internship Policy**

**Overview**

Students working toward a MS or MEng degree in CEM, or a PhD with a CEM focus may complete one or more internships within the architecture, engineering and construction (AEC) industry. The internship must be at least 200 hours of work with an AEC industry or government agency. This internship is worth 1 credit hour and will be listed CVEN 5939. The CVEN 5939 internship must incorporate construction management experience and be properly set up prior to taking the course.

**Prerequisites**

* Student must have OSHA approved footwear for construction (ASTM 2413-05)
* Each internship course (I credit hour) must be with one employer
* Holiday pay, paid time off, travel time, and time to do the internship course (CVEN 5939) assignments do not count toward the 200 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 200 hours per credit hour. Max of 3 cr hrs accepted. 3 credit hours of internship can be used in place of any CEM elective or general elective within the CEM graduate program

International graduate students should check within the International Student & Scholar Services before starting the process.

**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, municipal organizations (i.e. city, county or federal entity), or related industry company (like Trimble).

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, Associate Professor  [Heidi.brothers@ucdenver.edu](mailto:Heidi.brothers@ucdenver.edu)  (719) 640-1212  ***Or Faculty Advisor*** | * 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 |
| ***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 |

**Sample Appropriate Work Activities for CVEN 5939**

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