State University Northridge
Department of Civil Engineering & Applied Mechanics
Construction Management Technology Program
CMT494: Cooperative Education Experience (2 units)

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Course Web Page: Go to WebCT page (http://webteach.csun.edu) and log on using your email and password, then click on the course link.

Office Hours: 6:00 p.m. to 7:00 p.m. MR or by appointment

Catalog Description:

Supervised off-campus professional experience in construction management technology for students with junior or senior standing in the major. Positions are paid and usually run for a full year with summer work available. Course may be repeated for up to 6 semester units of credit with a maximum of 2 semester units counting towards the major degree requirements.

Course Prerequisite: CMT 310/L & CMT 312/L

Outcomes

After completing this course, the student will be able to:
Apply employment skills in resume writing, job portfolio preparation, networking, and interviewing.
- gain actual hands-on experience with a professional design or building construction-related company.
- Through on-the-job experience, students will gain a greater vision of what it means to be employed in the building construction industry.
- Establish professional career networking links with business and organizations that will assist the student in gaining employment upon graduation.
- Apply the principles and skills learned in the classroom to on-the-job practices and procedures in the construction industry.
- Receive compensation and recognition from the experience provider and recommendation references from the experience provider.

Text : N/A

COURSE REQUIREMENTS
1. It is the student's responsibility to find employment. CMT Program industry board will try to provide internships opportunities. If you need further help, contact the course coordinator.
2. The student should seek approval by the coordinator before registering the course. All internships must be approved prior to leaving for the internship experience.

3. The student will submit three *Monthly Job Reports* to the course coordinator **through WebCT or email. Reports should be professionally written, AIP writing style should be used.**

4. 5. Upon completion of the internship experience, each student will be required to submit a *Written* Summary Report and a recommendation letter from student's supervisor at the internship on WebCT or coordinator's email. This report will be evaluated critically for format and content, and should be typed in good form showing a spirit of common professional business sense. The report need not be long, but summarize what the student has learned and experienced during the internship.

6. Because we are not able to visit each student while students are on their internship, we ask that you send us a nice *On the Job Picture*. The picture should represent you and the company you are with. Pictures can be sent electronically at any time during your internship experience.

7. We encourage students to compile an employment portfolio during their educational experience. It is not required to be turned in but should be kept on file by the student. The portfolio should include a resume, letter of recommendation from their employer and any other pertinent information that may assist the student in obtaining future employment.
All communication between the intern and department coordinator should be by WebCT or e-mail on your CSUN email address.

<u>COURSE EVALUATION & GRADING</u>

A letter grade will be given at the end of the semester in which the internship was completed. **All reports and required course assignments must be turned in to your internship coordinator on or before the last official day of the semester to receive course credit.** (If the student has a conflict with this schedule, please contact the course coordinator. for instructions)

Grades will be based on the completion of the course requirements criteria:

1. Monthly Job Reports
2. Supervisor's letter
3. Job Photo
4. Student Summary Written Report

<u>Grading Scale</u>

A	90% - 100%	B	80% - 89%	C	70% - 79%
D	60% - 69%	F	Below 60%		

+/- grades will be considered

<u>Students with Disabilities</u>

Any students with disabilities or other special needs and who need special accommodations in this course, are invited to share these concerns or requests with the instructor as soon as possible.

<u>Academic Dishonesty</u>

All work in this course must be completed in a manner consistent with Section 41301, Title 5, California Code of Regulations, as published in the University Catalog.