



## Course Number and Title: CMT 246 Internship Work Experience

**Campus Location:**

Georgetown, Dover, Stanton

**Effective Date:**

2018-52

**Prerequisite:**

CMT 111

**Co-Requisites:**

none

**Course Credits and Hours:**

3.00 credits

0.00 lecture hours/week

9.00 lab hours/week

**Course Description:**

In this unpaid internship, students develop technical skills, investigate career choices, build confidence, network with people in the field, and transition for entry into the work force.

**Required Text(s):**

Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

**Additional Materials:**

None

**Schedule Type:**

Classroom Course

**Disclaimer:**

Students work in a construction management-related position for a minimum of 144 hours.

**Core Course Performance Objectives (CCPOs):**

1. Evaluate the administration of the bidding and awarding processes. (CCC 2, 3, 4, 5; PGC 2)
2. Describe project team management activities. (CCC 1, 3, 4, 5; PGC 3, 5)
3. Examine the planning, field operations, and participants involved in the construction process. (CCC 1, 2, 3, 4, 5; PGC 2, 3)
4. Evaluate the means and methods used in the field to fulfill contract documents. (CCC 2, 3, 4, 5, 6; PGC 2)
5. Summarize the work of the project team and the relationships among the members. (CCC 1, 2, 3, 4, 5; PGC 5)
6. Demonstrate professional and ethical conduct as expected in industry. (CCC 1, 2, 3, 4, 5, 6; PGC 3, 5)
7. Evaluate the placement organization and the internship experience. (CCC 1, 4, 5; PGC 5)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

### Measurable Performance Objectives (MPOs):

Upon completion of this course, the student will:

1. Evaluate the administration of the bidding and awarding processes.
  1. Review bid documents, including addenda.
  2. Participate in the bidding/negotiating phase, and take notes on the proceedings.
  3. Attend a pre-bid and public bid conference, and take notes on the proceedings.
  4. Compare and contrast the bidding procedures for a public and private bid.
  5. Compare and contrast project delivery approaches for at least three completed building projects.
  6. Evaluate product and material substitutions, and discuss their impact on the bidding process.
2. Describe project team management activities.
  1. Explain how the firm allocates expertise, time, and expenses to its projects.
  2. Discuss the firm's accounting system, how the firm accounts for indirect expenses and overhead, and how costs are allocated and tracked.
  3. Examine estimates of probable construction costs.
  4. Describe value engineering, cost control, inventory control, schedule checking, subcontractor monitoring, and problem resolving.
  5. Review shop drawings, cost control records, budgeting, and scheduling.
3. Examine the planning, field operations, and participants involved in the construction process.
  1. Describe the purpose of meeting reports.
  2. Review change documents from an existing project.
  3. Compare and contrast typical activities performed by the designer and builder during the construction phase.
  4. On a monthly basis, examine the files of a completed project to determine workload requirements.
  5. Inspect documents from a completed project that has sustainable elements; determine the construction phase office responsibilities of the project team.
4. Evaluate the means and methods used in the field to fulfill contract documents.
  1. Record and communicate construction status.
  2. Prepare reports on issues that were resolved during the construction phase.
  3. Observe and summarize the payment process.
  4. Witness project team members as they perform their inspection to determine substantial completion.
  5. Review a standard agenda for the owner-architect-contractor (OAC) meeting.
  6. Generate a field report addressing the status of construction.
  7. Discuss the design review board (DRB) standards and zoning codes in a local city or town.
5. Summarize the work of the project team and the relationships among the members.
  1. Identify the project design team members and their required scope of services, roles, and responsibilities (e.g., architects, engineers, and specialty consultants).
  2. Determine the project delivery team's roles and responsibilities (e.g., owner, architect, contractor, and program manager).
  3. Interview and report the firm's negotiation process and project delivery approaches.
  4. Coordinate and cross-reference documents.
  5. Attend a project meeting with cost estimating consultants, and summarize the observations.
  6. Record key project information and measures of quality assurance.
6. Demonstrate professional and ethical conduct as expected in industry.
  1. Identify the need for self-discipline and time management in technical industries.
  2. Communicate and function effectively as a member of a team.
  3. Demonstrate appropriate workplace behavior, such as punctuality, dependability, team work, and problem solving.
7. Evaluate the placement organization and the internship experience.
  1. Assess and evaluate personal managerial strengths and weaknesses.
  2. Evaluate career options, and determine the education needed for various construction management technology careers.
  3. Describe construction and management problems as they relate to the specific cooperative education position.
  4. Keep a journal of each day's activities, problems, terminology, and possible solutions.

### Evaluation Criteria/Policies:

Students must demonstrate proficiency on all CCPOs at a minimal 75 percent level to successfully complete the course. The grade will be determined using the Delaware Tech grading system:

92	-	100	=	A
83	-	91	=	B
75	-	82	=	C
0	-	74	=	F

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

**Final Course Grade:**

Calculated using the following weighted average

Evaluation Measure	Percentage of final grade
Discussion Board Assignments (formative)	20%
Short Essays (summative)	20%
Mentor Presentation (summative)	20%
Weekly Work Reports (summative)	10%
Student Self Evaluation and Reflection (summative)	30%
TOTAL	100%

**Core Curriculum Competencies (CCCs are the competencies every graduate will develop):**

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

**Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):**

1. Estimate material quantities for technical projects.
2. Interpret and compile construction drawings and project manual.
3. Employ project management skills as they relate to constructions projects.
4. Use productivity software to develop a project record.
5. Demonstrate a commitment to quality, timeliness, professional development and continuous improvement.

**Disabilities Support Statement:**

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.