



Experiential Learning/Internship Guidelines and Requirements

One of the graduation requirements for the Construction Science and Management (CSM) undergraduate program is to successfully complete and document a minimum of 800 hours of approved experience in the construction industry (see note at bottom of the CSM degree program link) http://catalog.clemson.edu/preview_program.php?catoid=18&poid=4334.

Approved Experience

Only experience attained since being accepted into an accredited college or university degree program, approved in writing by the Clemson CSM Experiential Learning Coordinator, Undergraduate Student Services Coordinator or Department Chair, and verified in writing by the subject employer(s) will be towards this academic requirement.

CSM Experiential Learning/Internship Process

The process to fulfill this academic program requirement in documenting approved experiential learning/internship engagements is as follows:

1. An experiential learning LinkedIn account will be created in partial fulfillment of the CSM 1000 – Introduction to Construction Science and Management course requirements. The format requirements for the experiential learning LinkedIn account are included herein.

Note: Students who do not create an experiential learning LinkedIn account and join the Clemson Nieri Department of Construction Development and Planning (NCDP) Experiential Learning Group on LinkedIn before the end of the CSM 1000 course will not receive approval for further work experience.

2. Before beginning an internship, each student must complete the attached “Construction Internship Engagement Agreement Form” and obtain written approval (signature) from the NCDP Experiential Learning Coordinator, Undergraduate Program Coordinator or Department Chair. As noted, the “Construction Internship Engagement Agreement Form” is included as an attachment to this document.

Note: for any experience that is desired to count towards the 800 hour requirement, but occurred prior to the CSM 1000 course and creation of the CSM experiential learning LinkedIn account, students must also complete the attached forms for each internship engagement (see attached Supervisor Verification and Assessment Form).

3. During the internship, students are also highly encouraged to maintain up-to-date weekly reports for reference purposes, and to be used during the CSM 4500 – Construction Internship course in the senior year.
4. Following an approved internship, all required information noted on the following pages must be documented on the student’s experiential learning LinkedIn page.

Guidelines for Formatting the Experiential Learning LinkedIn Page

The student's experiential learning LinkedIn page will provide the NCDP Experiential Learning Coordinator, Undergraduate Student Services Coordinator, or Department Chair and potential employers with a summary of the student's internship experience and construction industry skills. The LinkedIn platform is employed for this purpose because it offers an easy to use interface and is a current industry standard for documenting and sharing professional experience. This account is also free of charge.

Once created, the experiential learning LinkedIn page needs to also be joined to the Clemson Nieri Department of Construction Development and Planning (NCDP) Experiential Learning Group. This will allow the Experiential Learning Coordinator, Undergraduate Student Services Coordinator, and/or Department Chair access to the student's LinkedIn page for review and verification purposes.

Components of the Experiential Learning LinkedIn Page:

Home Page – The home page must, at a minimum, include the following:

1. A Recent Professional Photo of the Student;
2. Student's Professional Name;
3. Introduction/Objective Statement;
4. Internship/Employment Summary;
5. Education; and
6. Skills & Endorsements.

Introduction/Objective Statement

A brief statement of your employment objectives, to be updated on a regular basis to ensure currency.

Note: During the CSM 1000 course, only the above sections are required. The specific information noted below will be added during each approved internship experience, and will be verified by the CSM Experiential Learning Coordinator, Undergraduate Student Services Coordinator or Department Chair as part of the CSM 4500 – Construction Internship course, and prior to clearance.

Internship Experience

Each internship experience summary must include the following:

1. Company Information; and
2. Brief Description of Experience.

Company Information

For each Internship Experience, the following information is to be documented by the end of the first full week of employment. Each internship experience description must include this information, even if repeated with the same company:

1. Company name and address; and
2. Immediate supervisor name, phone number and e-mail address.

Description of Experience

The following information is to be documented:

1. Total Hours – Enter the first and last date of the internship employment period, as well as the total number of hours worked for that period; and
2. Summary of Work Experience: Write a brief summary of work performed during the internship period. (100-200 words should be adequate, think of it as a summary of all of your weekly diary entries:

Note: It is highly recommended that a weekly diary, including project photographs be maintained by each student in order to assist in documenting the overall internship experience for the end of internship report that will be presented as part of the CSM 4500 – Construction Internship course in the senior year. It is in the student's best interest to document these weekly reports in a detailed and timely fashion so they can account for all relevant experience during the internship.

End of Internship Report

This summary documentation will be presented in the senior year, in partial fulfillment of the requirements for the CSM 4500 – Construction Internship course.

1. Internship Work Period: Enter the first and last date of the employment of the internship as well as the total hours worked for that period; and
2. Summary of Work Experience: Document and present a summary report of the work performed during the internship period. For guidance purposes, be prepared to describe how the work performed during the employment period related to the below CSM Program undergraduate Curriculum/Student Learning Outcomes (SLO's):
 1. *Written communications appropriate to the construction discipline;*
 2. *Oral presentations appropriate to the construction discipline;*
 3. *Construction project safety plans;*
 4. *Construction project cost estimates;*
 5. *Construction project schedules;*
 6. *Professional decisions based on ethical principles;*
 7. *Use of construction documents for planning and management of construction processes;*
 8. *Analysis of methods, materials, and equipment used to construct projects;*
 9. *Construction Management skills as a member of a multidisciplinary team;*
 10. *Application of electronic-based technology to manage the construction process;*
 11. *Basic surveying techniques for construction layout and control;*
 12. *Different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process;*
 13. *Construction risk management;*
 14. *Construction accounting and cost control;*
 15. *Construction quality assurance and control;*
 16. *Construction project control processes;*
 17. *The legal implications of contract, common, and regulatory law to manage a construction project;*
 18. *The basic principles of sustainable construction;*
 19. *The basic principles of structural behavior; and*
 20. *The basic principles of mechanical, electrical and piping systems.*

Clemson University
Construction Science and Management
Construction Internship Engagement Agreement Form

One of the degree program graduation requirements is to successfully complete the CSM 4500 – Construction Internship course. For a student to pass the CSM 4500 course, he/she must comply with the following:

1. Obtain formal written approval of all companies for which the student will work to acquire the 800 hours of experience. This must be done *prior* to each internship experience (Note: Prior experiences fitting the department guidelines may be approved after the fact once the CSM 1000 course has been successfully completed)
2. The assessment of the student experiential learning LinkedIn page must adhere to the CSM Program guidelines in terms of content and schedule. Not doing so may result in a failing grade in the CSM 1000 and/or CSM 4500 courses. Guidelines are available from the CSM Program Office and online at the CSM Webpage: <http://www.clemson.edu/caah/departments/csm/>

Approval of Construction Employer – For the noted time period, I request approval to work for the following company to attain a portion of my required 800 hours of experiential learning in Construction.

Name of Student

Time Period: From _____ (date) to _____ (date)

Name and Location of Construction Company

Company Website or Social Media Handle

Briefly what your Internship Experiences and Duties will Entail

I understand that I am responsible for documenting each internship experience in accordance with the CSM Program’s Requirements and Format for Documentation of Experiential Learning/Internship Experience, and not doing so may result in not passing the CSM 4500 – Construction Internship course.

Student Signature

Approved by

CSM Department Chair, Undergraduate Student Services Coordinator or Experiential Learning Coordinator

**Clemson University
Construction Science and Management
Supervisor Verification and Assessment Form**

One of the graduation requirements for Construction Science and Management undergraduate majors at Clemson University is to complete a minimum of 800 hours of experience working for a construction company. These hours must be verified by the intern's immediate supervisor along with an assessment of his or her performance.

This Form is requested to be **completed and returned no later than one week** following your receipt from the student. Please assist the student and the Clemson University CSM Program by completing and emailing this form directly to: Dr. Gretchen Waugaman, Undergraduate Student Services Coordinator, at gretchw@clemson.edu

Your Name (Immediate Supervisor)

Company Name

Student Intern's Name

Internship Period: From (Month/Day/Year)

To (Month/Day/Year)

Total number of hours worked

Check the box below to indicate which number most closely aligns with how well you felt the intern performed his/her duties during the internship period, with 7 corresponding to excellent to 1 being very poor.

Excellent	Average					Poor
7	6	5	4	3	2	1

Please tell us why you gave your intern the number noted above.

List one or two of the intern's strengths

List one or two areas in which the intern could improve his or her performance

Please provide any additional information or clarifications that you feel may be appropriate

The CSM Program awards an Industry Advisory Board Student Internship Leadership Award each year. To earn this award a student needs to successfully initiate during their internship an idea to solve a construction problem or improve a company/project process. If you feel this student deserves to be nominated for this award, please indicate why in the space provided.