

You are required to complete an internship in the construction industry in order to obtain a Minor in Construction Project Management. This is meant to give you hands-on practical experience in the construction field to complement your course work.

Below is a list of acceptable job duties for interns in the construction field. You may want to consider these as you begin the application process for internships. These should also help you formulate questions you can ask during interviews.

Once you have secured an internship, you must obtain a signed CPM Internship Application from the employer prior to initiating the internship and submitting it to your CPM Advisor. You will be able to find this Application on your College web site.

TYPICAL OFFICE ACTIVITIES YOU MAY BE ASKED TO ASSIST WITH:

Estimator

- Subcontractor/vendor solicitation
- Subcontractor qualification
- Prepare bid forms & bid packages. Request for Information (RFI) review
- Receive, analyze & make bid recommendations. Respond to subcontractor RFIs
- Prepare subcontracts & purchase orders for review

Project Manager

- Review subcontractor pay requisitions for payment
- Review subcontract for compliance
- Review insurance certificates for proper coverage & endorsements
- Interfacing with subcontractors and suppliers
- Assist with writing contracts and purchase orders

Pre-construction services

- Participate in design review meetings
- Participate in quality implementation planning
- Participate in project kick-off meeting
- Participate in project specific safety planning
- Quantity take-off
- Layout
- Preconstruction/As-built surveys

- Assist in reviewing construction documents and specifications

TYPICAL FIELD ACTIVITIES YOU MAY BE ASKED TO ASSIST WITH

Project Manager

- Review & update project schedule
- Assist in preparation of progress reports and field record keeping
- Create/update submittal record
- Review, process and route submittals
- Participate in weekly safety and subcontractor coordination meetings
- Attend owner meetings
- Participate in punch list and other close out activities

Accounting

- Business development & marketing
- Senior vice-president of operations
- Accounts payable
- Accounts receivable

Project Supervisor

- Review subcontractor and self-perform work progress
- Prepare daily progress reports
- Update short term schedule & coordinate with project schedule
- Provide photo documentation
- Maintain submittal files
- Respond to & process RFI's
- Maintain "record" drawings
- Prepare concrete placement checklists
- Conduct safety inspections & prepare reports
- Job cost reports
- Budget transfers
- Review pay request for owner