

Columbus State Community College

CMGT 2910 Field Experience



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Construction Management
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CMGT 2910 Field Experience

Application

Date _____

Student Name: _____

Cougar ID Number: _____

Address/Phone/e-mail:

I am applying for enrollment in CMGT 291 Field Experience. The field experience instructor has explained: the purpose, course requirements, agreement, and the records sheets to be used during my field experience.

Student Signature

_____ has my permission to enroll in CMGT 2910

Date

Instructor

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General Guidelines

Field experiences have proven to be a very effective method for providing a complete educational experience for students. Each field experience must be an educational experience to be beneficial. Field experiences are perceived as a joint effort between students, employers, and the college.

1. The student has two options when considering a field experience:
 - A. Field experience in the industry for sixteen weeks or more (640 minimal hours).
 - B. On-the-job practicum. Priority will be given to those students, who by means out of their control find it impossible to earn credit via option #1. Experience can be earned on the job over a period of time, while a student is actively enrolled at Columbus State.
2. The student must be enrolled in CMGT 2910 during the work experience.
3. A statement of agreement and understanding shall be completed by the prospective employer with appropriate signatures of student, employer, and field experience instructor. The student shall provide copies to each signatory participant.
4. Each party (student, employer, college) shall abide by the terms as stated in the agreement and complete all required correspondence.
5. Employer and student shall complete three observations to provide feedback. It is suggested that an observation be submitted every three weeks.
6. Each student shall complete and submit the agreement, contract, and a written analysis report by the end of the term in which the student is registered.

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OUTLINE OF RESPONSIBILITIES

College Responsibility:

The college actively seeks and posts, within the department, field experience opportunities with private industries, government agencies, and service organizations. Most importantly, the college seeks to prepare students for field experience positions. In addition to these two major responsibilities, the college recognizes other supporting responsibilities to be performed. They are:

1. Orient students by means of a pre-field experience counseling on the Field experience and its requirements, including methods for project identification. Each student will be required to attend one counseling session prior to field experience. This counseling will be done by the field experience instructor and is the student's responsibility to schedule.
2. Work closely with prospective field experience agencies in their efforts to recruit students.
3. Direct students to potential field experience interviews by means of departmental posting.
4. Develop and maintain a close working relationship between student field experiences, employers, and the College.
5. Review and evaluate job performance of the field experience by written correspondence, and on-site visit as required to evaluate performance. (Subject to student location and operating budget.)

Employer Responsibility:

1. Final selection of field experience student applicants.
2. Normal job training and supervision.
3. Provide an opportunity for the Field Experience to learn about the organization and to observe management decision making through a variety of experiences, as outlined in the contract.
4. Develop a tailored work/education program as early as possible during the field experience period. (This could be done in conjunction with the field experience instructor and in advance of initial hiring.)
5. Keep communications open between the student, supervisor/management and the college.
6. Furnish the College with written evaluations of the student.

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Student Responsibility:

A field experience student must agree to employment upon terms established by the employer and the course credit requirements established by Columbus State Community College. The student shall agree to:

1. Turn in a resume and field experience application to the College and also complete the appropriate paper work as required by the employer.
2. File with the employer and the course instructor a copy of the field experience contract as provided by the College.
3. Serve for the duration of the field experience.
4. Accept normal work assignments that, by their nature, are diverse and flexible (according to the work/education program.)
5. Cause no disruptions and refrain from any activity that would create dissatisfaction among other employees, while contributing to the employer's quality and completion of work.
6. Must attend or submit the following to the College:
 - a. Pre-field experience counseling (by appointment with the field experience instructor).
 - b. A 7-day evaluation report.
 - c. A monthly observation report of the work experience.
 - d. Complete post field experience requirements. (Analysis Report)

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AGREEMENT

Student Name _____

Student Mailing Address (Home)

Phone (____) ____-____ Cougar ID # _____ E-Mail: _____

Employer Name _____ Phone (____) _____

Employer Address _____

Employer e-mail _____ Dates of Employment _____ to _____

Columbus State Student Advisor _____

Activities in which student will participate. Please present as much variety as possible. Use additional pages if necessary.

Management: _____

Supervisory: _____

Labor: _____

Outside Activities: _____

Daily Hours of Work _____ a.m. to _____ p.m. (Average) Days per Week _____ (Average)

A remuneration employer is to pay this student. \$ _____ per Hour Week Month (Please circle)

The undersigned agree to comply with this agreement and two weeks notice should be given to all three parties before this agreement is terminated. The field experience information attached to this sheet is part of this agreement. (Not a binding contract, but statements of agreement and understanding)

Signed: Approved by Employer _____ Date _____

Approved by Student _____ Date _____

Approved by Instructor _____ Date _____

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FIELD EXPERIENCE INFORMATION

1. General:
 - a. CMGT 2910 Field Experience is an internship cooperative program between the Construction Management Program of Columbus State Community College and approved employers who furnish facilities and instruction where students may acquire the skills and knowledge needed in their chosen occupation.
 - b. This agreement between the employer, student, and college is for the work period only.
 - c. The employer, the student, or the course instructor may terminate this agreement for sufficient reasons, but two weeks notice should be given to each (preferably in writing).

2. Student responsibilities. The student agrees to:
 - a. Conform with normal work hours of the establishment, including overtime when requested. Comply with company procedures and policies.
 - b. Report to work on time and submit reports promptly. This is essential
 - c. Always keep business matters confidential and work in the best interests of the firm.
 - d. To notify the coordinator immediately regarding any cause of concern.

3. Employer responsibilities. The employer agrees to:
 - a. Employ the student for the entire period as agreed unless terminated. (See 1-c above)
 - b. Pay the starting wages as per this agreement. Increases in pay may be given at the employer's discretion.
 - c. Give the student the opportunity to work on different jobs (as designated under activities) in order to acquire and practice various skills.
 - d. Counsel with the student, answer questions, and discuss methods and operations.
 - e. Notify the course instructor immediately of any cause of dissatisfaction or concern.
 - f. Submit the field experience evaluation reports to the course instructor.

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4. Instructor Responsibilities:
 - a. The instructor will strive to promote harmony and cooperation between the employer and the student. The instructor's services are available in any way that may benefit the student and/or the employer.
 - b. The instructor will communicate with the employer and/or field experience to keep abreast of the progress of the field experience program.
 - c. Evaluate the student's completion of the field experience.
5. Statement of Liability:
 - a. Columbus State Community College or parties their employed assume no liability for the student while under the supervision of the employer.

It is the established policy both of Columbus State and the employer not to discriminate against in any way, including harassment, of any individual or group of individuals for reasons of race, color, religion, ancestry, national origin, sex, disability, age or veteran status in any aspect of the educational program and clinical experience.

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COURSE SYLLABUS

Title: Construction Management Field Experience

Credit Hours: Three

Instructor: David Busch, CCPM., Professor, Co-Coordinator, Construction Management program *or*
Dean Bortz, CDT, CCPR. Professor, Co-coordinator, Construction Management program *or*
Dr. Margaret E. Owens, Professor, Construction Management

Purpose: This course is intended to provide the student with an opportunity to apply what has been learned in the classroom to his or her chosen career area of Construction Management.

- Objectives:**
1. Enable the student to acquire practical application of principles.
 2. Create an understanding of the operational stages of the field.
 3. Create within the student an appreciation of work ethic and responsibility.
 4. Familiarize student with career opportunities in the profession.

Textbook: None required.

Grading:	7 day report	10%
	Field experience agreement	10%
	Employee evaluation forms	20%
	Employer evaluation forms	20%
	Visitation evaluation	10%
	Written analysis report	<u>30%</u>
		100%

If, for budgetary reasons, the visitation is not possible, phone contact evaluation will be substituted. Student shall submit the 7 day report within 10 days of starting the co-op experience. Periodic and timely submissions of the employee observations are required for full credit. Grading scale is as follows:

A	=	90 - 100%
B	=	80 - 89.9%
C	=	70 - 79.9%
D	=	60 - 69.9%
E	=	0 - 59.9%

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ANALYSIS REPORT OUTLINE

The analysis report is a requirement of your intern program. The following outline is to be used when writing your report. The report will be graded for correct usage of the English language, spelling, syntax, following directions, following the outline, neatness, completeness and content. All term papers are to be typed (double-spaced). Photographs are **required** to illustrate the work done by the student. Use *.jpg*, *.tif*, *.gif*, *.bmp*, or *.wmv* files for all digital images. Reports are to be submitted electronically, unless prior arrangements have been made. Failure to submit a report will result in the student automatically failing the course.

Title Page: Title of paper, course name and number, due date, date submitted.

Table of Contents: A list of all major sections of the paper and their page numbers.

List of Illustrations: A list of all diagrams, maps, photos, graphs, etc. and their page numbers.

The Main Body of the Report:

A. The Company

1. Describe in detail the history of your intern company. Include the following information about the company in this section.
 - a. When did the company go into business?
 - b. How long have they been in business?
 - c. Who are the key people in the company
 - d. How did the business get started?
 - e. Organization of company (flow chart can be used).
 - f. Number of employees (seasonal & part-time).
 - g. What major construction types of work do they perform?
 - h. What new opportunities and markets is the company examining?
 - i. What are the strong points of the company?
 - j. What are areas of concern does the company have?
 - k. Quality of work performed?
 - l. Reputation in construction market place?
 - m. Gross volume of sales (if information is available).
2. Take one major project that you worked on while interning and make a full detailed report: what was done, how and why it was done, and how long the project took? It is suggested that the student take a series of photos showing how the project was done. This can be a high point of the report.

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3. Give your analysis on how specific operations within the company might be improved. Base your suggestions on either more efficiency or economics of the operation.
 4. List potential safety hazards that you observed while working. How could the hazards be corrected?
- B. Market Area Information
1. Obtain a map of the area where your intern company does a majority of their work. Describe the type of construction work that they do and who their major clients or customers are.
 2. Identify and describe in detail your intern company's competition in their market area. What are the competitors' strengths and weaknesses as they relate to your intern company?
- C. Your Intern Role
1. List all the various jobs performed while interning.
 2. What were your responsibilities?
 3. What parts of the experience did you enjoy most? Why?
 4. What didn't you like? Why?
- D. Summary of Your Opinions
1. What parts of your experience were the most challenging?
 2. What parts of your experience were the most familiar?
 3. Do you feel the contractor gave you a good opportunity to learn more about construction that can be provided in a classroom? Why?
 4. Make any other relevant comments you deem appropriate.

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CMGT 2910 Seven-Day Report

Date Received _____

Student Name _____

Student Mailing Address (Home) _____

Phone (____) ____ - _____ Cougar ID # _____ E-mail _____

Employer Name _____ Phone (____) _____

Employer Address _____

Employer e-mail _____ CSCC Advisor

Name of Supervisor _____ Title _____

1. Does your employer seem satisfied with the field experience agreement? Yes No
2. Are you satisfied with the field experience agreement? Yes No
3. Are relations with your employer & fellow employees satisfactory to date? Yes No
If not, please explain:
4. On what date did you report for work? _____
5. Are you able to relate your work experiences to principles taught in the classroom?

6. List the type of work you have done since reporting for work.

Email, fax, or mail to course instructor at the above address by your seventh day of employment.

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CMGT 2910 Employer Observation #1

Employers please return this form.

Student Name _____

Employer _____

Employer Contact Person (print) _____

Please rate the student on characteristics listed below. Check the appropriate space indicating your evaluation of the student to date.

	Superior	Good	Average	Fair	Poor
1. Punctuality					
2. Willingness to learn					
3. Dependability					
4. Thoroughness of work					
5. Acceptance of constructive criticism					
6. Personal appearance					
7. Cooperation with fellow workers					
8. Work speed					
9. Responsibility					
10. Acceptance by supervisors					
11. Acceptance by others					
12. Technical competence					
13. Interviewing skills					

14. Are you having any problems with the field experience that I need to be aware of? If yes, please explain.

15. Do you have any suggestions for the student's improvement?

16. What should we be doing to better prepare these students for employment in the industry?

17. Other comments:

Date _____ Phone _____

Employer's Signature _____

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CMGT 2910 Employer Observation # 2

Employers please return this form.

Student Name _____

Employer _____

Employer Contact Person (print) _____

Please rate the student on characteristics listed below. Check the appropriate space indicating your evaluation of the student to date.

	Superior	Good	Average	Fair	Poor
1. Thoroughness of work					
2. Quality of work					
3. Quantity of work					
4. Adaptability					
5. Cooperation					
6. Judgment					
7. Self confidence					
8. Reliability					
9. Leadership potential					
10. Technical competence					

11. Has the student improved in his/her basic knowledge?

12. Has the student improved in his/her work accuracy?

13. Has the student improved since his/her last evaluation?

14. Do you have any additional comments about this student?

Date _____

Employer's Signature _____

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CMGT 2910 Employer Observation # 3

Employers please return this form.

Student Name _____

Employer _____

Employer Contact Person (print) _____

Please rate the student on characteristics listed below. Check the appropriate space indicating your evaluation of the student to date.

	Superior	Good	Average	Fair	Poor
1. Thoroughness of work					
2. Quality of work					
3. Quantity of work					
4. Adaptability					
5. Cooperation					
6. Judgment					
7. Self confidence					
8. Reliability					
9. Leadership potential					
10. Technical competence					

15. Has the student improved in his/her basic knowledge?

16. Has the student improved in his/her work accuracy?

17. Has the student improved since his/her last evaluation?

18. Do you have any additional comments about this student?

Date _____

Employer's Signature _____

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CMGT 2910 Employer Observation # 4

Employers please return this form.

Student Name _____

Employer _____

Employer Contact Person (print) _____

Employer Signature _____ Date _____

Please take time out of your busy schedule to think about and answer the following questions. We are very much interested in your ideas, opinions, and views concerning our occupational field experience program. The best way for us to upgrade our program is by feedback from both the employer and the student. Your participation in this questionnaire will help our future students and the Construction industry. Thank you.

1. Do you feel that the field experience you participated in provided a valuable leaning experience to the student? Why?

2. Were you satisfied with our student's overall performance?

3. Would you participate again (not a commitment) in our program? Why?

4. Would you hire a Columbus State graduate based upon what you know about our program (this is not a commitment)? Why?

5. Did your student possess any skills attributable to his/her education that increased his/her value to you? Please comment.

6. What skills would you have liked our student to have that you feel, were lacking?

7. Would you recommend your student to another employer if you were asked to do so? Why?

8. Do you see a need for the type of student we are training and educating? Why?

9. What time of the year would the student have been the most value to you and your business?

10. Any additional comments/criticisms/ questions you might have concerning the Columbus State Community College Field experience Program:

Thank you very much for participating in our program. Your part of our student's education is irreplaceable.

David Busch, CPM.
Professor
Co-Coordinator

Dean M. Bortz, CDT,CCPR
Professor
Co-Coordinator

Margaret E. Owens, Ph.D.
Professor

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CMGT 2910 Student Observation #1

Student Name _____

Employer _____

Contact Person _____

Date _____

1. How is your field experience in general?
2. What jobs have you been exposed to?
3. What have you learned about yourself while working there?
4. What have you learned about the people you work with thus far?
5. What have you learned about the industry while working there?

6. What have you been doing in the following areas?
 - A. Customer Relations:

 - B. Skill/Practice

 - C. Management
7. Does your employer communicate regularly with you?
8. How is your supervisor to work for?
9. Do you have any suggestions for your employer as to how to improve the field experience program?
10. Do you have any complaints or comments about your field experience training from Columbus State?
11. How would you rate this company/business as a field experience training station?
12. If you had to do it over again, would you select this company?
13. Overall, how have you been accepted by other company employees so far?

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CMGT 2910 Student Observation # 2

Student Name _____

Employer _____

Contact Person _____

Date _____

Student Observations: Please address the following topics based upon your work and contact with your employer.

1. Good management practices observed:

2. Poor management practices observed:

3. Does the business have clear company objectives and policies?

4. How are the labor-management relations? Why?

5. What do you view as the strong points of the employer?

6. What do you view as the weak points of the employer?

7. What suggestions do you have for improving the daily operation of the company?

8. Does your employer have company personnel training programs?

9. What type of mechanization have you observed while on the field experience thus far?

10. Any comments you would like to make regarding your field experience.

11. Do you feel you have improved since your last evaluation? In what ways?

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CMGT 2910 Student Observation # 3

Student Name _____

Employer _____

Contact Person _____

Date _____

Student Observations: Please address the following topics based upon your work and contact with your employer.

12. Good management practices observed:

13. Poor management practices observed:

14. Does the business have clear company objectives and policies?

15. How are the labor-management relations? Why?

16. What do you view as the strong points of the employer?

17. What do you view as the weak points of the employer?

18. What suggestions do you have for improving the daily operation of the company?

19. Does your employer have company personnel training programs?

20. What type of mechanization have you observed while on the field experience thus far?

21. Any comments you would like to make regarding your field experience.

22. Do you feel you have improved since your last evaluation? In what ways?

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CMGT 2910 Student Observation # 4

Student Name _____

Employer _____

Contact Person _____

Date _____

Student Observations: Please address the following topics based upon your work and contact with your employer.

1. Was your field experience a rewarding learning experience? Why?

2. What was the most significant thing you learned during your field experience?

3. What did you learn about working with people?

4. How were the in-house company communications?

5. Would you like to work for your employer on a full-time basis? (Not a commitment) Why?

6. How has field experience affected your self-confidence as a professional? How?

7. If you had to do it all over again, what would you have done differently to better prepare yourself for the field experience?

8. How would you describe your ability to work alone?

9. How would you describe your safety consciousness?

10. How flexible are you at work?

11. How would you describe your interest in your profession?

12. How would you describe your initiative?

13. In two sentences, how would you evaluate your total field experience?

NOTES