800 Hours Work Experience Documentation Policy
Construction Management Sequence
Department of Technology

Overview: To assure that all construction management students have practical work experience prior to graduation, 800-hours of *paid* work experience is required as a prerequisite to *TEC 394 Construction Management and Administration* (capstone). The 800-hour requirement for *TEC 394* is not intended to be at the management level, but rather at entry level positions in the construction industry. Although it is highly recommended that students gain <u>on-site work experience</u>, administrative or sales positions with wholesale and retail vendors, construction contractors, subcontractors, and architectural and engineering firms are also acceptable.

1. **What Types of Work Experiences Are Acceptable?**
    Examples:
    - Laboring on a construction site for a general contractor, subcontractor, or architectural and engineering firm.
    - Experience at the craft level or craft helper, e.g. mason, carpenter, carpenters helper, plumber's helper, etc.
    - Administrative work with construction contractors, subcontractors, construction trade associations, and architectural and engineering firms.
    - Sales or warehouse positions with construction related vendors or home improvement merchandisers such as Alexander Lumber, Menards, or Lowes.
    - Work for a family construction business if tasks performed and time on the job can be independently verified (see documentation requirements below).
    - Self employed as an independent contractor or subcontractor if tasks performed and time on the job can be independently verified (see documentation requirements below).

2. **When Can Work Experience Hours Be Completed?**
    Work experience hours must be accrued <u>after completion of high school</u> and prior to enrollment in *TEC 394*. Hours may be accumulated with more than one employer. Additionally, hours must be gained under the direct supervision of an employer OR, in the case of a family business or self-employed contractor, independent verification of tasks performed and time on the job must be provided.

3. **What Documentation Should Be Submitted?**
    Documentation should verify hours worked and typical work assignments. Prior to enrollment in *TEC 394,* each student should submit the following documentation for inclusion in student's file through the *Reggienet* page: **CM Work Hour** page:
    - Letter(s) from employer(s) on company letterhead that includes the following:
        o Student name
        o Date range and hours the student worked
        o Duties assigned and performed by student
        o Employer's signature
        o The letter(s) should be addressed to:
            Construction Management Program Coordinator
            Illinois State University
            Department of Technology
            Campus Box 5100
            Normal, IL 61790-5100
    - If your work experience was part of your family's business or if you were employed as an independent contractor, also include independent verification of tasks performed and time on the job. This may be accomplished by attaching letters from customers, design professionals, or contractors you may have worked for; or documented from payroll data.