An internship/CPT is a service-oriented learning experience, guided by a professional in one of the civil and construction engineering sub-disciplines. Students are expected to engage in self-directed application of their academic knowledge and reflect upon the experience in order to put it in context within the standards and values of the discipline.

As students will be receiving academic credit for their work, internship sites should provide interns with a structured learning experience that will assist the intern in achieving the learning objectives of the course. To have a site considered as a placement for this course, it must meet the following criteria:

1. The employer must be a formal company, agency, or organization; operating in a sector relevant to the student's education and career goals.

2. The site must be a formal workplace setting.

3. The student must be given the opportunity to accomplish the professional and/or academic goals of the internship by completing a specific project for the organization.

4. The student must be supervised by an engineer, architect, scientist, geologist, or project manager. The supervisor must be willing to mentor the intern and provide feedback and a grade to the course instructor.

5. The internship site must meet prevailing regulatory standards for workplace safety and have appropriate policies to protect student interns from dangerous activities, discrimination, harassment, or other inappropriate behaviors.

6. Students are not allowed to complete an internship with an organization without prior permission from the university.

7. The internship responsibilities must be consistent with the offer letter. If responsibilities differ significantly from the description in the offer letter, a student must submit a letter of exception to the course instructor with details defining the differences.

8. Any exceptions to this policy must be approved in advance of the start of an internship experience.