

CNT 2915 or 2925 – Construction Management Cooperative Education

Student Pre-Registration Checklist

- I have visited the cooperative education website www.csmd.edu/cooperative/ and completed the co-op intake form available on that link.
- By registering for the course, students agree to the following CNT co-op project requirements:
 1. Write a project proposal
 2. Document 300 hours working on project (Time spent includes: completing the project and writing weekly status reports and a final report)
 3. Possible evaluation from a supervisor.
- I currently have a grade point average of 2.0 or higher
- I meet (or am in the process of completing) the co-op course prerequisites, which are:
CNT 2915: CNT 1010 or CNT 1020

CNT 2925: CNT 2915
- If I am not currently working or volunteering in the area of construction, I will meet with an advisor at my campus to review my resume and start the search for a job or volunteer activity. During my search process I will maintain contact with the advisor to update him/her on my progress. I will also consult with my CNT instructors for possible leads and job search advice. The advisor will assist me in the search but I am responsible for locating a work/volunteer site.
- Once I have identified an experience involving construction management duties, I will contact the advisor who will assist in collecting the information needed for the instructor's review. The advisor will forward the information to the instructor, who will contact me with any questions or approve me for the course.
- I will keep in touch weekly with the advisor for a status update on my request. Once the advisor has received approval from the instructor, she will assist me with registration for the course.
- I have received a letter from the Advising office notifying me of the contact information for the instructor as well as a liability release form that I will review, sign and return via email or fax.
- When the semester begins I will start the course per the directions stated in the letter. If I have any questions about the course, once I have registered, I will contact the course instructor.