



CSU Capital Planning Internship/Co-Op Program

Cleveland State University's construction management internship/Co-Op program is designed to provide students with immersive, hands-on experience in the construction industry. Ideal candidates are pursuing degrees in construction management, civil engineering, or related fields and are eager to apply their academic knowledge to real-world projects. Interns will work alongside experienced professionals and gain practical exposure to project planning, site supervision, safety compliance, cost estimation, and the use of industry-standard tools and software.

Over the course of 15 weeks, interns will assist project managers and site supervisors with daily operations, participate in scheduling and budgeting tasks, conduct safety inspections, and collaborate with contractors, engineers, and architects. They will also learn how to read and interpret construction drawings and specifications, utilize software platforms such as Bluebeam or AutoCAD, and support administrative processes including permitting and documentation. The internship may be structured as full-time or part-time and can be on-site, hybrid, or remote depending on project requirements and availability.

This internship offers more than technical training—it helps build leadership, communication, and problem-solving skills essential for a successful career in construction. Interns will leave the program with valuable industry insight, professional connections, and a stronger foundation for future employment opportunities. Interested candidates are encouraged to submit a resume, brief cover letter, and availability to capitalplanning@csuohio.edu. Applications are reviewed on a rolling basis.

Eligibility

- Must be currently enrolled in a Construction Management, Civil Engineering, or related program.
- Strong interest in the construction industry
- Excellent communication, organization skills, and detail oriented
- Ability to work in a team-oriented environment
- Basic knowledge of construction software (AutoCAD, Bluebeam, etc.) is a plus
- Must be able to work on-site

Benefits

- Hands-on experience in a real-world construction environment
- Mentorship from experienced construction professionals
- Networking opportunities within the industry
- Potential for full-time employment upon successful completion
- Competitive stipend or hourly wage (if applicable)



Application Process

- Submit Application: Complete an online application form with your resume and cover letter.
- Interview: Shortlisted candidates will be invited for an interview
- Selection: Chosen candidates will receive an email and phone call with details on the internship program.
- Onboarding: Interns will go through an orientation/training session before starting

Learning Outcomes

- Learn how to read construction plans and specifications.
- Reviewing and approving change orders, submittals, and shop drawings.
- Understanding the lifecycle of a project: planning, design, preconstruction, construction, and closeout.
- Learn how to create purchase orders.
- Understanding contracts, subcontracts, and compliance documents.
- Estimating takeoffs, maintaining budgets, and processing pay applications.
- Understanding the different project delivery methods: Design-bid-build, design-build, Construction Manager at Risk (CMR).
- Learn how to post projects for bid utilizing platforms like Bid Express.
- Understanding and utilizing OFCC rules, procedures, and standardized documents.
- Construction scheduling.
- Construction quality control and safety practices.
- Learn the permitting process and state requirements.
- Training with various departments to provide more insight into other aspects of the business.