
BC 4680 Professional Internship– Fall 2026

Course Policies, Procedures, and Syllabus

School of Building Construction, Georgia Institute of Technology

Course Title	Professional Internship
Course No	BC 4680
Catalog Description	Students work for a professional architecture/engineering/ construction company during which they learn, first-hand, about the construction industry. 3.000 Credit hours
Instructor	Javier Irizarry, P.E., Ph.D.
Office	Room 266B Architecture East
Phone	404-385-7609
Email Address	javier.irizarry@gatech.edu
Office Hours	By appointment
Class Schedule/Location	N/A
Required Textbook	N/A
Computer Software	Various as required by employer
Learning Outcomes:	At the end of the semester students should be able to describe their experience working with a construction related organization and should understand and describe their experience (if gained) of: <ul style="list-style-type: none">• Basic construction terminology• Team roles and responsibilities• Job site safety management• Job site communications• Interaction with sub-contractors• Other factors learned as a result of specific experience
Requirements:	<ol style="list-style-type: none">1. Obtain a full-time internship position with a firm actively operating within the architecture/engineering/construction environment.2. Maintain the internship position for the full semester (or summer)3. Provide instructor the following information by the end of the first week of the semester.<ol style="list-style-type: none">a. The name of the company you are interning withb. The beginning and ending date of your internshipc. The name and email address of your immediate supervisord. Type of company you are interning with (general contractor, design/build, sub-contractor (and if a sub- contractor, what specialty), etc.e. Name and description of the project to which you are assigned (or if not assigned to a project, what duties you have been assigned or what approach to your internship your company takes).f. Any other pertinent details about your internship

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4. Maintain a diary of your daily activities during your internship. This should be simple and short, but descriptive, i.e., “May 25 observed erection of steel columns, attended meeting with drywall subcontractor, sat in on meeting with the Owner (name)”.
 - a. **Students who interned in summer: By September 5,** submit a copy (scan or pdf) of daily/weekly diary in typed form to instructor by email or Canvas as applicable.
 - b. **Students interning in fall semester: Monday morning of each week,** submit a copy (scan or pdf) of the diary in typed form to instructor by email or Canvas as applicable. You will do this until the end of the semester or as instructed.
5. **Students who interned in summer: By September 18** submit a term paper describing your internship experience. The paper should be no less than five pages. The intention is to gain an understanding of the type and value of the experiences students are having in their internships.
6. **Students interning in fall semester:** At the end of the semester, submit a term paper describing your internship experience. The paper should be no less than five pages. The intention is to gain an understanding of the type and value of the experiences students are having in their internships.
7. **Students who interned in summer:** During the week of October 13, at a time to be scheduled, present your internship experience to a group of School of BC faculty members.
8. **Students interning in fall semester:** At a time to be later scheduled, present your internship experience to a group of School of BC faculty members.
9. During the semester, there will be one scheduled group discussion among interns regarding the internship experience. Time and date will be coordinated with interns’ fall class schedule to occur at a convenient time.
10. This is a pass/fail course. You will pass if you:
 - a. Maintain an attendance record acceptable to your employer
 - b. Receive a satisfactory assessment by your employer
 - c. Submit assignments as described in this document on time (diary, employer information, final paper, presentation).

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Evaluation: This is a pass/fail course. In order to pass, you must:

1. Participate in a full-time internship as describe
2. Maintain a satisfactory evaluation from your internship supervisor (in the firm for which you are working)
3. Submit assignments as indicated
4. Prepare and submit a satisfactory final paper
5. Prepare and conduct a satisfactory presentation regarding your internship.

Course Policies:

Please take the time to read the information provided by the Honor Advisory Council at: <http://honor.gatech.edu/> . In addition, you can find the university’s full Honor Code here: <http://www.policylibrary.gatech.edu/student-affairs/academic-honor-code> .

Emergencies: In case of emergency (i.e. fire, accident, criminal act), please call the Georgia Tech Police at 404-894-2500.

Students with Disabilities: Students who have a condition as defined by the Americans with Disabilities Act (ADA) may request any needed accommodations by registering with the Office of Disability Services (ODS). Registering with ODS is a 3-step process that includes completing an online application, uploading documentation related to the accommodation request, and scheduling an appointment for an “intake meeting” (either in person or via phone or video conference) with a Disability Services Coordinator. More information can be found at: <https://disabilityservices.gatech.edu/getting-started> .

Assignment Deadlines: All assignments given are due on the date indicated. The instructor reserves the right to modify assignments as necessary. You will not receive credit for late assignments (homework, projects, readings, and others). However, the instructor will accept and correct these assignments, in order to provide you with feedback that will be beneficial in the learning process. **NO EXCEPTIONS.**

Methods of Communicating: Submit all written work to the instructor in class by e-mail. You can also ask questions and ask for clarification by e-mail, in class, or by visiting the instructor by appointment at his/her office. Students are not permitted to discuss grades with the instructor via e-mail, only in-person.

Policy Changes: Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Supplemental Policies:

The following supplemental policies will supersede the previous policies listed above, at the discretion of the instructor.

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Regrading: All grade disputes for homework, lab assignments, and exams are to be made on paper. The instructor does not discuss or argue regrades in person. A student has until one week after receiving his/her grade on a homework, lab assignment or exam to dispute the grade. Handling regrades in this manner eliminates the “end of semester” digging for points. When disputing a grade, you should state the question, the dispute, and the number of points you feel you should have received for the question. Note that when you ask for a question to be regraded, the entire assignment may be regraded, and there is a possibility of losing points. The above policy applies to the final exam as well.

Assignment Standards: All work is due on the date assigned and is to be submitted electronically as pdf files.