BUILDING CONSTRUCTION MANAGEMENT

WORK EXPERIENCE REQUIREMENT FORM
INSTRUCTIONS

Below you will find a copy of the ***Work Experience Requirement Form.***

- Fill out the form completely. *Any incomplete forms will be sent back to you and possibly delaying the verification process.*

- A copy of this form will be emailed to your employer. Be sure to provide accurate email information. *Any returned emails will be sent back to you and possibly delaying the verification process.*

- Please submit the attached PDF to the email below.

- Email the form to: bcmoffice@purdue.edu

A minimum of 800 hours of construction work experience is required before graduation. Summer construction jobs, BCM internships, or BCM Co-op programs may be used to satisfy this requirement.

If you have questions regarding the appropriateness of a position to use as work experiences please contact your academic advisor.

Each semester during registration your academic advisor will discuss your work hours. It is your responsibility to complete this degree requirement in a timely manner.

To check to see if your ***Work Verification*** has been returned please contact your academic advisor.

DEPARTMENT OF
BUILDING CONSTRUCTION MANAGEMENT

WORK EXPERIENCE REQUIREMENT FORM

DIRECTIONS: **Complete this form and electronically submit it to bcmoffice@purdue.edu**

Student Name:			
Local Address:			
Email Address:		**Phone Number**:	
Student Classification:	☐ **SR.**	☐**JR.**	☐**SOPH.** ☐**FRESH.**

I have completed a total of ☐ **hours construction work for the following company:**

Name of Supervisor:	
Supervisor's Email:	
Name of Company:	
Type of Company:	
Address:	

Date of Service (month and year):	**until**
Salary	**$**

The type of work I performed was as follows (BE SPECIFIC):

By initialing the box below I authorize the Building Construction Management Department at Purdue University to contact the above named employer regarding my work experience.

☐

FOR OFFICE USE ONLY	Work Exp rec'd	Verification sent	Verification rec'd