SYLLABUS: INTD 487 Interior Design Internship (3)

Course prerequisites
INTD 356; INTD 376 with C or better grade

Course overview
A minimum eight week experience with 150 hours for 3 credit hours is required to receive credit. The participant may also enroll for additional hours, with instructor permission, as long as the hours are equal to the credits for which the student enrolls and is currently working and journaling. The recommended semester for the internship experience is summer after completing INTD 376 in the spring semester. This allows learning to occur before entering the senior year experience, thereby enriching the student’s application of knowledge about practice in INTD 400 and INTD 476. In addition, the student is not limited geographically by having to do an internship in the immediate environs of the campus.

book: From Interior Design Intern to Employee: How to Be a Keeper (Including Tips From Those Who Hire) - Jeannette H Simpson (ASID)

learning objectives:
1. demonstrate an understanding of the job search process
2. prepare effective job search tools
3. participate in numerous interviewing opportunities to hone skills in communicating your abilities and needs.
4. observe professional practice in situ
5. engage in practice through application of classroom and studio skills
6. develop preliminary portfolio including work samples from the internship experience

attendance and attitude:
You should plan to be prompt and proactive on the job. Be aware of your work environment and constantly look for opportunities to learn more about interior design. Remember, an internship is a privilege - the firm is not receiving payment for the hours they spend to train you. It is your responsibility to provide value to them (not necessarily the other way around). Take responsibility for making your internship as informative as you can. Document what you observe. Ask lots of questions. Show initiative. Work (as in your courses on campus) should be creative, exciting, noteworthy and detailed.

grading
The course is graded satisfactory/unsatisfactory. Failure to complete all requirements will result in an unsatisfactory assessment, which will require the student to take the course again to earn a satisfactory assessment as required by the program of study.

compensation
The average hourly compensation has ranged from unpaid to roughly $10/hr upwards. The program encourages students to discuss compensation with the firm.

accommodations
Any student in this course who has a disability that may prevent full demonstration of abilities should contact the instructor as soon as possible to discuss accommodations necessary to ensure full participation.

questions, concerns or challenges in the workplace
Should you encounter problems with your internship, please communicate with the Internship Coordinator immediately.

8.2.2013 KH
What qualifies as an internship?
The internship experience provides students with exposure to interior design practices in settings where the student will observe approaches, strategies, procedures and management of the design process in three related venues:

1. interior design
2. interior design specializations
3. related specializations

1. interior design - Students seeking experience in interior design may seek practice exposure to varied market segments including interior design or architecture firms that work in healthcare, financial services, institutional, retail, hospitality, residential (including affordable housing), education, entertainment, government, and showroom design as well as design/build experiences.

2. interior design specializations - Interior design specializations that may provide avenues for practice exposure include lighting design, furniture design, cost estimation, specification writing, materials and product research, strategic planning, programming, post occupancy evaluation, sustainable design, historic preservation, community development, facilities management, construction administration and culture-based design.

3. related specializations - Related specializations may include model home design, kitchen and bath design, art representation, color specialist, architectural writing and publication and architectural photography.

What does not qualify as an internship?
Sales positions, family businesses, resource room only and positions that do not provide exposure to the professional practice aspects of interior design generally do not qualify as internship placements for credit.

Is there an acceptable substitution for the internship course requirement?
NO.
**FORMS**

*FORMS to be completed by the firm, or the firm and student together:*

1) Organization Profile Form  
2) Internship Description Form  
3) Contract - Master Internship Agreement (needs signatures)  
4) Internship Objectives Form (needs signatures)  
5) Mid-point Intern Evaluation (e-mail/letter from firm)  
6) Final Intern Evaluation Form

1) **Organization Profile:** due *immediately* after an offer for employment.

This form provides information about the employer's firm - type of work, location, and areas of practice. Students can check with the Internship Coordinator to see if a particular firm is already has a profile filed from previous internships, and may provide the employer with a form previously completed to review for changes. If there is no profile on record, an Organizational Profile needs to be completed and sent to the Internship Coordinator *immediately* after an offer for employment. The Internship Coordinator will review the Organizational Profile to ensure that the firm/employer meets the requirements to qualify for an internship experience, either as an interior design/architecture firm, an interior design specialization, or a related specialization.

2) **Internship Description:** due *immediately* after an offer for employment.

This form needs to be filled out and sent to the Internship Coordinator *immediately* after an offer for employment. The Internship Coordinator will review the Internship Description along with the Organizational Profile to ensure that the firm/employer can provide a sufficiently informative and meaningful internship experience for the intern.

A broad range of experiences distributed among six competency areas is strongly suggested in order for the experience to qualify for internship credit. Additional hours may be undertaken with the concurrence of the instructor and employer.

It should not be considered a barrier to an internship if there are design competency areas where the employer does not anticipate utilizing the intern. The reference list, based on the IDEP program, is a good point of reference to use to discuss the possible design phases and competencies where the intern would be the most useful, and where the employer honestly anticipates that the intern will spend various amounts of time.

*If the information in the Organizational Profile and the Internship Description meets the requirements of the CSU internship program, the Internship Coordinator will approve the request for an internship and override the block on registration for INTD 487, allowing the student to register for the class in the appropriate semester.*
3) Contract – Master Internship Agreement: due *within 5 days* of starting the internship experience.

This form is delivered to Internship Coordinator, who submits it to the department head for signature*.

Send an e-mail to Internship Coordinator to expect the contract, and mail or fax Master Contract to:

**Attn: Internship Coordinator**
Department of Design and Merchandising
1574 Campus Delivery
Fort Collins, Colorado 80523-1574
(970) 491-1629
FAX: (970) 491-4855
www.dm.cahs.colostate.edu

*Please note: hours are not counted toward completion until the Master Contract is received by the DM department head.

4) Internship Objectives: due *within 5 days* of starting the internship.

This form creates the basis for your evaluation by the employer at the mid-point and conclusion of the internship. Five learning objectives should be developed with input from both employer and intern in order to develop clear, shared expectations and *measurable* goals for the intern’s experience. Throughout the internship, the intern will focus on collecting evidence of their work that fulfills each objective. Evidence of this work will then be submitted to the internship coordinator in poster format at the conclusion of the internship (see Student Deliverables).

**Examples of measurable objectives are as follows:**
- the intern will develop a set of working drawings for a piece of cabinetry.
- the intern will develop a solution to the entry floor tile for “XYZ” project.
- the intern will inventory all business forms used in the organization and develop graphic and content suggestions for improvements as well as develop forms that are not found in the firm’s inventory.
- the intern will document existing conditions for three projects.

**Examples of immeasurable objectives would be:**
- the intern will receive an understanding of our marketing concepts.
- the intern will learn business procedures.
- the intern will attend client meetings.

5) Mid-point Intern Evaluation letter: due at roughly the mid-point of your internship experience (dates will vary by individual).

Please have the employer characterize your tasks and performance to date in a letter electronically submitted to the Interior Design Coordinator. Use the **Internship Objectives** as points of reference.

6) Final Intern Evaluation: due at the conclusion of the experience and a *minimum of 5 days prior to the end of the semester*.

At the conclusion of the internship experience, download and give the form to the employer to complete and mail to the above address. Failure to receive the final evaluation on time will cause a delay in course assessment.
**FORMS and DELIVERABLES to be completed by student intern:**

1) “Get-a-JOB packet”
2) Prospects Tracking List
3) Weekly Journal Entries
4) Hard Copy of Time Sheet(s)
5) Internship Poster

1) “Get-a-JOB packet”: due *as soon as possible* - no later than the end of week following spring break in spring semester

   This packet consists of a sample cover letter, resume, references and work sample *(8.5 x 11 or 11x17 pdf of manageable size)*: This information will be put on file in the Internship office. It will be used in conjunction with the Student Profile to match firms and interns. In the even that I receive requests from firms, I will use it as a reference to suggest students that may have compatible skills and areas of interest. I will also use it to track what students have internships and which are still looking. Submit these documents in both hard copy (to the instructor’s mailbox) and electronically.

2) Prospects tracking list: due *prior to receiving credit for internship*

   This form should be completely filled out and should illustrate a solid and effective job search. It should have a minimum of 15 prospects and completed contact history which will be turned in electronically when you start your internship. If you locate an internship prior to completing research on the required minimum of firm contacts, you will be asked to complete this assignment using informational interviews with firms you might consider working for after graduation. All students are required to demonstrate their participation and progress in the job search process.

3) Weekly journal entry: due *weekly* during the internship experience

   Write two paragraphs at the conclusion of each week describing what you did (paragraph 1) and your thoughts about what you did (paragraph 2). Include at the end the number of hours worked just for that week (not a cumulative total). The entries should also periodically (at least 3 times total) reference a chapter in the assigned reading – something that was helpful or relevant to your experience, etc.

4) Hard copy of time sheet: Due at the conclusion of the experience and 5 days prior to the end of the semester.

   At the end of the internship, I will need a copy of your official time sheet from the firm, which should coincide with your journal hours.

5) Internship poster: Due at the conclusion of the experience and 5 days prior to the end of the semester.

   The content should include and address the following:
   - Intern name and the name of the firm and location (address)
   - Learning objectives and how you met them
   - Examples of accomplishments (drawings, materials selections, sketches, details, documents, etc.)
   - Organizational chart of the firm showing its firm type (corporation, partnership) and its components (departments, studios, etc.), firm’s mission, firm history
   - Additional photos, text and diagrams that would help the instructor understand the scope and quality of your experience

   Examples of posters are available in the Intern Coordinator’s office.
<table>
<thead>
<tr>
<th>Form</th>
<th>Who does it?</th>
<th>Submission Deadline</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Cover Letter, Resume, References</td>
<td>Student</td>
<td>Due prior to starting internship</td>
<td>NOTE: When you receive an internship offer, send the Internship Coordinator the actual cover letter you wrote to the firm that hired you.</td>
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<tr>
<td>and Work Sample</td>
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<tr>
<td>Prospects List</td>
<td>Student</td>
<td>Due prior to starting internship</td>
<td>Should your search end before you visit with 15 firms, students should complete list with 15 resources and completed informational interviews focusing on their future job search location upon graduation; e-mail to internship coordinator</td>
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<tr>
<td>Organizational Profile</td>
<td>Employer</td>
<td>Due prior to start of the internship</td>
<td>Basic contact information about the firm. Deliver, mail, fax or e-mail to internship coordinator</td>
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<tr>
<td>Internship Description</td>
<td>Employer</td>
<td>Due prior to the start of the internship</td>
<td>Internship information: compensation, tasks, expectations etc. This form is structured to reflect NCIDQ requirements and assists the instructor in qualifying the internship experience; deliver, fax or e-mail to internship coordinator</td>
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<tr>
<td>Contract – Master Internship Agreement</td>
<td>Employer and</td>
<td>Due maximum of 5 days after internship start date—hours</td>
<td>Must be mailed/faxed to the departmental offices, to the attention of the internship coordinator, to be signed by Dr. Nancy Miller; hours not counted until form is logged in to the department. PLEASE NOTE—THIS FORM NEEDS AN EMPLOYER SIGNATURE.</td>
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<tr>
<td></td>
<td>Student</td>
<td>NOT counted until form is logged in to the department.</td>
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<tr>
<td>Internship Objectives</td>
<td>Employer and</td>
<td>Due maximum of 5 days after start of internship</td>
<td>Deliver, fax or e-mail to internship coordinator for review—changes may need to occur before it is accepted. PLEASE NOTE—THIS FORM NEEDS AN EMPLOYER SIGNATURE.</td>
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<td>Student</td>
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<td>Mid-term Evaluation Letter</td>
<td>Employer, on</td>
<td>Due at the mid-point of the experience</td>
<td>Employer summarizes overall performance and progress towards objectives to date; mail or e-mail to internship coordinator</td>
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<td>letterhead or e-mail</td>
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<td>Final Intern Evaluation</td>
<td>Employer</td>
<td>Due at the conclusion of the experience and 5 days</td>
<td>If the form is not received, the student will receive an Incomplete; deliver, fax or e-mail to internship coordinator</td>
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<td>prior to the end of the semester</td>
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<td>Final Time Sheets</td>
<td>Student</td>
<td>Due at the conclusion of the experience and 5 days</td>
<td>Tally the total number of hours for the experience on the last sheet of the time sheets (must have a weekly time sheet, not just a combined/summarized list); e-mail to internship coordinator or hand in copies of actual time sheets. If the firm does not have time sheets—they must sign off weekly on one you create yourself.</td>
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<td>prior to the end of the semester</td>
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<tr>
<td>Internship Poster</td>
<td>Student</td>
<td>Due at the conclusion of the experience and 5 days</td>
<td>Synthesizes the experience using visuals, quotes, references, 5 work samples, etc.; should be minimum of 20” x 30” - print and mount on foam core for internship coordinator.</td>
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<td>prior to the end of the semester</td>
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<td>Weekly Journal Entries/Time Spent</td>
<td>Student</td>
<td>Due WEEKLY—Final posting due at the conclusion of the</td>
<td>Weekly - Must address: a) what was accomplished, b) a reflection of what was experienced and c) a tally of hours for that week that coincides with the time sheet; ALSO - mention the reading in at least three entries - must submit on RamCT – e-mail.</td>
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<td>experience and at least 5 days prior to the end of the</td>
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Interior Design Internships (INTD 487) Important Points to Review

A 3-credit internship (note: minimum of 150 hours over minimum of 8 week period) after the completion of second semester of the junior year is required to graduate in the Interior Design major.

There are two pre-requisites: INTD 356 and INTD 376.

The following guidelines are designed to assist you in obtaining an internship.

1. Internships can be paid or unpaid experiences.

2. It is preferable that the internship is with an interior design firm or/and architecture firm. However, we are aware of challenges that interior design and architecture firms may be still experiencing in the current economic climate; many are reluctant or unable to offer internships. Therefore, an extended range of experiences will be accepted.* Specifically, we will allow internships in companies that are more specialized in their interior design focus, as seen below:

Internships will be permitted in the following three areas:

a) **interior design/architecture firms**

b) **interior design specializations** - Examples of Interior design specializations that may provide avenues for practice exposure include lighting design, furniture design, cost estimation, specification writing, materials and product research, strategic planning, programming, post occupancy evaluation, sustainable design, historic preservation, community development, facilities management, construction administration and culture-based design.

c) **related specializations** - Examples of related specializations may include companies such as model home design, kitchen and bath design, art representation, color specialist, architectural writing and publication and architectural photography.

In addition, there are several policies you should be aware of as you investigate your internship.

1. You must be registered for internship credit the semester you are engaged in this educational experience. Credit cannot be given retroactively.

2. The internship supervisor cannot be a family relative.

3. If any issue arises during your internship (e.g. inadequate hours available, extended illness, or sexual harassment), you MUST contact the internship coordinator. After review, if your situation necessitates the conclusion of your internship, you will not be penalized in any way.

4. More than one internship experience can be fulfilled before graduation.

5. Appeals for internship credit or timing of internship are to be made directly to the Internship Coordinator.

*Please note: in every case, the organization and the internship must be approved by the Internship Coordinator prior to being allowed to register for the class.*