Thank you for your interest in the CSU Internship Program!

**Program Overview**

- The Interior Design program at Colorado State University requires our students do an internship for course credit as a condition for graduation.
- We believe that this real-world experience is a crucial part of design education, and we are committed to having our students graduate with experience and skills that are valuable to employers.
- The basic requirements are 150 hours of internship time (3 CREDIT HOURS) over a minimum of **eight weeks**.
- The student intern 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.

**Posting an Internship Opportunity:**

We encourage firms to contact the Internship Coordinator *whenever there are internship openings.*

We acknowledge that firms do not necessarily have openings according to an academic schedule, and we want to help you post your internship opportunity to our student body. Contact the internship coordinator-Kathryn.Harrison@colostate.edu.

**Semester Based Internships:**

Depending on the timing of the internship opportunity, students register for the internship course at the beginning of the **Fall** (Aug. – Dec.), **Spring** (Jan. – May) and **Summer** (May – Aug.) semesters. Juniors are eligible to seek internships for credit starting in **the summer** after completing Junior year.
What qualifies as an internship?
The interior design internship experience is intended to promote increased exposure to the design process, and can take place in any of the following venues:

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 work in retail sales studios, 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-only positions, 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. In addition, students may not work for a family member, or at their own family business.
INTERIOR DESIGN
INTERNSHIP

How do I set up an internship?

Contact the internship coordinator, Kathryn Harrison, and describe the internship opportunity. I’ll be happy to talk with you more about the requirement, the process and the paperwork, and to communicate the opportunity to our students.

Kathryn Harrison, Internship Coordinator
Kathryn.Harrison@colostate.edu
Office phone: (970) 491-7046

What is my firm required to do for the intern?

There are a few forms necessary to establish the internship for credit. Basically, we ask firms to provide information about the firm and the internship, sign an agreement with CSU, establish objectives, and evaluate the intern twice—once mid-way through, and again at the end of the internship. The intern will know all of the requirements for credit.
In addition, there are links to all necessary forms and deadlines on the CSU Interior Design website:
http://www.dm.cahs.colostate.edu/programs/id/internships/

What is my intern required to do for credit?

The intern will work with you to establish 5 clear objectives for the internship. The intern is required to journal weekly about the experience, integrate required reading, and submit a poster at the end of the internship illustrating the completed objectives and the overall content of the experience.