Thank you for partnering with CSU to offer an Interior Design Internship!

This is an overview of the forms required to make an internship qualify for credit.

- **Organization Profile** - due after an offer for employment.

- **Internship Description** - due after an offer for employment.

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 student registration for the class.

- **Contract – Master Internship Agreement** - due within 5 days* of starting the internship experience

*Please note: this is a time-sensitive document. The intern’s hours cannot technically be counted toward completion until this Agreement is received by CSU. This form is faxed or delivered to Internship Coordinator, who sends it to the department head for signature. The Student Intern should send an e-mail to the Internship Coordinator to expect delivery of the Agreement, either by fax or by mail.

- **Internship Objectives** - due soon after starting the internship.

- **Mid-point Intern Evaluation** - Just a short note (e-mail or letter) to the internship coordinator outlining the intern’s performance and progress on the 5 objectives.

- **Final Intern Evaluation** - The evaluation is done on an existing form, and is due at the conclusion of the experience. The intern will be aware of the due date, and will let you know when it is needed.

All forms available from Internship Coordinator:

Kathryn Harrison—Kathryn.Harrison@colostate.edu
PH: 970 491-7046

and on our website:

http://www.dm.cahs.colostate.edu/programs/id/internships/