

## ADES 4700 // Interior Design Professional Internship Packet

### Fall Credit

Interior Design internship hours can start in spring, summer, or fall. Credit is given in fall by enrolling in ADES 4700, as a summer internship is the preferred time for your internship. Please contact [cvad.design@unt.edu](mailto:cvad.design@unt.edu) with your student ID number and the signed internship info sheet with the request to get enrolled manually into ADES 4700.501 and indicate this is for the fall term.

### Interior Design Professional Internship Guidelines

Please share a copy of this packet with your internship employer.

Internships for academic credit completed before taking ADES 3635, interior construction, **will not** be applicable toward ADES 4700 credit. However, you are eligible to take an internship for credit while taking ADES 3635 credit.

### Program Contact

Department of Design  
College of Visual Arts and Design  
University of North Texas  
1155 Union Circle #305100  
Denton TX 76203-5017  
940-369-3621  
[cvad.design@unt.edu](mailto:cvad.design@unt.edu)

**Important:** Use “ADES 4700 Interior Design Internship” in the subject line of the email.

- 1. Eligibility:** Students completing their third year or entering their fourth year of study in the Interior Design program at the University of North Texas, while taking or having completed ADES 3635 or are in the process of completing this course. Winter break or summer internships are highly encouraged before entering the final year of study.
- 2. Objectives:** An internship is more than a job. It’s an experiential learning experience that emphasizes “on-the-job” training. The Internship Program provides the following opportunities:
  - 1) Helps the student develop a realistic view of the profession through work experience with qualified, knowledgeable professionals;
  - 2) Informs the student of operational procedures and policies employed in various aspects of the profession of Interior Design as well as related fields;
  - 3) Develops an awareness of teamwork and interaction on a variety of levels within the work environment, and finally;
  - 4) Allows the student to put into practice the skills and knowledge obtained in the classroom.
- 3. Work Requirement and Credit**

Each student must complete 120 hours of praxis work for 3 credit hours of coursework. All Interior Design Students are required to complete 3 credit hours of Professional Internship.

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ADES 4700 Professional Interior Design Internship will be only offered for credit during the Fall semester. Students are eligible to receive a grade (in the fall semester) for an internship completed during the winter break, spring, summer or fall semester of that calendar year. The required number of hours and documentation assignments must be completed before the conclusion of the fall semester. Please notify the program contact if you do not think you will be able to complete your internship by the end of the fall semester.

Please create a resume which you can use to apply for the internship. We recommend contacting the UNT Career Center to discuss your resume and receive feedback for a final version to be sent to your internship employer.

#### 4. Registration

Students must secure their internship position. To receive academic credit for this experience, the student must contact the design department ([cvad.design@unt.edu](mailto:cvad.design@unt.edu)) in order to enroll in ADES 4700; students will not be able to self-enroll in this course. Include the signed info sheet and the fall term in which you wish to enroll, e.g. Fall 2026. The department office or ADES 4700 instructor must approve firms not on the approved list to ensure each student receives a valid educational experience. Your internship employer will sign the employer information form.

Students who want to enroll in ADES 4700 for credit must provide the signed internship information form to the design office and email it to [cvad.design@unt.edu](mailto:cvad.design@unt.edu). The administrative staff at the design department office will enroll you into ADES 4700.501.

Students will upload the signed information form to Canvas once enrolled in ADES 4700. Your employer will have at least one registered Interior Designer, a NCIDQ certificate holder or equivalent, or registered Architect on staff as a supervisor to the intern. The NCIDQ certificate does not have to be current or renewed for the year of the internship. NCIDQ certificates are issued once an interior designer has passed the national exam. That will be sufficient. You are responsible for checking enrollment before the fall enrollment deadline and informing the Design Department office of discrepancies.

You will not be able to graduate without ADES 4700 professional internship credit.

#### 5. Supervision

It is expected that the employer or their representative will be responsible for supervising the student's work during the term of the internship and serve as a liaison with the professor conducting the internship course. At least one employee at the firm where you intern is a registered Interior Designer, NCIDQ certificate holder or equivalent, or registered architect.

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### 6. Remuneration

Payment is not a requirement but is encouraged if possible. The primary goal of the internship is to provide the student with a quality professional experience.

### 7. Timesheet

All hours must be logged on a timesheet during your internship. Entries in the timesheet cannot be generic but must detail the internship tasks. This timesheet must be signed by your supervisor, who verifies the hours completed. It must also be submitted to Canvas upon completion of the 120-hour requirement. Students can continue in their internship position beyond the required 120 hours to gain additional experience, but they will not be eligible for additional course credit.

### 8. Evaluation

The employer, the student, and the professor evaluate the internship experience separately. The evaluation process is accomplished by questionnaires and a series of student reports, all reviewed by the instructor of the course conducting the internship ADES 4700 class for a final grade. The formatting, grammar, and spelling of those reports are considered part of the grading. Employers must complete the evaluation of the intern and provide the evaluation to the student and to [cvad.design@unt.edu](mailto:cvad.design@unt.edu). The student will upload the signed evaluation to Canvas.

### 9. Site Visits

At the request of the employer or the intern, a site visit by the instructor of the ADES 4700 course conducting the internship may be arranged. Site visits may not be possible when schedule conflicts exist, but they should be used for new internship employees and on a case-by-case basis as required.

### 10. Assignments

The internship course has three assignments required:

- a. 60- hour internship report
- b. Budget exercise, details are posted in the Canvas course management.
- c. 120- hour report

In addition, you will upload your employer info sheet to the appropriate Canvas folder, and your employer evaluation with your time sheet.

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### Professional Internship Confirmation Form:

<https://cvad.unt.edu/images/did-internship-confirmation-form-2026.pdf>

### ADES 4700 Interior Design Professional Internship – Contact Sheet

This document must be signed and returned to the program contact before you can be enrolled in ADES 4700.

Semester: Fall 20\_\_\_\_\_

#### Student Intern Information

Full Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

UNT Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Proposed Internship Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Is this a paid internship?  Yes  No

What is your job title for this internship? (e.g. intern, assistant) \_\_\_\_\_

#### Employer Information

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Type of Firm: \_\_\_\_\_

(Commercial, Hospitality, Healthcare, Residential, Retail, Architectural, etc.)

Registered Designer or Architect:  Yes  No

(NCIDQ; RID; RA) If the individual is registered under another discipline such as engineer, lighting designer, acoustician, etc., please note under "other" below.

NCIDQ or Certification/License Number: \_\_\_\_\_

Other: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

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ADES 4700 Interior Design Professional Internship – Mid-Term Progress Report

### Mid-Term Progress Report – Due after 60 hours of work

Semester: Fall 20\_\_\_\_\_ Date Internship Started: \_\_\_\_\_

#### Student Information

Full Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

UNT Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employer: \_\_\_\_\_

#### Questionnaire

Do not use this internship document to answer the following questions. Please answer them in a separate professional report document, followed by your question-answer narrative. Do not answer these questions in bullet points but write a narrative with a minimum of a 750-word count for the narrative alone. Complete and discuss the following questions with your employer and after doing so, upload your report to Canvas. Leave a copy of the mid-term report with your internship firm.

Craft a professional title page with relevant information about your internship firm, the course, and your name. Include an index, footnotes, and page numbers. Check your spelling, syntax, and grammar. Use 11-point font, regular margins and 1.5-line spacing for this document.

We recommend that you write these reports weekly. Do not wait until 60 hours are completed.

1. What duties have you performed for the internship experience to date? Be detailed and explicit and report in-depth. Provide support material if available.

What is your responsibility for each of these duties? How did you master the responsibilities? How do these responsibilities fit into your career goals? How did each task support your learning of interior design skills? Do not answer these questions with bullet points or one sentence responses.

2. What other learning experience(s) would you like to have in the time that remains of your field experience? Have you discussed this with your employer?

What activities could be done differently during the first half of the internship? How would the difference improve your learning experience? What activities could be added to your internship?

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3. Explain in detail which internship activities made you more qualified as a future interior designer. Why?
4. Have you had experience with budgeting and/or estimating? If so, please give examples. If you haven't had this experience yet, please ask your employer to discuss budgeting and estimating with you. This response will be different from the budget assignment you will find on Canvas.

Have you had experience with FF&E selection? Specifications? If so, please give examples: (if not ask your employer to discuss FF&E selection and specifications with you.) Provide support material in your report.

5. Add/include supporting drawings or documents that you may have worked on, sketches and meeting notes, etc.

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### ADES 4700 Interior Design Professional Internship – Final Term Paper

#### Program Contact

Department of Design  
College of Visual Arts and Design  
University of North Texas  
1155 Union Circle #305100  
Denton TX 76203-5017  
940-369-3621  
[cvad.design@unt.edu](mailto:cvad.design@unt.edu)

#### Final Term Paper – Due after 120 hours of work

Semester: Fall 20\_\_\_\_\_ Date Internship Ended: \_\_\_\_\_

Submit a professional report with a title page, index, page numbers and appendices.

1. What have you gained from your internship that will help you advance in your studies? And how do you foresee using this experience in the classroom? Be detailed and in-depth in your reporting. How does the internship prepare you once you are working in your professional area after graduation in your workplace? Discuss the experiences you have had while working as an intern.
2. Has your perception of the profession been altered now that you have completed an internship? In what ways? How will this change your professional plans? Did you discover one specific area you especially enjoyed and would like to continue with? If so, what and why? Has this experience changed your career focus?
3. Discuss some of the mistakes you made or observed during your internship that one should not make once working full time in the profession and suggest alternatives to how to avoid them.

#### Term Paper Requirements

1250 words minimum. In addition to the topic criteria, neatness (layout and composition), grammar, and spelling are factors in determining student grades. A list of answers or bullet point answers are not acceptable for this assignment. Use 11 point font, regular margins and 1.5 line spacing for this document. Craft a professional title page with relevant information about your internship firm, the course and your name. The title page and index are not part of the word count.

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### ADES 4700 Interior Design Professional Internship – Student Evaluation

*To be completed by the employer.*

**Student Intern:** \_\_\_\_\_

#### Student Instructions

Scan and upload as a pdf to the CANVAS course management platform to the folder *Evaluation* by term last day of class.

#### Employer Information

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

NCIDQ or Certification/License Number: \_\_\_\_\_

#### Please complete the following form after 120 hours of work by the intern.

Email your evaluation to [cvad.design@unt.edu](mailto:cvad.design@unt.edu) and add “ADES 4700 – [student name]” in the subject line. Please share your evaluation with the intern. Your intern will upload your evaluation to the course Canvas.

Dates of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### Supervisor Feedback

Please check the statements that best describe the student. For each item checked, use a scale of 1-5 (1 represents low student engagement, 5 represents very high student engagement).

#### Attitude towards criticism

\_\_\_\_\_ Asks for constructive criticism.

Comments:

\_\_\_\_\_ Accepts criticism, and profits by suggestions.

Comments:

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\_\_\_\_\_ Accepts criticism and does nothing about it.

Comments:

\_\_\_\_\_ Resents criticism.

Comments:

### Attitude toward work

\_\_\_\_\_ Positive approach wants to succeed.

Comments:

\_\_\_\_\_ Enjoys work and shows promise.

Comments:

\_\_\_\_\_ "I don't care" attitude prevails at times.

Comments:

\_\_\_\_\_ Negative approach appears bored with the job.

Comments:

### Cooperation

\_\_\_\_\_ Cooperates willingly at all times.

Comments:

\_\_\_\_\_ Usually cooperates with others.

Comments:

\_\_\_\_\_ Often indicates resentment toward cooperating with others.

Comments:

\_\_\_\_\_ Unwilling to cooperate with others.

Comments:

### Courtesy

\_\_\_\_\_ Always considerate and courteous

Comments:

\_\_\_\_\_ Usually considerate and polite

Comments:

\_\_\_\_\_ Polite to customers but inconsiderate to fellow workers

Comments:

\_\_\_\_\_ Inconsiderate to others, rude to others

Comments:

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### Initiative

\_\_\_\_\_ Energetic. Capable and willing to go beyond assigned duties.

Comments:

\_\_\_\_\_ Performs routine work accurately.

Comments:

\_\_\_\_\_ Needs occasional prodding to complete routine duties.

Comments:

\_\_\_\_\_ Fails to complete expected work assignments.

Comments:

### Knowledge of Job

\_\_\_\_\_ Understands job thoroughly.

Comments:

\_\_\_\_\_ Is interested and desires to learn more about the job.

Comments:

\_\_\_\_\_ Listens to instructions but does not seem to understand.

Comments:

\_\_\_\_\_ Has little understanding of the job, and does not try to learn.

Comments:

### Performance on Job

\_\_\_\_\_ Performs duties with a high degree of accuracy.

Comments:

\_\_\_\_\_ Usually performs skillfully and with relative ease.

Comments:

\_\_\_\_\_ Listens to instructions but fails to follow through.

Comments:

\_\_\_\_\_ Extremely careless and inaccurate in job performance

Comments:

### Personal Appearance

\_\_\_\_\_ Professional, neat, and appropriately groomed.

Comments:

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\_\_\_\_\_ Usually neat and professional  
Comments:

\_\_\_\_\_ Frequently neglects professional appearance.  
Comments:

\_\_\_\_\_ Must improve professional appearance to maintain the job.  
Comments:

### Reliability

\_\_\_\_\_ Can always be depended upon and extremely conscientious.  
Comments:

\_\_\_\_\_ Can usually be depended upon, conscientious.  
Comments:

\_\_\_\_\_ Completes job but requires close supervision.  
Comments:

\_\_\_\_\_ Unreliable  
Comments:

### Work Habits

\_\_\_\_\_ Efficient, manages time and energy well.  
Comments:

\_\_\_\_\_ Industrious but not always efficient  
Comments:

\_\_\_\_\_ Frequently wastes time and energy.  
Comments:

\_\_\_\_\_ Fails to manage time and energy well, lazy.  
Comments:

### Recommendations

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### Additional Comments

(overall job performance, estimated potential in the profession)

Overall Perceived Performance Level: \_\_\_\_\_

1: Excellent work, 2: Good work, 3: Average work, 4: Fair work, and 5: Unsatisfactory

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### ADES 4700 Interior Design Professional Internship – Project Budget Exercise

With guidance from the Internship supervisor, the student is to prepare a project budget for at least one area scenario appropriate for the practitioner's project specialty. For example, an office or conference room in a commercial space, a classroom in an educational space, a hotel room or public space for hospitality design, a kitchen or living area in residence, etc. Any format that is typical of the firm's practice is acceptable. Craft a professional title page with relevant information about your internship firm, the course and your name.

**The budget exercise is due with the final internship report.**

Budget documentation should include evidence of the following concepts:

1. **Organization by project phase as applicable:** Demolition/Construction; Life Safety & Code issues; FF&E; MEP (Mechanical, Electrical, Plumbing) Systems; Power & Communications; Delivery & Installation; Project Management & Supervision; other disciplines or consultants
2. **Understanding of unit pricing/cost and extended cost:** linear feet, square feet, each, overage, rapport, transportation, etc.
3. **Understanding of labor cost, installation, shipping, interim storage, disposal, and waste fees:** itemized according to the unit; included in the cost of materials, percentage, etc.
4. **Understanding of business overhead costs:** What percentage or fixed amount will need to be added to cover the cost of business?
5. **Applicable life cycle cost issues:** recycled, reclaimed, refurbished items; packaging/transport; maintenance agreements; reclamation or disposal, etc.
6. **Proposed Estimate** of the project cost based on the total of itemized subtotals.
7. **Terms** of agreement, notice to proceed, client approval, etc.
8. **Project scope area drawing** or graphic representation.



## **ADES 4700 // Interior Design Professional Internship Packet**

**Student: SCAN and upload as a pdf to the CANVAS course management platform to the folder *Time Sheet* by the term last day of class.**