



Interior Design Professional Internship, Course: ADES 4700

ADES 4700 FALL CREDIT. Interior Design (internship hours can be started in spring (after spring break), summer or fall. Credit is given in the fall by enrolling in ADES 4700)

INTERIOR DESIGN PROFESSIONAL INTERNSHIP GUIDELINES

(Please share a copy of this packet with your Internship Employer)

Internships completed before spring 2025 will not be applicable toward ADES 4700 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 | Email: cvad.design@unt.edu

Important: use “ADES 4700 interior design internship” in the mail subject line.

1. ELIGIBILITY: Students entering their senior year of study in the Interior Design program at the University of North Texas, upon having completed ADES 3620, ADES 3630, and ADES 3640 or are in the process of completing. Summer internships before entering the final year of study are highly encouraged.

2. OBJECTIVES: 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 is required to complete 120 hours of work for 3 credit hours of coursework. All Interior Design Students are required to complete 3 credit hours of Professional Internship. ADES 4700 Professional Internship for Interior Design will be offered for credit during the Fall semester only. Students are eligible to receive a grade (in the fall semester) for an internship completed during the 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 that you can use to apply for the internship.** We recommend that you contact the Interior Design faculty, for example, faculty teaching presentation technique or the program contact for the internship, to discuss your resume and to receive feedback for a final version to be sent to your internship employer.

4. REGISTRATION: To receive academic credit, the student must register for ADES 4700 during the official registration period for the fall semester. The professor conducting the internship will provide an orientation session and contact information for approved internship locations during your spring semester. Students must secure their own internship position. The department office must review locations not on the approved list to

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INTERNSHIP GUIDELINES, CONT'D

ensure each student receives a valid educational experience. Your internship employer will sign the employer information form. Your employer will have at least one registered Interior Designer, NCIDQ certificate holder, or registered Architect on staff as a supervisor to the intern. Before the internship is begun, students must submit their employer information to the professor of record and maintain the status of the required documentation as presented in this packet. Once you have submitted the employer information form to the instructor of record, the administrative staff at the design department office will enroll you into ADES 4700. You are responsible for checking enrollment before the deadline for fall enrollment and informing the design department office of discrepancies.

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 you intern with is an NCIDQ certificate holder or a registered Interior Designer or Architect. Other registered professionals may be considered by the department if appropriate paperwork is provided.

6. REMUNERATION: Payment is not a requirement; however, if possible, encouraged. The primary goal of the internship is to provide quality professional experience for the student.

7. TIMESHEET: All hours must be logged during your internship using the provided timesheet. This timesheet must be signed by your supervisor verifying the hours completed and submitted upon completion of 120 hours. Students have the option of continuing in their internship position beyond the required 120 hours to gain additional experience but will not be eligible for additional course credit. Entries in the timesheet cannot be generic but must indicate the details of the tasks performed.

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 professor conducting the internship for a final grade. Formatting, grammar, and spelling in those reports are considered part of the grading.

9. SITE VISITS: At the request of the employer or the intern, a site visit by the professor 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.



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CONTACT SHEET

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

FALL 20_____

STUDENT INTERN NAME: _____

ADDRESS: _____

TELEPHONE: _____

GRADUATION DATE: _____

PROPOSED INTERNSHIP DATES: FROM _____ TO _____

IS THE INTERNSHIP PAID? ___ YES ___ NO

WHAT IS YOUR JOB TITLE FOR THIS INTERNSHIP
_____ (e.g. intern, assistant,)

EMPLOYER INFORMATION

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

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 that below.

Other: _____

SIGNATURE OF SUPERVISOR: _____



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MID-TERM PROGRESS REPORT | DUE AFTER 60 HOURS OF WORK

FALL 20_____ DATE INTERNSHIP STARTED: _____

STUDENT: _____

EMPLOYER: _____

QUESTIONNAIRE: Please answer the following questions on a separate report document with a title page followed by your question-and-answer narrative. Craft a professional title page with relevant information about your internship firm, the course, and your name. Include footnotes and page numbers. Check your spelling, syntax, and grammar.

Complete and discuss the following questions with your employer and return this form to the professor grading this internship. Leave a copy of the mid-term report with your internship firm.

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

Questions

1. What general duties have you been performing for the internship experience to date? What is your responsibility for each of these duties? How do these responsibilities fit into your career goals?
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 would you suggest could be done differently during the first half of the internship?
3. Do you feel more qualified in the area in which you have been working? Explain in detail what activities made you more qualified, why?
4. Have you had experience with budgeting and/or estimating? If so, please give examples: (if not ask your employer to discuss budgeting and estimating with you.)
5. Describe any public service projects you participated in while at your company. How does public service relate to the ethos of interior design?

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MID-TERM PROGRESS REPORT, CONT'D

6. Have you had experience with budgeting and/or estimating? If so, please give examples: (if not ask your employer to discuss budgeting and estimating with you.) Have you had experiences with FF&E selection? Specifications? If so, please give examples: (if not ask your employer to discuss FF&E selection and specifications with you.)
7. Add/include supporting documents you have worked on and completed, sketches and meeting notes, etc.

SCAN and upload as a PDF to the CANVAS course management platform to the folder 60-hour report by Dec. 1, 2025.

FINAL TERM PAPER | DUE AFTER 120 HOURS WORK

DISCUSS ITEM #1, and then select at least two additional issues from the following topics to include in your report narrative.

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 opinion of the profession been altered now that you have worked? 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 changed your career focus?
3. Discuss some of the mistakes you made or observed during your internship that one should not make once working 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 students' grades. A list of answers is 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 is NOT part of your word count.

SCAN and upload as a pdf to the CANVAS course management platform to the folder 120-hour report by Dec. 1, 2025.



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STUDENT EVALUATION — TO BE COMPLETED BY THE EMPLOYER

NAME OF STUDENT INTERN _____

EMPLOYER INFORMATION

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

SUPERVISOR: _____

COMPLETE THE FOLLOWING FORM AFTER 120 HOURS OF WORK BY THE INTERN.

Please email your evaluation to cvad.design@unt.edu and add the following in the subject line: "ADES4700 — Student Name." Share your evaluation with the intern.

DATES OF EMPLOYMENT: FROM _____ TO _____

SEMESTER: FALL 20_____

RATING: 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:

_____ Accepts criticism and does nothing about it.

Comments:

_____ Resents criticism.

Comments:

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STUDENT EVALUATION | TO BE COMPLETED BY THE EMPLOYER, CONT'D

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:

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:

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STUDENT EVALUATION, CONT'D

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:

_____ 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:



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STUDENT EVALUATION, CONT'D

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

Additional Comments: overall job performance, estimated potential in the profession

Overall Perceived Performance Level _____

Signature: _____

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

Student: Scan and upload as a PDF to the CANVAS course management platform to the Evaluation folder by Dec. 1, 2025.

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PROJECT BUDGET EXERCISE

With guidance from the Internship supervisor, the student is to prepare a project budget for a minimum of one area scenario that is 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. A sample template has been provided, but any format that is typical of the firm's practice is acceptable.

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 overhead cost of business:** 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 (may be a pdf or "screenshot").



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COMPANY NAME: _____ | TIME SHEET

Date _____

Employee Name _____ Project _____

Supervisor _____ Task Phase _____

Date	Start Time	End Time	Task in Detail	Hours	Billable Hours
TOTALS					

I certify that these hours are a true and accurate record of all time worked during the pay period.

Employer/ Supervisor Signature: _____ Date: _____

Student: Scan and upload as a PDF to the CANVAS course management platform to the Evaluation folder by Dec. 1, 2025.