

ADES 4700 FALL CREDIT. Interior Design (internship hours can be done starting in spring, summer or fall. Credit is given in fall)

INTERIOR DESIGN PROFESSIONAL INTERNSHIP GUIDELINES

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

PROGRAM CONTACT

Bill Morgan
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: Bill.Morgan@unt.edu

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 prior to 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 actual 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, which you can use to apply for the internship. We recommend that you contact 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. Locations not on the approved list must be reviewed to ensure that each student receives a valid educational

experience. Your internship employer will sign the employer information form and your employer will have at least one registered Interior Designer, NCIDQ certificate holder or registered Architect on staff. 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 Office will enroll you into ADES 4700. You are responsible to check enrollment before the deadline of fall enrollment and inform the Design 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 liaison with the professor conducting the internship course. At least one employee at the firm you intern with is a NCIDQ certificate holder or a registered Interior Designer or Architect.

6. REMUNERATION: Payment is not a requirement, however, if possible encouraged. The primary goal of the internship is to provide a 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.

8. EVALUATION: the employer, the student and the professor conducting the internship evaluate the internship experience separately. The evaluation process is accomplished by questionnaires and a student paper, all of which are reviewed by the professor conducting the internship for a final grade.

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 employers and on a case by case basis as required.

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

FALL 20 _____

STUDENT INTERN NAME: _____

ADDRESS: _____

TELEPHONE: _____

GRADUATION DATE: _____

PROPOSED INTERNSHIP DATES: FROM _____ TO _____

IS THE INTERNSHIP PAID? ___ YES ___ NO

WHAT IS YOUR JOBTITLE 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)

SIGNATURE OF SUPERVISOR: _____

**ADES 4700 FALL
INTERIOR DESIGN PROFESSIONAL INTERNSHIP**

PROGRAM CONTACT

Bill Morgan
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: Bill.Morgan@unt.edu

MID-TERM PROGRESS REPORT...**DUE AFTER 60 HOURS WORK**

FALL 20 _____ DATE INTERNSHIP STARTED: _____

STUDENT: _____

EMPLOYER: _____

QUESTIONNAIRE (please answer these questions on a separate report document with a title page followed by your question-answer narrative. Craft a professional title page with relevant information about your internship firm, the course and your name.

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.

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?

MID-TERM PROGRESS REPORT...CONTINUED

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, ?

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.)

SCAN and upload as a pdf to the CANVAS course management platform to the folder 60hour report by December 2

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 PAPER NARRATIVE

1. What have you gained from your internship that will help you advance in your studies? How does the internship prepare you once you are working in your professional area, and how do you foresee using this experience in the classroom and after graduation in your workplace? Discuss some of the more important (to you) experiences you have had while working as an intern, and describe how you plan to build on these experiences in your classroom and your professional career.

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 that 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 one should not do once working in the profession, and suggest alternatives.

5. Select a topic covered during your internship which is of interest to you and would show that you have gained some knowledge of the profession through your internship experience, and elaborate on it.

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 pt font, regular margins and 1 ½ 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 120hour report by December 2

**ADES 4700 FALL
INTERIOR DESIGN PROFESSIONAL INTERNSHIP**

STUDENT EVALUATION - TO BE COMPLETED BY EMPLOYER

NAME OF STUDENT INTERN: _____

EMPLOYER INFORMATION:

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

SUPERVISOR: _____

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

DATES OF EMPLOYMENT: FROM _____ TO _____

SEMESTER: FALL 20 _____

Please check the statements that best describe the student.

Attitude towards criticism

- _____ Asks for constructive criticism
- _____ Accepts criticism, profits by suggestions
- _____ Accepts criticism does nothing about it
- _____ Resents criticism

Attitude toward work

- _____ Positive approach, wants to succeed
- _____ Enjoys work and shows promise
- _____ "I don't care" attitude prevails at times
- _____ Negative approach, appears bored with job

EVALUATION OF STUDENT INTERN...CONTINUED

Cooperation

- _____ Cooperates willingly at all times
- _____ Usually cooperates with others
- _____ Often indicates resentment toward cooperating with others
- _____ Unwilling to cooperate with others

Courtesy

- _____ Always considerate and courteous
- _____ Usually considerate and polite
- _____ Polite to customer but inconsiderate to fellow workers
- _____ Inconsiderate to others, rude to others

Initiative

- _____ Energetic. Capable and willing to go beyond assigned duties
- _____ Performs routine work accurately
- _____ Needs occasional prodding to complete routine duties
- _____ Fails to complete expected work assignments

Knowledge of Job

- _____ Understands job thoroughly
- _____ Is interested and desires to learn more about job
- _____ Listens to instructions but does not seem to understand
- _____ Has little understanding of the job, does not try to learn

Performance on Job

- _____ Performs duties with a high degree of accuracy
- _____ Usually performs skillfully and with relative ease
- _____ Listens to instructions but fails to follow through
- _____ Extremely careless and inaccurate in job performance

Personal Appearance

- _____ Professional, neat and appropriately groomed at all times
- _____ Usually neat and professional
- _____ Frequently neglects professional appearance
- _____ Must improve professional appearance to maintain the job

EVALUATION OF STUDENT INTERN...CONTINUED

Reliability

- _____ Can always be depended upon and extremely conscientious
- _____ Can usually be depended upon, conscientious
- _____ Completes job but requires close supervision
- _____ Unreliable

Work Habits

- _____ Efficient, manages time and energy well
- _____ Industrious but not always efficient
- _____ Frequently wastes time and energy
- _____ Fails to manage time and energy well, lazy

Recommendations:

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

Performance Level _____ Signature: _____

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

SCAN and upload as a pdf to the CANVAS course management platform to the folder Evaluation by December 2

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 a residence, etc. A sample template has been provided, but any format that is typical to 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:** Itemized according to unit; Included in cost of materials; Percentage, etc.
4. **Applicable life cycle cost issues:** recycled, reclaimed, refurbished items; packaging/transport; maintenance agreements; reclamation or disposal, etc.
5. **Proposed Estimate** of project cost based on total of itemized subtotals
6. **Terms of agreement, notice to proceed, client approval, etc.**
7. **Project scope area drawing** or graphic representation (may be pdf or "screen shot").

