

## ***Interior Design Internships***

(2013)

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This handout provides information on internships for the interior design major presented as follows:

- I. What is an internship?
- II. Requirements for an internship
- III. University faculty contacts
- IV. Previous placements
- V. Paper assignment
- VI. Internship checklist
- VII. ASID Student Internship Levels & Duties
- VIII. Student Intern Evaluation Form

### ***I. What is an internship?***

An internship is a way to earn academic credit for hands-on learning at an organization involved in interior design. It is a three-way partnership between you, your faculty sponsor, and your supervisor at the internship site. An internship is also an excellent way to learn important skills in the interior design industry, to network with professionals in the field, to help clarify your career goals, and to increase your marketability after graduation. You are responsible for obtaining an internship; your academic advisor and staff in the Center for Career and Calling (2<sup>nd</sup> floor SUB) will assist you with finding an appropriate site, but the ultimate responsibility for securing an internship is yours.

Professional behavior is expected during the internship. You will be evaluated by your employer in the categories of quality of work, dependability, attitudes toward work, and relationships with others. For further explanations of those categories, review a copy of the *Employer Evaluation of Student Internship*.

### ***II. Requirements for an internship:***

An internship, for academic credit, is required for all interior design majors. ***The prerequisites are a “B” average, at least junior standing, and acceptance into the interior design major.*** The credits for the internship can range from 3 – 5. The work hours *required* for the varying internship credits are as follows:

3 credits	12 hours/week for 10 weeks (for a total of 120 hours)
4 credits	16 hours/week for 10 weeks (for a total of 160 hours)
5 credits	20 hours/week for 10 weeks (for a total of 200 hours)

The information that follows will provide information about the internship experience.

1. Determine which academic quarter(s) you will participate in an internship. Internships can be completed any quarter, including summer. Meet with your academic advisor at least eight weeks before the quarter in which you'll be interning.
2. Prepare a resume and letter of application. Assistance with this is available from The Center for Career and Calling. Inquire about making an appointment. ASID, Seattle Design Center,

has prepared a list of internship levels and duties that may be helpful to you. You may also need to prepare a portfolio (small sampling of your work).

3. Locating an internship site is primarily the students' responsibility. Ideas for internship sites may be available on lists provided in the Career Development Center, in postings on the Interior Design site on Blackboard, or by contacts you've made.
4. Keep an open mind about placement. The internship will provide you with valuable information and experience regarding the interior design field whether or not you view it as an "ideal" match with your interests and abilities.
5. The **Internship Learning Contract** is available online in the SPU Center for Career and Calling > Students > Internships > Learning Contract. With assistance from your faculty sponsor (academic advisor) and your site supervisor, complete the form. Completion of this form and signatures from all parties involved is required **before** you can register for the credits. You will have to take the completed form to the Student Academic Services – Records and Registration in Demaray Hall to actually register. This learning contract serves as the guideline for your internship experience. If you experience any difficulties while on your internship, inform your faculty sponsor immediately.

Explanations for the "Coursework Information" section on the back-side of the form are as follows:

a. Learning Objectives

Briefly explain 3 – 4 concepts/skills/etc. you want to learn or improve from this internship experience. **Learning objectives must be stated in this format.** The six major categories of learning objectives are knowledge, comprehension, application, analysis, synthesis and evaluation.

- i.e. To improve AutoCAD skills.  
To increase knowledge of fabrics used in commercial interiors.  
To apply knowledge of furniture arrangement to projects for residential clients.

b. Learning Activities

Explain the types of activities you will engage in to meet the objectives you've identified above.

- i.e. Create detail drawings of custom furniture using AutoCAD.  
Attend presentations given by fabric representatives.  
Create multiple furniture arrangements for each residential client.  
Attend client meetings.

c. Evaluation

This section identifies the activities you will complete to demonstrate that the learning objectives have been met. These items will be submitted to your academic advisor. The *minimum* requirements are as follows:

1. See attached paper assignment.
2. Attend a **seminar** at the beginning and end of your internship, planned around your schedules, and arranged by the faculty supervisor.

3. A **journal** explaining *daily* activities. The journal entries may be hand written. Your entries should include your experiences (positive and negative) with what you're doing and who you're working with, including the tasks, working relationships (people) and the physical environment. Particularly important are any challenges you encountered and how you dealt with them. Not every daily entry will cover all of the above topics. *In addition, your journal entries must include the day, date, time (i.e. 1:00 – 4:00 pm) and hours worked (i.e. 3 hours) at your internship site.* Your hours must add up to the required number of hours to receive credit.

A **journal summary** of your journal entries. This summary must be typed. This summary will include the total number of hours worked and an explanation of to what extent the learning objectives stated on your learning contract were met. This summary will also explain what you've learned from this internship experience – your likes and dislikes related to the tasks performed, the work environment, the relationships with people, the skills utilized or acquired, what you would need to do to be successful in this design environment, etc. This summary will help you identify aspects of a professional work environment that are suited, or not suited, to your interests, abilities and personality.

4. Your faculty sponsor may request to **visit your internship site**. This visit would be scheduled during the final weeks of your internship. Check with your faculty sponsor to determine if he/she wants you to arrange a visit.
5. **Evaluation form** completed by your internship supervisor. This form will be sent directly to your supervisor by the Center for Career and Calling. Notify them if your internship supervisor has not received an evaluation form two weeks before the end of your internship. A copy of this evaluation is included so you will know the criteria by which you will be evaluated.

**Place all of the materials for the Interior Design internship, as stated on the following page, in a folder and deliver to your academic advisor. Make sure your employer has completed and returned the internship evaluation. All of the above must be received by your academic advisor before a final grade will be given.**

d. Signatures

“Supervisor” means your internship site supervisor. “Faculty sponsor” means the faculty member at Seattle Pacific University who is overseeing your internship (same as academic advisor). Your faculty sponsor is the last to sign the papers. All signatures are needed before you can register. You then take the signed contract to Registration and Records to register.

**III. University faculty contacts:**

Please direct any questions you may have on internships to the following people:

2012/13 Internships - Professor Keith Miller  
206-226-7541  
[millek2@spu.edu](mailto:millek2@spu.edu)  
[Keith@MillerInteriorDesign.com](mailto:Keith@MillerInteriorDesign.com)

Summer 2013 Internships - Dr. Sandra C. Hartje  
206-281-2204 (office)  
[shartje@spu.edu](mailto:shartje@spu.edu)

General questions on  
Internships -

Professor Beth Miller  
(206) 281-2986  
[bcmiller@spu.edu](mailto:bcmiller@spu.edu)

#### **IV. Previous Placements**

Over the past years, interior design students have completed internships at the companies listed below. Additional information for these previous internship sites may be available in the Center for Career and Calling.

- JPC Architecture
- Group West Associates – Interior Design Intern
- Craig Sawyer Design – CAD Drafter
- Design Craft Upholstery
- E.C. Design
- Group West Associates
- Starbucks Design Department
- The Spaghetti Factory
- Planet Retail Studios
- NBBJ – Resource Librarian
- Callison Partnership
- B&OI (Business and Office Interior) – resource librarian, design assistant
- Nightingale Design
- The Retail Group
- Heartland Interiors
- Bothell Furniture
- Ethan Allen Furniture
- Harold's Lamp and Shade
- Distinctive Design – Sales Associate
- Arte Forma Designs – Assistant to Manager
- Consign Design – Sales
- IKEA – Decorator Intern
- Masin's Furniture
- Knoll (office furniture)
  
- City of Seattle – space planning
  
- Seattle Design Center (showrooms)
  - Beacon Hill
  - Pindler and Pindler
  - Carlyle Company – showroom assistant
  - Stroheim and Romann
  - R. L. Finer
  - Christine Suzuki
  
- Era Care
- ADaptations inc.

## **V. Interior Design Internship – Paper Assignment**

Answer the following questions. If a question does not apply to the company with whom you're interning, customize it as needed for the specific market niche in which you've been working, with advisor approval.

1. What is the name of the company and in which area of interior design do they specialize? Attach company literature or other information about the company.
2. How many employees are there, and in what capacity does each person serve?
3. Briefly describe (1-2 paragraphs) the typical client. What is the usual income bracket? Is the client usually from a particular part of the city?
4. In what ways can a designer contribute to improving a client's quality of life (2-3 paragraphs)?
5. Describe the typical process used when designing for or working with a client.
  - a. Programming –
    - i. By what means do they get the information they need to serve the client?
    - ii. In what ways are client needs and wants different?
    - iii. How is the designer responsible for differentiating the two?
    - iv. Provide an example.
6. What does the typical contract with the client entail? If the company you've interned with approves, include a sample copy of a contract when you submit this to your academic advisor.
7. What is the billing/fee structure the design firm employs?
  - a. Do they bill hourly, use a flat fee, or charge a mark-up on product?
  - b. Do they use a combination of these and if so, what is it?
  - c. Do they collect money up front, at the end of the project, or do they bill monthly?
  - d. Do they use a combination of these billing structures, and if so what is that combination?
8. Do the designers at the firm use sketching very much when working with clients?
9. Do they provide renderings, and if so does someone w/the firm complete them or do they hire a rendering specialist?
10. Do they provide color boards?
  - a. Who completes them?
  - b. How are they different than school color boards?
11. What are the computer programs that they use for drafting, rendering, and specifications?

12. What is their approach to and sense about sustainability? What do they do, if anything, to advocate sustainability?
13. What is their approach to universal design? What do they, if anything, to advocate u.d.?
14. What does the order process look like?
  - a. What was ordered?
  - b. From whom?
  - c. Where was the vendor/supplier located?
  - d. How long was the lead time?
  - e. What were shipping costs?
  - f. Were there any backorders?
  - g. How were the products delivered to the client? Were they shipped straight to the client, or to the company with whom you interned?
15. Include a 1-2 page description of the process a designer goes through to make money.
16. If required by your faculty supervisor, include an example of a project or projects you've been working on during your internship, with descriptions or explanations.

**VI. Internship Checklist**

Submit the following by the deadline to receive credit:

\_\_\_\_\_ A Copy of the Learning Contract – including a signed copy of this page submitted to your faculty supervisor at the beginning of your experience

\_\_\_\_\_ \* The Interior Design Paper Assignment (described above) or

\_\_\_\_\_ \* An alternative Project (if the paper isn't applicable to your internship, propose an alternative project to your faculty advisor by mid-way through your internship; also required is basic information about the company and the role of interior designers)

\_\_\_\_\_ \* Daily Journal Entries – brief paragraph written at the end of each internship work day describing your daily experiences

\_\_\_\_\_ \* Journal Summary – to be completed at the end of your experience

\_\_\_\_\_ Evaluation form completed by supervisor – check to see that your supervisor received an evaluation form. The completed form should be returned to the Center for Career and Calling. The CCC will send a copy to your faculty supervisor.

\* If applicable, these items may be submitted digitally via email at the end of the quarter in which your internship experience resides.

**DEADLINE FOR SUBMITTALS:**

5:00 pm the Friday of finals week in the quarter in which your internship experience resides.

NAME: \_\_\_\_\_

QUARTER: \_\_\_\_\_

-----for office use only-----

**DATE ALL WORK SUBMITTED BY STUDENT** \_\_\_\_\_

## **VII. ASID Student Internship Levels & Duties**

The descriptions below are to be used as a guide for the ASID Internship Program to aid both the Design Professionals and the Students in communicating the level of expectations for their partnership.

ALL Interns are expected to be at the place of internship on time, dressed appropriately and are expected to communicate any deviations from the set work schedule to the professional 48 hours in advance. Interns are expected to present themselves in a professional manner at all times.

### Beginning:

- 0-1 year of design training or education
- Some knowledge of fabrics, materials, and board layout
- Knowledge of design elements and principles
- Possess basic computer skills, such as Word, Excel, Powerpoint, and the Internet

Typical duties may include updating and sorting the resource library, picking up and returning samples, filing of vendor information, measurements on job sites, aiding during vendor meetings, etc.

### Intermediate:

- 1-3 years of design training or education
- Comfortable with fabrics, materials, fixtures and furniture
- Drafting (hand), perspectives, basic understanding of business practices
- Programming, basics of space planning, color coordination, basic lighting design
- Basic knowledge of Autocad, Photoshop, Pagemaker, 3D or other computer design applications as well as Word, Excel, Powerpoint and the Internet
- Knowledge of sources and vendors

Typical duties may include: Existing core structure on AutoCad, basic lighting/electrical plans, basic space planning, visit job sites with Designer, etc.

### Advanced:

- Min 3 years of design training or education
- Strong in the above Intermediate level qualifications
- Space planning, Design Development, knowledge of ADA codes and Int'l Building Codes and/or local City codes
- Understanding of Contracts and Contract Documents
- Understanding of business practices specific to Interior Design (billable hours, mark ups, discounts, etc)
- Ability to create detail drawings, fabric, finishes and furnishings selections

Typical duties may include: Job site visits, punch lists, fabric, finish, furnishings and color selections, detail drawings, obtain quotes/bids, prepare client proposals, sit in on client meetings, advanced space planning and design development projects.

**VIII. Student Intern Evaluation Form**

Quarter: \_\_\_\_\_  
 Year: \_\_\_\_\_

Please return by: \_\_\_\_\_

Seattle Pacific University

**Student Intern Evaluation Form**

Name: \_\_\_\_\_ Major: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Email: \_\_\_\_\_

**Please take a moment to note your observations of your performance and skills on this form.**

	Excellent	Good	Fair	Poor	NA
<b>Quality</b> <i>Accuracy, thoroughness, uses time &amp; resources well, consistently delivers professional-quality work</i>					
<b>Reliability</b> <i>On time, arranges lateness/time off in advance, works the agreed upon # of hours</i>					
<b>Responsive/Responsible</b> <i>Takes direction, works independently, uses time efficiently, completes assigned tasks and meets deadlines</i>					
<b>Attitudes toward work</b> <i>Demonstrates a desire to learn, improve and contribute to the organization</i>					
<b>Relations with others</b> <i>With supervisor, co-workers, customers; uses tact and diplomacy, accepts criticism, works cooperatively</i>					
<b>Technical knowledge</b> <i>Possesses and applies relevant knowledge to real business situations</i>					
<b>Writing skills</b> <i>Meets standards for business writing: correspondence, email, proposals, etc.</i>					
<b>Verbal skills</b> <i>Professionally &amp; appropriately communicates with constituents</i>					
<b>Initiative</b> <i>Self starter, resourceful, problem solver</i>					
<b>Leadership potential</b> <i>Asks questions, explores options, seeks solutions, sets priorities, manages tasks</i>					
<b>Professional appearance appropriate to the organization</b>					
<b>Professional behavior</b> <i>Demonstrates interest in the issues, policies and organizations related to the field; acts appropriately in business contexts</i>					
<b>Overall preparedness for workplace after graduation</b>					
<b>Overall Performance</b>					

**How did you find this internship?**

- SPU's eRecruiting
- Other online posting (specify) \_\_\_\_\_
- SPU Career Center Staff
- Developed own position
- Turned part-time position into internship
- Other (specify) \_\_\_\_\_

Did this internship site fulfill your expectations?  Yes  No  
 Why?

Would you recommend this site to other students?  Yes  No  
 Why?

Could we quote you in SPU promotional materials regarding internships?  Yes  No

Please bring this completed evaluation to the Career Development Center, 2<sup>nd</sup> floor SUB or fax to 206-281-2886