

Interior Design Internships

(2017)

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 internship placements
- V. ASID Student Internship Levels & Duties
- VI. Student Intern Evaluation Form
- VII. Internship Supervisor 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 (2nd 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 for FCS 4890 are: a “B” average, at least junior standing, acceptance into the interior design major, and successful completion of FCS 2730 Professional Practice.*** 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)

Internships are graded on the traditional A – E grading scale.

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

1. Determine which academic quarter(s) you will participate in an internship. Internships may be completed any quarter, including summer. Meet with your academic advisor at least eight weeks before the quarter in which you will 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 Canvas, from ID faculty, or by contacts you have 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. You will register for FCS 4940 online.
 - However, before you register, complete the SPU Internship Learning Form Worksheet, available online to gather all the required information (learning goals, objectives, grading criteria, etc.). This is necessary because the ILF online does not have a save feature and you may run out of time before the form is completed, if you haven't determined the answers. Completion of the worksheet will require discussion with your faculty sponsor (academic advisor) and your site supervisor.
 - Once the worksheet is completed, you can initiate the registration process and complete the ILF on SPULink.
 - After the ILF is submitted, the faculty sponsor and internship site supervisor will be emailed a link for an electronic signature before it goes to Student Academic Services (SAS) for final approval and registration.
 - Registration for the course must be completed before the 10th day of the quarter.
6. ILF: Learning objectives, learning activities and evaluation.

The ILF serves as the agreement and guidelines for your internship experience. If you experience any difficulties while on your internship, inform your faculty sponsor immediately.

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. ***Directions for these items will be posted and the assignments will be submitted on Canvas.*** The *minimum* requirements are as follows:

1. Paper assignment submitted on Canvas, Interior Design Internship Paper.
2. If provided, attend a ***seminar*** at the beginning and/or end of your internship, planned around your schedules, and arranged by the faculty supervisor.
3. ***Daily journal entries***. Begin the journal entry with 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. 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. Daily journal entries are to be one paragraph, single-spaced, consisting of ~ 4 – 5 sentences on Blackboard, in Journal, under Daily Journal assignment.
4. ***Journal summary*** of your journal entries. 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. This summary is to be ~ 2 pages in length, single-spaced within paragraphs and double-spaced between paragraphs. The directions are posted in Blackboard in Assignment-Journal Summary.
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.

All of the above must be received by your academic advisor before a final grade will be given.

III. University faculty contacts:

Please direct any questions you may have on internships to:

Professor Lisa Blanchard
206-719-3114
blancl@spu.edu

IV. Previous Internship Placements

Over the past years, interior design students have completed internships at the companies listed below. Additional information for these internship sites may be available in the internship binder in the FCS office.

- Ann Sacks Tile and Stone
- B&OI (Business and Office Interior) – resource librarian, design assistant
- Callison Partnership
- City of Seattle – space planning
- Consign Design – Sales
- Craig Sawyer Design – CAD Drafter
- Design Craft Upholstery
- Era Care, Inc.
- Ethan Allen Furniture
- Greenpoint Technologies
- Group West Associates – Interior Design Intern
- Harold's Lamp and Shade
- Heartland Interiors
- IKEA – Decorator Intern
- JPC Architecture
- Knoll (office furniture)/Design Within Reach
- Land of Nod
- Masin's Furniture
- Murray Franklyn Companies
- NBBJ – Resource Librarian
- Planet Retail Studios
- Pottery Barn
- Restoration Hardware
- Seattle City Light
- Seattle Tile
- Starbucks Design Department
- The Spaghetti Factory
- The Retail Group

V. 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.

VI. Student Intern Evaluation Form

Quarter: _____

Year: _____

Seattle Pacific University

Please return by: _____

Student Intern Evaluation Form