

DUE DATES FOR FORMS IN THE INTERIOR DESIGN INTERNSHIP MANUAL Summer 2010

Before the internship begins: (Deadline: Friday, May 28th)

1. Internship application
2. Résumé, cover letter, and copy of transcript

At the end of the second week of the internship: (Deadline: Monday, June 14th)

1. Interior Design Internship Record (Form I)
2. General Design Firm Information (Form II)
3. Work Experience Objectives for Design Interns (Form III--V pages)
4. Interior Design Evaluators (Form IV)
5. First set of weekly logs (Form VI)
 - there are **2 pages** for each week of reporting
 - weekly logs are filled out **daily** emailed to the internship coordinator every 2 weeks

Midpoint of internship: (Deadline: Tuesday, June 29th)

1. Business Procedures research paper - Paper # 1 - the paper needs to be in the possession of the USM internship coordinator no later than the above date - though it may be submitted earlier. If one is mailing the paper, be sure that you allow enough time for the paper to get to the instructor by the stated due date. DO NOT FAX OR EMAIL YOUR PAPER.

On or before last full week of internship (no later than Friday, July 30th)

1. Future of Interior Design research paper - Paper # 2 - the paper needs to be in the possession of the USM internship coordinator no later than the above date - though it may be submitted earlier. If one is mailing the paper, be sure that you allow enough time for the paper to get to the instructor by the stated due date. DO NOT FAX OR EMAIL YOUR PAPER.
2. Evaluation of Student Intern (Form V) completed on Survey Monkey by all the individual(s) in the host design firm who have agreed to evaluate the intern — the people with names submitted on Form IV. The internship coordinator will email a link to the survey to each of the names on Form IV.

It is important to have an understanding at the beginning of the internship with those who agree to complete the evaluation form, that Form V is very important and that no final evaluation can be completed if Form V is not completed. If someone cannot agree to assist the intern in this manner, then **do not** include their name as an evaluator on Form IV.

3. Students will be sent a link to a graduation survey that will need to be completed by the above date.

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