

Interior Design Internship

ID-442



INTERIOR DESIGN

THE UNIVERSITY OF
SOUTHERN MISSISSIPPI

Packet Includes:

Application
Prerequisites
Course Requirements
Syllabus and Due Dates
ASID Code of Ethics
Research Assignment # 1
Research Assignment # 2
Forms 1 – 6

APPLICATION FOR INTERIOR DESIGN INTERNSHIP - ID 442
Interior Design Program
The University of Southern Mississippi

Date: _____ Semester of Proposed Internship: _____

Directions: Please provide all requested information. Attach the following to this application: (1) current/accurate USM transcript, (2) copy of updated résumé, and (3) copy of cover letter used to obtain internship.

Name: _____
 Address: _____

 Home Phone: _____ Cell: _____
 E-Mail: _____

List any courses with section number and credit hours that must be taken while interning:

Course: _____ Section: _____ Hours: _____
 Course: _____ Section: _____ Hours: _____
 Course: _____ Section: _____ Hours: _____

Do you plan to have employment in addition to the internship? _____ Yes _____ No

If yes, please provide the name, address, and phone number of this employment as well as the name of your direct supervisor:

Has this additional employment been discussed with the following?

Academic advisor at USM _____ Yes _____ No
 ID 442 instructor _____ Yes _____ No
 Supervisor in host firm _____ Yes _____ No

Before taking ID 442, a student must have earned a grade of "C" or better in all courses listed under the major and have an overall GPA of 2.5 for the last 60 hours of course work. Please check all courses below that meet this requirement. Place "IP" in the blank if a course is "in progress." **Write your grade in the blank provided.** (Juniors must meet minimum requirements for ID 310/340/439 - see

_____ ART101	_____ CAD I (ID 310)	_____ CAD II (ID 311)	_____ ID 342	_____ GHY 331	_____
_____ ART111	_____ ID 232	_____ ID 320	_____ ID 439	_____ ARTHIS	_____
_____ ART112	_____ ID 238	_____ ID 325	_____ ID 440	_____ ID 490	_____
_____ ART113	_____ ID 240	_____ ID 339	_____ ID 441	_____ ID 303	_____
_____ ID 140	_____ ID 242	_____ ID 340	_____ ID 438		

Please provide the name, address, and phone number of the host design establishment chosen for your internship:

Please provide the name of your direct supervisor at the host firm:

Proposed period of internship (begins) _____ (ends) _____

Number of hours intern will be working per week: _____

Will the intern be paid a salary? Yes No

I hereby certify that the information on this Interior Design Internship Application, the transcript, résumé, and cover letter is complete, accurate, and truthful to the best of my knowledge.

Signature of Student

Date

The host interior design establishment listed above is the student's choice and has been approved. Until signed, the internship is not approved.

Signature of Instructor

Date

Congratulations.... You are soon going to be leaving your academic career at Southern Miss for a professional career in interior design. As a final requirement to earn your degree, you must complete a 4 credit hour internship experience consisting of 320 hours. This document will outline the requirements of your host firm, your requirements as an intern as well as the requirements for all assignments.

It is our intention that ID-442 will open doors for your future career. While the Interior Design Program does not dictate or find internships for our students we do advise students to seek internships in areas that they would hope to pursue as a future career. We have a record of firms from prior interns that can share if you know a particular geographic area you wish to work within.

ID-442 Course Description:

4 hr. A practicum for the interior design student in a working-training situation with a professional interior designer.

Internship Prerequisites:

ID Prerequisites include: ID 232, 303, 320, 325, 333, 339, 340, 342, 438, 439, 440, and 490 with a major GPA of 2.5 and a grade of C or better in ID 490. In addition, all major courses listed under the Degree Plan must be completed and students must have an overall 2.50 GPA for the last 60 hours of course work completed.

While all interior design course work must be completed prior to the internship, students may take up to a maximum of three (3) additional hours of General Ed Core at the same time as their internship. Students should seek if at all possible, online courses for their remaining core classes.

Students may apply for an early internship the summer following the completion of ID-439 and ID-340 if the student meets the following criteria:

- 1) Have earned a 90 average in ID-310, ID-340 and ID-439.
- 2) Have a minimum GPA of 3.25 in the major.

Requirements for Internship:

- 1) Internships are offered in the summers only. Exceptions may be approved on an individual basis for a fall internship.
- 2) Students cannot work at an establishment in which they have relatives. This includes either blood or marriage.
- 3) Additional employment outside the internship must be approved prior to the start of the internship with the internship coordinator and must not be interpreted as a conflict of interest.
- 4) Students must work a minimum of 40 hours per week during the summer semester to obtain the 320 hours required. There are 8 weeks in the summer session.
- 5) Weeks completed must be consecutive to receive 4 credit hours.
- 6) Students are responsible for finding their own internships.

- 7) Only one intern is allowed at a firm at one time. Exceptions have been made at large firms, but the interns must have separate supervisors and work in different departments. Under no circumstances can more than one intern work in the same department with the same supervisor.
- 8) The design firm and host designer must have been in business for at least one year.
- 9) Interns may not work for firms in which they are currently employed. However, if the student desires to remain at with the firm, they must document a new job description along with their previous job description. This documentation must be approved by the internship coordinator.
- 10) The host designer must meet two of the following criteria:
 - a. A member of IIDA, ASID, NKBA or AIA
 - b. Have passed the NCIDQ exam
 - c. Have passed the AKBD exam
 - d. Have a 4-year degree in Interior Design
 - e. Hold a state license
- 11) In addition, students working in states that have interior design legislation must work with a registered or licensed interior designer or registered architect unless pursuing a career in the kitchen and bath industry.
- 12) Students may not count hours worked prior to the start of the summer semester or hours worked after the last day of the summer semester in the 320 hours required.
- 13) Students must get approval if they will begin working early.
- 14) Students must provide their own accident and medical insurance and must waive any responsibility in this respect to the host interior design firm and The University of Southern Mississippi.
- 15) It is up to the discretion of the host firm to offer a salary. Receiving a salary is completely optional.
- 16) Students must honor the holiday schedule of their host firm and not the USM holiday schedule.
- 17) All interaction with the host firm – both written and verbal – is to be conducted using the English language. (applies to international internships)

Application Process:

- 1) Applications must be completed and approved by the internship coordinator prior to beginning the internship.
- 2) Forms may be obtained from the internship coordinator in the spring semester.
- 3) The application form must be completed digitally and emailed by the deadline indicated on the application. Typically this will be at least one week before the summer semester begins.
- 4) Applicants must submit a copy of their official transcript (from the registrar's office), and the resume and cover letter used to acquire their internship.

ID-442: INTERIOR DESIGN INTERNSHIP
School of Construction
Summer 2010

TIME/ PLACE:	Arranged
INSTRUCTOR:	Claire L Hamilton, ASID
OFFICE:	Interior Design Studio 301
TELEPHONE/ E-MAIL:	Work: 266-6437 cell: 601-408-2524 Claire.hamilton@usm.edu
OFFICE HOURS:	Refer to Website (Office hours will not be honored during the week of final exams. If you need to meet with the instructor during this week, please schedule an appointment.)
COURSE DESCRIPTION:	4 credit hours A practicum for the interior design student in a work training situation with a professional interior designer.
PREREQUISITES:	The student must have earned a grade of "C" or better in all interior design courses and have an overall 2.50 GPA for the last 60 hours of course work completed (or permission of the instructor).
TEXTBOOK(S):	<u>Publication Manual of the American Psychological Association</u> (5 th ed.). (2001). Washington, D.C.: American Psychological Association.
COURSE OBJECTIVES:	At the end of the semester, the student will be able to: <ol style="list-style-type: none">1. Determine individual goals and objectives with the host design firm coordinator.2. Fulfill responsibilities appropriate to the host design firm.3. Submit to the USM internship coordinator written logs indicative of daily work experiences in the interior design field. Log is defined for ID 442 class as a "record of activities related to internship responsibilities."4. Conduct necessary research and write two research papers.5. Be evaluated with regard to achievement of goals and responsibilities.
POINTS SYSTEM:	A = 90 - 100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = Below 60 Students must turn in all required course components to earn a grade of "C" or higher. Meeting Deadlines is a major component of your grade.

The instructor reserves the right to make changes in the schedule, course requirements, and point system if necessary for successful completion of the course.

There will be no exams during the ID-442 class. Grades will be based on the following:

- 25%** Evaluations of the student intern made by the owners and/or senior designers at the host interior design firm. This usually **does not** include individuals with no interior design education/background, etc. Usually at least 3 evaluations are sufficient, but some firms do not have 3 owners/designers; therefore, allowances are made in such instances. Please make sure to give your evaluators these forms early so they will know what to evaluate you on during your time at the firm. The evaluations will be completed online thru Survey Monkey and a link will be distributed by the instructor to each of the evaluators.
- 25%** Two typewritten research papers which cover required topics. It is expected that an intern will start collecting information for Paper # 2 from the very beginning of the internship. Periodicals received by the host design firm provide a good start, but the intern has to determine early which periodicals with appropriate articles can be included in Paper # 2.
- 25%** Weekly logs that are forwarded to the internship coordinator every **2 weeks**. Read page 19 of the *Internship Manual* to determine what should be included in logs in order to receive the full 25% credit. Please be detailed in your documentation. Submit all forms digitally via email.
- 25%** Attendance at orientation meetings as well as compliance in following directions and completion and arrival of required work by scheduled due date will be included in this percentage of the evaluation.

ATTENDANCE:

To earn 4 hours of academic credit, the intern is expected to log at least **320** hours with a design firm.

SALARY AND INSURANCE:

Students are aware that in some establishments, interns receive minimum salary. Any such arrangement is completely optional. It is the **STUDENT** who is responsible for his/her own accident and medical insurance for the time that he/she is on the job and he/she must waive any responsibility in this respect to the host interior design firm (unless the firm policies indicate otherwise) and The University of Southern Mississippi.

**ACADEMIC
DISHONESTY AND
PROFESSIONAL
ETHICS:**

A high standard of honesty is essential to an effective learning environment and students are expected to learn the course content and demonstrate the achievement in an honest manner. When/if cheating, plagiarism and/or misrepresentation of the truth is discovered, the internship coordinator responsible for ID 442 will award a "0" on the assignment and **can** award an "F" in the course in which the dishonest effort has been exhibited. Absence from work is like an absence from school—be truthful to the host firm coordinator as to why you are absent if you have to miss work and be sure to telephone the host firm coordinator to let them know that you will be absent. According to *The Student Handbook* for USM students, academic dishonesty is clearly defined and is wrong. Each intern is responsible for becoming informed on University policies and professional ethics in the design profession (refer to the attached handout, *ASID Code of Ethics and Professional Conduct*).

USM HOLIDAYS:

The host employers may not honor the same holidays as USM. Students are to observe holidays as scheduled by the host firm. Faculty and staff will honor holidays as published in the *USM Schedule Guide*.

ADA Statement: If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychic, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:

The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001

Voice Telephone: (601) 266-5024 or (228) 214-3232 Fax: (601) 266-6035

Individuals with hearing impairments can contact ODA using the *Mississippi Relay Service* at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzy.Hebert@usm.edu.

ADDITIONAL COMMENTS

The intern is wise to **keep personal copies of all work** submitted to the internship coordinator. With most "express mail" systems a signature is required by the one receiving the letter or package; therefore, **do not send materials express mail** as the instructor may not be available at the time of delivery and the package might be delayed. It is the student's responsibility to assure the work is received by the stated due dates. Manage your time and make plans ahead of time to honor these expected deadlines.

The semester for internship is one the most important and should be one of the most rewarding times of the entire educational process. It, as with all things in life, will yield just what you put into it. Think positively and try very hard to complete your responsibilities with the best possible attitude. You will, hopefully, finish the semester with some designers who are willing to recommend you or, possibly hire you! Good luck!!!!

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.

Mailing Address: Claire Hamilton
Interior Design Program
118 College Drive, #5113
Hattiesburg, MS 39406
Phone: 601-266-6437
Fax: 601-266-5166

ASID Code of Ethics

1.0 PREAMBLE

Members of the American Society of Interior Designers are required to conduct their professional practice in a manner that will inspire the respect of clients, suppliers of goods and services to the profession and fellow professional designers, as well as the general public. It is the individual responsibility of every member of ASID to uphold this code and bylaws of the Society.

2.0 RESPONSIBILITY TO THE PUBLIC

2.1 Members shall comply with all existing laws, regulations and codes governing business procedures and the practice of interior design as established by the state or other jurisdiction in which they practice.

2.2 Members shall not seal or sign drawings, specifications or other interior design documents except where the member or the member's firm has prepared, supervised or professionally reviewed and approved such documents, as allowed by applicable laws, rules and regulations.

2.3 Members shall at all times consider the health, safety and welfare of the public in spaces they design. Members agree, whenever possible, to notify property managers, landlords, and/or public officials of conditions within a built environment that endanger the health, safety and/or welfare of occupants. If, during the course of a project, a Member becomes aware of an action to be taken by, or on behalf of the Member's client, which in the Member's reasonable opinion is likely to result in a material adverse effect on the health, safety and welfare of persons occupying or using the space, the Member shall refuse to consent to, or participate in that action, and if required by law and/or under circumstances the Member deems reasonably prudent to do so, the Member shall report such action to the governmental agency having jurisdiction over the project.

2.4 Members shall not engage in any form of false or misleading advertising or promotional activities.

2.5 Members shall neither offer, nor make any payments or gifts to any public official, nor take any other action, with the intent of unduly influencing the official's judgment in connection with an existing or prospective project in which the members are interested.

2.6 Members shall not assist or abet improper or illegal conduct of anyone in connection with any project.

3.0 RESPONSIBILITY TO THE CLIENT

3.1 Members' contracts with clients shall clearly set forth the scope and nature of the projects involved, the services to be performed and the methods of compensation for those services.

3.2 Members shall not undertake any professional responsibility unless they are, by training and experience, competent to adequately perform the work required.

3.3 Members shall fully disclose to a client all compensation that the member shall receive in connection with the project and shall not accept any form of undisclosed compensation from any person or firm with whom the member deals in connection with the project.

3.4 Members shall not divulge any confidential information about the client or the client's project, or utilize photographs of the client's project, without the permission of the client.

3.5 Members shall be candid and truthful in all their professional communications.

3.6 Members shall act with fiscal responsibility in the best interest of their clients and shall maintain sound business relationships with suppliers, industry and trades.

4.0 RESPONSIBILITY TO OTHER INTERIOR DESIGNERS AND COLLEAGUES

4.1 Members shall not interfere with the performance of another interior designer's contractual or professional relationship with a client.

4.2 Members shall not initiate, or participate in, any discussion or activity which might result in an unjust injury to another interior designer's reputation or business relationships.

4.3 Members may, when requested and it does not present a conflict of interest, render a second opinion to a client or serve as an expert witness in a judicial or arbitration proceeding.

4.4 Members shall not endorse the application for ASID membership and/or certification, registration or licensing of an individual known to be unqualified with respect to education, training, experience or character, nor shall a member knowingly misrepresent the experience, professional expertise of that individual.

4.5 Members shall only take credit for work that has actually been created by that member or the member's firm, and under the member's supervision.

4.6 Members should respect the confidentiality of sensitive information obtained in the course of their professional activities.

5.0 RESPONSIBILITY TO THE PROFESSION

5.1 Members agree to maintain standards of professional and personal conduct that will reflect in a responsible manner on the Society and the profession.

5.2 Members shall seek to continually upgrade their professional knowledge and competency with respect to the interior design profession.

5.3 Members agree, whenever possible, to encourage and contribute to the sharing of knowledge and information between interior designers and other allied professional disciplines, industry and the public.

6.0 RESPONSIBILITY TO THE EMPLOYER

6.1 Members leaving an employer's service shall not take drawings, designs, data, reports, notes, client lists or other materials relating to work performed in the employer's service except with permission of the employer.

6.2 A member shall not unreasonably withhold permission from departing employees to take copies of material relating to their work while employed at the member's firm, which are not proprietary and confidential in nature.

6.3 Members shall not divulge any confidential information obtained during the course of their employment about the client or the client's project or utilize photographs of the

project, without the permission of both client and employer.

7.0 ENFORCEMENT

7.1 The Society shall follow standard procedures for the enforcement of this code as approved by the ASID Board of Directors.

7.2 Members having a reasonable belief, based upon substantial information, that another member has acted in violation of this code, shall report such information in accordance with accepted procedures.

7.3 Any violation of this code, or any action taken by a member which is detrimental to the Society and the profession as a whole, shall be deemed unprofessional conduct subject to discipline by the ASID Board of Directors.

7.4 If the Disciplinary Committee decides the concerned Member did not violate the Society's Code of Ethics and Professional Conduct, it shall dismiss the complaint and at the concerned Member's request, a notice of exoneration from the complaint shall be made public. If the Disciplinary Committee decides that the concerned Member violated one or more provisions of the Society's Code of Ethics and Professional Conduct, it shall discipline the concerned Member by reprimand, censure, suspension or termination of membership. The Disciplinary Committee may, in its discretion, make public its decision and the penalty imposed. The Disciplinary Committee does not impose any other form of penalty. The Disciplinary Committee cannot require payment of any monies or mandate certain action to be taken by the concerned Member.

(Adopted by the ASID National Board 8/06)

Research Paper #1 Business Procedures

ID-442 Interior Design Internship

Due: Midpoint in semester

The purpose of this research paper is to gather background information about the firm in which you are interning. Most of the research for this assignment will be collected from personal communications or printed literature (promotional brochures, etc.) about your firm.

Directions:

Follow the APA guidelines as closely as possible. Include citations within the text for all personal communications and resources used. Papers should be double spaced with 11 – 12 point font size. Include a title page and a reference page. The appendix may be included in the same binding. I prefer your paper to be spiral bound with a clear cover page. Please do not use hardcover notebooks or papers in clear plastic sleeves. **DO NOT FAX OR EMAIL YOUR PAPER.** I must receive a hard copy by **June 29th**.

There is no set number of pages that I am looking for, but I am looking for a through paper that provides details about your host firm. All information contained in your paper will be kept confidential. Please reassure your host that the information they provide will not be shared with others. If your firm has a floor plan available, you may use this for your appendices. If not, you will need to field measure and draw up the plans for your assignment. I would also like to see the floor plan showing the layout of furnishings as well.

The following outline will provide examples of content that would be appropriate for your paper.

- I. Describe the business formation and establishment of the host interior design firm.
 - a. Location and physical appearance – show diagrammatic floor plans drawn to scale.
 - b. Firm's legal counsel, advisors, CPA, insurance, etc.
 - c. Classification and description as to residential, commercial, etc.
 - d. The Firm's philosophy toward designing.
 - e. Staff organization
- II. Explain the client contact
 - a. Relationships and approaches between client and designer
 - b. Define the scope and services
 - c. Agreements made between designer and client with contract forms (provide examples in your appendices.)
- III. Explain in detail the methods of determining fees and compensations.
- IV. Detail how the firm makes total job estimates and estimates on specific items. (ie: building finishes, draperies, upholstered goods, etc.)
 - a. Budget control
 - b. Purchase orders (include examples in appendices)
 - c. Method of billing and collections
 - d. Job or project bids
- V. Relationships with contractors, subcontractors, etc.
- VI. Cite references
- VII. Appendix/Appendices
 - a. Floor plan of host design firm
 - b. Stationary and business card(s) of those in the host firm
 - c. Business forms used by the host firm.
- VIII. Describe the responsibilities that you have participated in to date.
 - a. Description of professional meetings
 - b. Description of client visits
 - c. Training
 - d. Description of any major product offerings of your host firm.
 - e. Observations of competitors and other similar establishments in the community.

Research Paper #2 Trends in Interior Design

ID-442 Interior Design Internship

Due: Last day of summer semester

The purpose of this research paper is to gather background information about the future of the design profession. Most of the research for this assignment will be collected from design related periodicals, and professional design related organizations.

Directions:

Follow the APA guidelines as closely as possible. Include citations within the text for all personal communications and resources used. Papers should be double spaced with 11 – 12 point font size. Include a title page and a reference page. The appendix may be included in the same binding. I prefer your paper to be spiral bound with a clear cover page. Please do not use hardcover notebooks or papers in clear plastic sleeves. **DO NOT FAX OR EMAIL YOUR PAPER.** I must receive a hard copy by **Friday, July 30th**.

There is no set number of pages that I am looking for, but I am looking for a thorough paper that provides a variety of current and future trends and predictions about the interior design profession in general. Do not focus on only one segment such as commercial or residential design or one topic, such as color forecasting. Include full copies of all articles cited and included in the reference list in an appendix at the back of your bound document.

The following outline will provide examples of content that should be incorporated into your paper. Additional topics may be added.

- I. Hot topics such as:
 - a. Sustainable Design: (LEED, sustainable products, solar power, etc.)
 - b. Special needs (universal design, aging – living in place, ADA and codes.
 - c. Interior Design Legislation update (who is against ID Legislation?)
- II. New Innovative products (interior materials such as wall, floors, ceilings, appliances, signage and home and office furniture, etc.)
- III. Technology trends that affect interior design (home theaters, smart homes, lighting innovations, security systems, etc.)
- IV. General Trends (color forecasting, popular styles, housing trends, economic forecast, outdoor living spaces, etc.)
- V. Trends in Design Education (New CIDA standards, Interior Architecture vs. Interior Design, etc.)

Interior Design Internship Forms 1 - 5



INTERIOR DESIGN

THE UNIVERSITY OF
SOUTHERN MISSISSIPPI

- Form 1:** Interior Design Internship Record
- Form 2:** General Design Firm Information
- Form 3:** Work Experience Objectives
- Form 4:** Interior Design Internship Evaluators
- Form 5:** Evaluation of Student Intern

Form I
Interior Design Internship Record

(Date)

Student name: _____

Date internship starts: _____

Date internship ends: _____

(Remember that 320 hours must be worked.)

Address during internship: _____

Telephone: (residence) _____ (work) _____

Date of graduation: _____ Classification: _____

Name of host design firm:

Address: _____

Telephone Number: AC(____) _____

Name of contact person at host design firm

(Intern's immediate supervisor): _____

Address if different from that of firm listed above:

Telephone Number: AC(____) _____

***This Internship Record (Form I) should be completed and given to the USM internship coordinator before beginning the internship.

FORM II
General Design Firm Information

Name of design firm: _____

Location: _____

Telephone number: _____

Firm size (square footage): _____

Approximate number of employees: _____

Firm owner(s): _____

Other firms under same ownership and location:

Image of the firm:

Types of merchandise offered: _____

Services of the firm: _____

This form is due to USM internship coordinator before the end of the second full week of the intern's work.

Form III
Work Experience Objectives

Name of intern: _____ Date: _____

Name of host design firm: _____

At the beginning of the internship, students will develop objectives for their work experience and list steps that will contribute to the accomplishments of each objective. The development of work objectives identifies job responsibilities and encourages the intern to make a commitment thus assuming responsibility for having a valuable work experience. The development of objectives should contribute to satisfaction of both the employee and the intern. Establishing individual objectives that are somewhat measurable provides the basis for evaluation and performance.

Work experience objectives are very personal! Each intern's objectives will be different. Objectives will depend upon past experiences, philosophy of the host design firm, individuals with whom one works, attitude, assertiveness, etc. It is up to the individual intern to assume the major responsibility for having a meaningful work experience.

As a basis for developing job objectives, prepare a list of your job responsibilities. For a few jobs, the employer will have a written job description. Written descriptions are more common for management level positions than for jobs by hourly employees. Think about your job. What do you perceive to be your main responsibilities? List your responsibilities below and on the following page:

Responsibilities:

What are the major objectives of the host design firm?

- A. Formulate objectives for yourself that relate to job performance. Objectives may relate to improving design abilities, working with clients, arranging displays, maintaining stock, etc. When possible specify who, what, when, where, how, and/or why. Word each objective in such a way that by the end of the semester/term you can evaluate whether the objectives have been accomplished.

B. Formulate objectives that relate to personal things you want to accomplish as a result of work experience. These personal objectives may or may not coincide with your employer's objectives but they must not be in conflict with those of your employer. Personal objectives may be interpersonal skills you want to develop, things you want to learn about the firm, personal appearance improvement, improvement of spelling skills, etc.

C. For each objectives in A and B on the previous pages, list two – four specific things you can do to contribute to the accomplishment of each objective. You may provide additional paper for this section if necessary.

Work Experience Objectives for Design Interns (Form III) which consists of 4 pages is due at the end of the second full week of the intern's work experience.

Form IV
Interior Design Internship Evaluators

By the end of the second week of work, the intern should send the USM internship coordinator the names, titles, and business addresses of preferably three professionals within the host design firm who will be familiar with the intern's performance at the design establishment.

(1) Name: _____

Title: _____

Address: _____

(2) Name: _____

Title: _____

Address: _____

(3) Name: _____

Title: _____

Address: _____

***Remember the above listed individuals need to agree to return to the USM internship coordinator the Evaluation checklist (Form V) about the intern. This form is due by the end of the second week of the intern's work experience.

Form V
Evaluation of Student Intern



Name of USM intern: _____

Name of host design firm: _____

Name of evaluator: _____

Date of evaluation: _____

The success of the USM interior design internship program depends on quality work experiences provided by cooperating design businesses. This evaluation form lists major competencies that the student should demonstrate while interning at your firm.

Please evaluate the performance of the intern by placing a check in the most appropriate column on the right of the form provided on the next three pages. Once the checklist is returned to the USM coordinator confidentiality of the exact form will be honored. If you, however, choose to share your ratings with the intern from this form, please feel free to do so. When your comments are discussed with the intern at his/her final evaluation conference, your ratings and comments will be handled in a rather general manner—this form will not be handed to the intern to peruse.

Thank you for your assistance!

	Excellent	Above Average	Average	Below Average	Very Poor	Unknown (not required)
III. Client interaction						
a. Has a desire to meet the needs of the firm's clients	_____	_____	_____	_____	_____	_____
b. Employs good selling techniques	_____	_____	_____	_____	_____	_____
c. Is tactful, informative, and diplomatic in situations which demand such qualities	_____	_____	_____	_____	_____	_____
IV. Dependability						
a. Follows through with job assignments	_____	_____	_____	_____	_____	_____
b. Is punctual	_____	_____	_____	_____	_____	_____
c. Is seldom absent	_____	_____	_____	_____	_____	_____
V. Initiative						
a. Assumes job responsibilities without constant direction	_____	_____	_____	_____	_____	_____
b. Initiates new projects	_____	_____	_____	_____	_____	_____
c. Is willing to research furniture, finishes, etc., in order to improve his or her own knowledge as well as job performance	_____	_____	_____	_____	_____	_____
VI. Attitude						
a. Is willing to accept direction and guidance	_____	_____	_____	_____	_____	_____
b. Works well with other employees	_____	_____	_____	_____	_____	_____

VII. Do you believe that this student's potential for success in the interior design profession is:

___excellent ___good ___fair ___poor

VIII. Would you recommend this student for a position with another design firm?

___yes ___no

X. Please give your opinion of this student's ability to grow in an interior design career or mention other observations that you have made that would be helpful in the evaluation of this student's performance.

X. Please make any suggestions for USM internship program improvements based on your observation of this particular intern this semester/term.

Signature: _____
Position: _____

Form VI
Interior Design Internship Weekly Log

Name of intern: _____

Name of host design firm: _____

Work Schedule

Month	Day/Date	Times Worked	Total Time Worked		Projects
			Hours	Minutes	
	Mon./ _____				
	Tue./ _____				
	Wed./ _____				
	Thur./ _____				
	Fri./ _____				
	Sat./ _____				
	Sun./ _____				
					Totals for hours and total for minutes
					Total hours (round minutes to nearest quarter hour, .25, .5, .75, etc.)

The hours worked for the week by the intern are verified by:

Supervisor Signature: _____ Date: _____

