



INTERIOR 1061 CAMELBACK RD P. 949.675.4451
DESIGNERS NEWPORT BEACH F. 949.759.0667
INSTITUTE CA 92660 www.idi.edu

CAREER STUDY

Paul J. Rice, IIDA, ASID, CID – Instructor

Voice message center: 949/675-4451 Fax 949/759-0667

Email: price@idi.edu (no jokes, junk mail, or automatic fail)

CLASS MEETINGS:

Jan. 15

- Class 1 - **Week 1** of Term/Wednesday, 5:00 - 6:00 PM
- Requirements Discussed
- Firm Selections

Feb. 19

- Class 2 - **Week 6** of Term/Wednesday, 5:00 - 6:00 PM
- Professional Etiquette in the work Place
- **Internship established or automatic drop from class!**

April 1

- Class 3 - **Week 12** of Term/ Wednesday, 5:00 - 6:00 PM
- Progress Report given by each intern
- Reports Due

Failure to attend these class meetings and provide reports as required will result in an “F” grade!

Student Responsibilities for Internships

Prepare objectives and job responsibilities

It is essential that you establish what you would like to get out of your internship before seeking a particular firm. A list of your objectives will be helpful in narrowing down available firms to those which most closely mirror your needs. This list will be helpful in your discussions during the job interview. It will also provide you with a draft of final objectives for your internship contract with your sponsor when you start the internship. This approved contract is to be provided to your internship advisor (Paul J. Rice) by the end of the first week of the internship commencement (See page 13-15).

Your objectives may include exposure to a specific specialty or specialties, such as hospital design, retail design, etc. One good way to think of learning objectives is to think about what occurs at different stages of the design process. An internship is an excellent opportunity to gain exposure to tasks that are not likely to be done in the classroom, such as:

- observing marketing and business management
- observing interaction between designer/s and client/s
- site observation of construction
- visits to drapery, upholstery, and/or cabinetry workshops
- installation of furnishings and accessories
- post-occupancy evaluation

Being specific about what you would like to experience at your internship, particularly when interviewing, can ensure you acquire a range of experiences while also providing a service to the firm. Having your objectives defined before the interview will demonstrate you plan ahead, you have goals, and you are willing to accept responsibility.

Your final list of internship objectives should also include a brief summary of tasks/responsibilities the firm will be expecting of you.

Examples of appropriate objectives for an internship:

I will:

- observe a client interview.
- learn the methods involved in researching client needs for design projects.
- assist in gather code information for project(s).
- assist in preparing as-built drawings.
- assist in the concept /design stage for at least one design project.
- assist in preparing for a client presentation.
- observe a client presentation.
- assist in the preparation of construction documents.
- learn business procedures to order products after client approves designs
- become familiar with interior design resources by working in the firm's resource area.
- meetings with sales representatives to increase product knowledge.
- participate in a post-occupancy evaluation.

These objectives are too vague:

I will:

- learn all about working in a design office.
- shadow my internship sponsor to see what he/she does in a typical day at the office.
- observe personnel in the office environment.

Obtain an internship position

Each student obtains his or her own internship position. To obtain credit for the internship, the student must have completed the junior level course work prior to working as an intern. This requirement ensures the employer that the student has certain minimum skills and will be able to contribute to the design firm. It also means the student will be able to gain more significantly from the intern experience.

The "job seeking" process should be initiated in a professional manner with the student making the initial contact. An internship notebook is located in the library with possible sponsors including recent requests for interns, and information on interior design firms in Southern California. The information is collected from students from previous internships and requests from sponsors listed in chronological order (Most current at the beginning and going back 3 to 4 years). Department faculty may also be able to provide names of alumni or firm contacts if they so desire.

The firm may request a resume and an interview and may expect to see a portfolio of student projects. For help with resumes students may wish to consult several "How to Write Resume" textbooks in the library if they have not enrolled in Senior Show (This class covers resume writing). The Career Placement advisor can also match students with participating employers for internship positions if they are available.

Once a position is obtained, provide the sponsor with a copy of this internship information and the evaluation form (Keep a copy for yourself). The Employment & Internship Information (Page 5) and the Internship Company Summary (Page 6) forms should be completed and submitted to the internship advisor ASAP!

Perform to the best of your ability

The internship is a key component in preparing for employment in the interior design profession. Not only should it provide a "real world" view and experience, it is an opportunity to begin making contacts and networking. Both are often critical aids in obtaining the best jobs. At the end of your internship, acquiring an excellent reference from your sponsor can provide you a significant edge over others competing for the same design position.

Journaling Reports Binder (See pages 13, 14 & 19)

Following the required assignments listed on the handout to create a Journaling Reports binder for submission at the end of your internship.

Record activities daily in Journaling Reports Binder (See pages 13, 14 & 19)

Every week provide your advisor, via email or typed reports, detailed updates describing your internship activities. This record should assist in assessing your accomplishments. Brief and specific statements are requested. Place a copy in your Journaling Binder.

Complete a Term Paper (Term paper requirements on handout)

A ten page paper + based on your research of 3 design firms you would like to see yourself at in the next 5 years is required. In order for this to be a meaningful experience it should be insightful and informative. Submit the completed term paper to the internship advisor during the third class meeting on **Week 12**.

Remind sponsors to complete your evaluation

The Career Study Evaluation form is to be filled out by your sponsor at the halfway point in your internship hours and at the completion of the internships hours. These two (2) evaluation forms may be sent to the internship advisor at the halfway point or in total on the last week of the semester in which the internship will be completed.

Thank your sponsor

Now you have worked with a professional designer who has taken time out of his/her busy schedule to help you get started in the field. If you have had a good experiences as well as your sponsor ask them to write IDI detailing their experience. And, it is always appropriate to thank people who have helped you in your career so send your sponsor a short note thanking them for the internship. Your note will be greatly appreciated and likely remembered.

Summary of deliverables for internship completion:

- Employment & Internship Information form (Page 5)
- Internship Company Summary form (Page 6)
- **Internship established by Week 6 or automatic drop from class!**
- Term Paper - Due Week 12 (See Handout)
- Two (2) Career Study Evaluation sheets: One at the halfway point + one at the completion of your internship hours (Page 9 -12)
- Journaling Reports Binder (Page 13, 14 & 19)
- Career Study Learning Contract for Internship Placement form (Page 15)
- Signed time sheets documenting all internship hours (Page 18 Sample – Firm timesheets OK)

Any deviation from these requirements will result in a grade drop!

Employment & Internship Information

Student: _____ ID # _____

Address: _____

City _____ CA _____ Zip _____

Phone: (H) _____ (W) _____ (M) _____ (E) _____

Career Study Advisor: Paul J. Rice, IIDA, CID

Date: _____

Notes: _____

Quarter: 20 _____ Degree: AA or BA (Circle one)
F/T or P/T Start Date: _____ Grad Date: _____
(Circle one) (Mo/Yr) (Mo/Yr)

- DESIGN EMPLOYMENT:
Entry Date: _____ Job Title: _____
Company Name: _____ Salary: _____
Address: _____
Contact/Supervisor: _____ Phone #: _____
- ADDITIONAL DESIGN EMPLOYMENT:
Entry Date: _____ Job Title: _____
Company Name: _____ Salary: _____
Address: _____
Contact/Supervisor: _____ Phone #: _____
- UNRELATED EMPLOYMENT:
Company Name: _____ How Long: _____
Salary: _____ Phone #: _____ Supervisor: _____
- UNAVAILABLE FOR PLACEMENT? Yes No (Circle one)
Reason: _____
- ADDITIONAL COLLEGE:
School: _____ Subject: _____
General Ed. Units: _____ Completion Date: _____ Projected Completion: _____

DO NOT WRITE BELOW THIS LINE (Unless you have your internship position):

Career Study Intern Location & Employer Information

Firm _____
Address _____
City _____ CA _____
Phone _____ Supervisor: _____

Critique #1: _____ Date _____
Critique #2: _____ Date _____
Time Sht #1: _____ Date _____
Time Sht #2: _____ Date _____
Term Paper: _____ Final _____

Internship Company Summary

COMPANY NAME: _____

DATE: _____

ADDRESS: _____

PHONE: _____ FAX: _____

PERSONNEL DIRECTOR: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

TYPE OF DESIGN WORK: (May check more than one)

- _____ Commercial, percentage _____
- _____ Residential, percentage _____
- _____ Model Homes Nautical
- _____ Office
- _____ Restaurants
- _____ Retail
- _____ Hotels
- _____ Hospital/Med. Fac.
- _____ Kitchen/Bath
- _____ Other, explain: _____

NUMBER OF EMPLOYEES: _____

NUMBER OF DESIGNERS: _____

JOB DESCRIPTIONS:(May check more than one)

- _____ Junior Designers
- _____ Assistant Designers
- _____ Senior Designers
- _____ Draftsperson
- _____ Renderers
- _____ Other, description: _____

WAGES: (May check more than one)

- _____ Hourly
- _____ Salaries
- _____ Commission
- _____ Combination
- _____ Benefits
- _____ Other, explain: _____

HOURS:

- _____ Full-time
- _____ Part - time
- _____ Flexible
- _____ Weekends

DESIRE:

- _____ Job Placement Assistance
- _____ Internship

Please mail this questionnaire to Interior Designers Institute, 1061 Camelback Road, Newport Bch, CA 92660

Attn.: Paul J. Rice, IIDA, ASID, CID

Company brochures are greatly appreciated to assists interns researching their areas of interest

INTERNSHIP WORKSHEET

<u>DATE</u>	<u>PROCESS</u>
_____	1. <u>Select</u> 3 choices of design firms. Turn in Choices Form.
_____	2. <u>Contact</u> firms: Advise of program, confirm interest, set up interview. Deadline: End of Week 3 of quarter.
_____	3. <u>Interview</u> (Bring portfolio & resume if available) – If accepted, set-up start date, days & hours and deliver forms. If not accepted, contact second choice and proceed with Step 2. Deadline: End of Week 4 of 1 st quarter. Note: You may interview at more than one firm before selecting.
_____	4. <u>Begin</u> work at firm. Deadline: End of Week #6 of 1 st quarter. Your internship is a commitment to <u>one</u> firm. The <u>only</u> reason a change in firms will be permitted is if the firm is doing something unethical. <u>Failure to establish an internship by Week 6 will result in automatic drop from class!</u>
_____	5. <u>Advise</u> instructor of firm, supervisor's name and number of hours per week. Submit Employment & Internship Summary forms Deadline: End of Week 6 of 1 st quarter.
_____	6. <u>Update/document</u> every week in Weekly Journaling Binder.
_____	7. <u>Remind</u> supervisor of Career Study Evaluation requirement. Deadline: First critique due at 80 hours, and final critique due at 160 hours to instructor.
_____	8. <u>Complete</u> timesheets due to instructor. Deadline: End of 2 nd quarters when intern hours completed.

INTERNSHIP CHOICES FORM

NAME: _____

DATE: _____

TOP 3 CHOICES:

NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT: _____

INITIAL DISCUSSION: _____

NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT: _____

INITIAL DISCUSSION: _____

NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT: _____

INITIAL DISCUSSION: _____



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Dear Internship Provider:

Re: Career Study Program

I hope you will enjoy working with our student in the Career Study Program.

Students need to complete a total of **160 working hours** to receive credit for this program. However, the scheduling of specific days and number of hours per week may be arranged between you and the student. A time sheet will be kept by the student, which must be initialed by you each day.

We require that you or the student's supervisor meet with our student, review the enclosed critique sheet, complete the information requested and then return it to the Institute. It is important to complete these critique sheets on a timely basis.

In addition, we have a **survey** at the end of the evaluations for you to comment on the tools and skills our interns brought to the internship or ones we may have overlooked. It is input from design firms such as yours that **help shape our curriculum** to meet the needs of our students and the interior design industry.

Thank you for providing our student with this internship opportunity.

Sincerely,

Paul J. Rice, IIDA, ASID, CID
 Director of Education
 INTERIOR DESIGNERS INSTITUTE

HUMAN RELATIONS:

With clients	_____	_____	_____	_____
With fellow employees	_____	_____	_____	_____
With employer	_____	_____	_____	_____

JOB KNOWLEDGE

Policies of firm	_____	_____	_____	_____
Product and/or service information	_____	_____	_____	_____
Productivity with regards to visual communications, i.e., drafting skills etc.	_____	_____	_____	_____

WORKMANSHIP:

Thoroughness	_____	_____	_____	_____
Accurate and careful	_____	_____	_____	_____

- Briefly describe some of the Intern's work experience:

- Did the Intern's capabilities meet with your expectations?
Circle **one**: Above Average Average Below Average
- What areas or skills would you suggest the Intern improve upon, if any:

- In what areas or skills do you find the Intern to be strong, if any:

- Does the Intern display: (Please circle answers)
Motivation/willingness: Above Average Average Below Average
Responsibility: Above Average Average Below Average
Professionalism: Above Average Average Below Average
- If there was a job opening, would this Intern be a candidate? If not, why not?

- Would you recommend that the student pursue this occupation as a career?

8. How can the school help this person become a better employee?

9. Any additional comments you would like to make:

INTERNSHIP PROVIDER SURVEY/COMMENTS

What **tools** do you expect our students to bring to the internship?
(E.g.: CAD, Revit, Sketch-up, Photoshop)

What **tools** should we add to our curriculum?

What **skills** do you expect our students to bring to the internship?
(E.g.: Communication, Writing, Time Management, Listening, etc.)

What **skills** should we add to our curriculum?

Journaling Reports Binder:

Each week the student intern will submit a Weekly Journaling Report by e-mail that discusses the week's projects and activities. The student intern's perspective of the job is an important part of the Weekly Journaling Reports, although they should not be approached as personal journals. Weekly Journaling Reports should document work related events and activities experienced by the Student Intern in a professional manner.

Each Weekly Journaling Report should be carefully and thoughtfully written. It should identify and focus on the learning outcome of the work experiences, not merely a chronological narrative of weekly activities. The Weekly Journaling Report should analyze the work experience in the context of professional and personal objectives fulfilled, insights gained in relationships with fellow employees, field supervisors, clients and insights into professional business practices. In addition, document the **collaboration** taking place during your internship where your firm works with **multiple disciplines**, such as architects, engineers and vendors, to develop design solutions. **Collaboration** may also be observed during your internship in the form of dynamic design team and client interactions. Note your **contributions on collaboration** and how they were received whether by becoming part of the design or possibly influencing a design direction/solution. This may be less likely and only observed from the senior designers. Regardless, observe for the how these dynamics play out during the design process. The Weekly Journaling Report should be reflective and introspective.

The Weekly Journaling Reports should use a professional report format (include intern's name, firm name and address, Field Supervisor's name) and be dated and numbered according to the corresponding week to which it is documenting.

Keep a copy of your Weekly Journaling Reports you send on to your instructor as they should be included into your Journaling Binder at the end of your internship!

Assignments for the Journaling Binder:

Create a Journaling Binder in a 3 ringed binder format. It should include a table of contents, tabs, and ALL Journaling Reports completed during the internship. Also, include examples of work completed during the weeks documented. Examples may be in the form of sketches, CAD work, materials in "Look Book" form, photos, legends, budget info, etc.

#1 Overview of Firm

Purpose of this assignment is to provide the student with a basic understanding and awareness of the firm. The student should attain information as to the history and integrity of the firm, the founding Principals, designers and the integration of the interior designers. The overview must include a description of the firm's structure and

organization, operations, clientele, personnel, services, facilities, compensation plans and benefits.

#2 Intern Evaluation and Internship Evaluations

The Intern Evaluation report should be your evaluation of the internship field experience in the context of the stated overall and individual objectives being or not being achieved. Only one is required at the end of the internship. The Internship Supervisor will evaluate the intern using the Internship Evaluation Forms (In syllabus - one at halfway point & one at end of internship hours; submit to the Internship Coordinator.

#3 Intern Time Sheets

Time sheets for ALL internship must be included in your Journaling binder at the end of your internship and signed by your internship provider.

#4 Thank You Letter(s)

Write and mail thank you letters to the internship supervisor, principal(s) of your firm, and any other key players in your internship. Include copies of your letters for the binder.

#5 Journaling Reports Binders

Compile the binder that encompasses all assignments and all weekly journaling reports. This binder should be presented professionally and delivered on completion of your internship. Sample sheet on page 19.

Career Study Learning Contract for Internship Placement

The purpose of this contract is to formalize the requirements for students enrolled in Career Study. The Learning Contract is the cornerstone of the practical experience in the field of Interior Design. It sets the stage for what happens during the internship placement, from a practice perspective, by providing a guide for the student, the Internship Supervisor, and the Career Study Advisor. Activities to be performed by the student are to be specified in the space provided on page two (2). Activities then lead to skill areas to be learned while doing the specified tasks. These skills can be specific to the content of the activities, can be personal to the student or can be any combination of the two areas. There may be skills that are not listed on the Skills Classification List (page 3) that the student and Internship Supervisor believe are important for the student to learn over the course of the internship.

The student agrees to perform the mutually agreed upon assignments within the firm selected for hours per week during the current semester(s) in fulfillment of requirements for Career Study internship field experience in the Interior Design curriculum.

The Career Study Advisor agrees to monitor the performance of the student and to evaluate the student's overall performance at the conclusion of the student's internship with the firm on the form to be provided by Interior Designers Institute.

Student and Career Study Information

Student Name: _____

Quarter & Year: _____

Phone: _____ Email: _____

Career Study Advisor: _____

Internship Firm/Supervisor Information

Firm Name: _____

Firm Address: _____

Supervisor Name & Title: _____

Supervisor Phone: _____

Did you turn in the employer form, work experience list, and skills list?

Yes

No

Does this internship require you to remain a second quarter?

Yes

No

To Be Completed by Internship Supervisor & Student
ACTIVITIES/ASSIGNMENTS SKILLS/LEARNING OBJECTIVES

This contract has been read, discussed, and additions made by the student, Internship Supervisor and the Career Study Advisor. All parties agree to fulfill this Learning Contract.

Student

Date

Career Study Advisor (Paul J Rice, IIDA, ASID, CID)

Date

Internship Supervisor

Date

Skills Classification List

This list is provided as an example of skills that may be utilized in the students' Learning Contract

- The student will learn problem-solving skills.
- The student will learn critical thinking
- The student will learn active listening skills
- The student will learn clear and concise writing.
- The student will learn organization skills.
- The student will learn computer skills.
- The student will learn to write and use transmittals.
- The student will learn conflict resolution skills.
- The student will learn assessment skills.
- The student will learn to identify time critical situations.
- The student will learn the organizational systems.
- The student will learn design resources for clients.
- The student will learn to access appropriate client resources.
- The student will gain knowledge of the issues being addressed.
- The student will learn the importance of professional appearance.
- The student will develop a professional demeanor.
- The student will learn to separate issues of self and client.
- The student will learn to be self-motivated.
- The student will learn when to ask for direction.
- The student will learn how to take direction.
- The student will learn to be prepared.
- The student will learn realistic expectations.
- The student will learn to assume responsibility for acquiring knowledge.
- The student will be able to identify his/her own professional work ethic.
- The student will learn to develop public speaking skills.
- The student will learn to increase verbalization with co-workers.
- The student will learn to be assertive.
- The student will learn to collaborate
- The student will learn to use supervision wisely.

TIME SHEET

Student Name: _____

Design Firm: _____

Date	Start	Finish	Hours	Task/Description	Supervisor's Initials
Total Hours					



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INTERNSHIP JOURNAL OF ACTIVITIES

Name: _____

Week of: _____

Mentor: _____

Firm: _____

Activities Performed:

Activities Observed: (Collaboration, Team Work, etc.)

Skills or Information Gained or Enhanced:

_____	_____	Hours worked this week: List
_____	_____	By date & time, i.e. 4/17, 10:00-
_____	_____	4:00, 6 hours. Use quarter-hour
_____	_____	increments.
_____	_____	TOTAL HOURS WORKED THIS
_____	_____	WEEK: _____

Signature: _____

Date: _____