



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

## CAREER STUDY GRADING

**Instructor/Advisor:**

**Paul J. Rice, IIDA, ASID, CID**

The following items/duties **MUST** be done to receive a final grade. Any items missing or actions not taken will result in **YOUR** grade being lowered a grade.

Grade ½ letter drop for missing items or non action during internship:

- Employment & Internship Info sheet plus Internship Company Summary
- Internship contract filled out and submitted (In syllabus)
- Assignment Journaling (Include all assignments)
- Internship **MUST** start by 6<sup>th</sup> week of class or **or automatic drop from class**
- Attendance to ALL 3 Class meetings

Following items NOT received by completion date of internship - automatic FAIL:

**ALL** internships are a maximum of two (2) quarters, same firm, **NO** exceptions!

- Term Paper – Professionally executed (10 page min.)
- 2 - Internship Evaluations at the completion approx. 80hrs & 160hrs
- Time Sheets signed totally a minimum of 160 hours
- **NEW** – Internship Company Evaluation at completion of internship

### **MANDATORY CLASS MEETINGS:**

**Jan. 15**

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

**Feb. 19**

- Class 2 - **Week 6** of Quarter/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 Quarter/ Wednesday, 5:00 - 6:00 PM
- Progress Report given by each intern
  - **Due:** Term Paper Due + Employment & Internship Info sheet plus Internship Company Summary

**Date**

**TBD**

**Completion of Internship Hours - 160**

- Due: Assignment Journaling & Weekly Journaling Binder



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## Career Study Agreement Form

I have read the grading requirements for IDI's Career Study Class and will abide by its requirements.

**Student Name:** \_\_\_\_\_  
Print Name

**Student Signature:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Instructor/Advisor:** \_\_\_\_\_  
Paul J. Rice, IIDA, ASID, CID