

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 listed on the 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.