



INTERIOR
DESIGNERS
INSTITUTE

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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

Punctuality & attendance _____
Completion of assigned duties _____

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 _____

1. Briefly describe some of the Intern's work experience:

2. Did the Intern's capabilities meet with your expectations?

Circle **one**: Above Average Average Below Average

3. What areas or skills would you suggest the Intern improve upon, if any:

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

5. 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

6. If there was a job opening, would this Intern be a candidate? If **not**, why not?

7. 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?

(Eg: 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?

(Eg: Communication, Writing, Time Management, Listening, etc.)

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