



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

Share your industry knowledge . . . be an **INTERN SPONSOR!**

Interior Designers Institute recognizes the need for students to have practical "hands on" professional work experience to enhance their overall educational experience. The internship process is valuable in that the student has the opportunity to gain real work experience. The program is designed to "build the bridge" from student to employee. It is mandatory that all seniors participate in the internship program and will receive course credit.

Internships are now offered on a continual basis starting:

September 16, 2020

January 13, 2021

May 5, 2021

If you are a current Intern sponsor we will keep your intern request active unless you notify us otherwise. If you are new to the program please contact us and we will provide you with additional information. To post a request for interns please:

- Fill out the enclosed Intern Request Form and fax it to us at 949/759-0667
- Call us at 949/675-4451
- Email price@idi.edu

INTERIOR DESIGNERS INSTITUTE

INTERN SPONSOR GUIDELINES/TIMELINE

- Students will begin interviewing in the first weeks of each quarter. They will be contacting you directly per your directions on the "Intern Request Form."
- Interview prospective interns in a formal interview setting. Ask to see a resume and portfolio or samples. Communicate with the intern in regards to job description and your expectations.
- If the student asks for the intern position, but you are unsure or have other interviews scheduled, please ask the student to call you back within a few days.
- Once you have chosen your intern(s), meet with the intern(s) to set achievable goals and objectives appropriate to their internship position. Sign the "**Internship Contract**" once an agreement has been made between you and the intern(s). (This emphasizes to the student that the **160 internship hours** is a commitment to you). It is mandatory that the students have a signed contract the fourth week of the school quarter.
- Please Note: We are pleased to refer several intern candidates, provided there will be "hands-on" opportunity for each intern.
- We recognize the value of the internship experience is not merely measured in dollars and cents; however, if you wish to offer your Intern a stipend or paid internship, this can be arranged with your intern directly.
- Please notify the Career Development office when the intern position with your company has been filled.
- The internship officially begins the first week they report to you as agreed upon in the internship contract.
- Please delegate one employee or yourself as the supervisor.
- Plan the work experience so that it is educational as well as challenging.
- Provide the student with compensation if applicable. (Parking expenses etc.)
- The student will keep an accurate time sheet of their intern hours initialed by you. The intern will be required to return it to their instructor at the end of the internship period. (This is part of the student's grade.)
- Toward the middle and at the end of the internship we ask that you evaluate your intern. Two "Intern Sponsor Evaluation" forms will be provided for you. (This is part of the student's grade.)
- Contact Paul J. Rice, IIDA, ASID, CID, internship coordinator @949/675-4451 or email to price@IDI.edu if there are any problems concerning the internship.

INTERIOR DESIGNERS INSTITUTE INTERN REQUEST FORM

___ Yes I would like to participate in the Interior Designers Institute internship program.

___ Please contact me with additional information on the Interior Designers Institute internship program.

___ At this time we are unable to accept interns, please contact us in the future.

Company Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone: _____ Fax: _____

Email: _____ Web Address: _____

How to Apply: Fax Resume Call Mail Resume In Person email Resume

As part of the internship process, students are encouraged to call to schedule an interview. When is the best time to reach you?

AM: _____ PM: _____

Contact Person #1: _____ Title: _____

Contact Person #2: _____ Title: _____

Describe type of Business: (Please be specific)

Products/services: _____

Number of employees in your firm: _____ Number of Years in Business: _____

Qualifications/skills the candidate should possess:

Description of intern duties:

Paid Internship? (Please circle) Yes No Maybe

Dress code: _____ Number of Interns Requested: _____

Company Hours: _____ Parking Provided? _____

Please enclose any company literature or materials so our students may learn more about your firm and be better prepared for their interviews.