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CAREER STUDY FACT SHEET

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MANDATORY CLASS MEETINGS:

- **Wednesday, Sept. 16, 2020**
- **Wednesday, Oct. 21, 2020**
- **Wednesday, Dec. 2, 2020**

From 5:00PM to 6:00PM in Room TBA

Student Responsibilities for Internships

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.

Being specific when interviewing helps insure that you acquire a range of experiences, while also providing service to the firm. If used during the interview, having objectives shows the employer that you plan ahead, that you have goals, and that you are willing to accept responsibility.

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. Internships are a required **160 hours** and credit only begins after the first class meeting!

NOTE: Failure to establish an internship by Week 6 will result in automatic drop from class!

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. 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 years). Department faculty may also be able to provide names of alumni or firm contacts if they so desire.