



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

CAREER STUDY

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CLASS MEETINGS:

Sept. 16

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

Oct. 21

- Class 2
- **Week 6** of Term/Wednesday, 5:00 - 6:00 PM
 - Professional Etiquette in the work Place
 - **Internship established or automatic drop from class!**

Dec. 11

- Class 3
- **Week 11** of Term/ Wednesday, 5:00 - 6:00 PM
 - Progress Report given by each intern
 - Reports Due

Failure to attend these class meetings, all class assignments and provide reports as required will result in an "F" grade.

Internship established by Week 6 or automatic drop from class!

Student Responsibilities for Internships

Prepare objectives and job responsibilities

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. It will also provide you with a draft of final objectives for your internship contract with your sponsor when you start the internship. The **Career Study Learning Contract – Assignment #4** must be **uploaded to Canvas** one week after the start of the internship.

Your objectives may include exposure to a specific specialty or specialties, such as hospital design, retail design, etc. One good way to think of learning objectives is to

think about what occurs at different stages of the design process. An internship is an excellent opportunity to gain exposure to tasks that are not likely to be done in the classroom, such as:

- observing marketing and business management
- observing interaction between designer/s and client/s
- site observation of construction
- visits to drapery, upholstery, and/or cabinetry workshops
- installation of furnishings and accessories
- post-occupancy evaluation

Being specific about what you would like to experience at your internship, particularly when interviewing, can ensure you acquire a range of experiences while also providing a service to the firm. Having your objectives defined before the interview will demonstrate you plan ahead, you have goals, and you are willing to accept responsibility.

Your final list of internship objectives should also include a brief summary of tasks/responsibilities the firm will be expecting of you.

Examples of appropriate objectives for an internship:

I will:

- observe a client interview.
- learn the methods involved in researching client needs for design projects.
- assist in gather code information for project(s).
- assist in preparing as-built drawings.
- assist in the concept /design stage for at least one design project.
- assist in preparing for a client presentation.
- observe a client presentation.
- assist in the preparation of construction documents.
- learn business procedures to order products after client approves designs
- become familiar with interior design resources by working in the firm's resource area.
- meetings with sales representatives to increase product knowledge.
- participate in a post-occupancy evaluation.

These objectives are too vague:

I will:

- learn all about working in a design office.
- shadow my internship sponsor to see what he/she does in a typical day at the office.
- observe personnel in the office environment.

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.

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. The 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 to 4 years). Department faculty may also be able to provide names of alumni or firm contacts if they so desire.

The firm may request a resume and an interview and may expect to see a portfolio of student projects. For help with resumes students may wish to consult several "How to Write Resume" textbooks in the library if they have not enrolled in Senior Show (This class covers resume writing). The Career Placement advisor can also match students with participating employers for internship positions if they are available.

Once a position is obtained, provide the sponsor with a copy of the **Learning Contract** and the **Career Study Evaluation Forms**. It is your responsibility to have your internship sponsor fill out the evaluations. Once each one is completed upload copies to the Canvas assignment. Keep copies of these documents for your Journaling Reports Binder.

Employment & Internship Information – Assignment #2

Once you have secured your internship this form must be upload to Canvas by Week 6.

Internship Company Summary - Assignment #3

Work with your supervisor and have them assist you in filing out this form and upload to Canvas by Week 6.

Career Study Learning Contract – Assignment #4

You should be able to look at your original goals when searching for an internship. Then review these goals with your supervisor to fill out the contract. It must be uploaded to Canvas one week after the start of the internship.

Complete a Term Paper – Assignment #5

A ten page paper + based on your research of 3 design firms you would like to see yourself at in the next 5 years is required. In order for this to be a meaningful experience it should be insightful and informative. Upload the final paper to Canvas on or before Week 11.

Career Study Evaluation Forms – Assignment #6 & Assignment #7

The Career Study Evaluation form is to be filled out by your sponsor at the halfway point in your internship hours (Approx. 80 hour) and at the completion of the internships hours (160 Hours). These two (2) evaluation forms will be uploaded to Canvas and included in the Journaling Reports Binder.

Internship Time Sheet – Assignment #8 (See Time Sheet Example in the Appendix)

Signed time sheets documenting all internship hours performed uploaded to Canvas. Firm timesheets are acceptable.

Student Career Study Evaluation Form – Assignment #9

Student will fill out an evaluation form similar to the one submitted by the internship provider. However, this is YOUR opportunity to review the design firm so the college may keep a perspective on how the internship experiences of our students.

Journaling Reports Binder – Assignment #10

Following the required assignments listed on the handout to create a Journaling Reports binder for submission at the end of your internship and follow the **Journaling Binder Check List**. It should contain **ALL** documents generated for the class. In addition, every week provide your advisor, **uploaded to Canvas**, detailed updates describing your internship activities. This record should assist in assessing your accomplishments. Brief and specific statements are requested. Copies of these activities will become a main part of your Journaling Reports Binder (See [Journal Doc Sheet Example in the Appendix](#)).

Thank your sponsor

Now you have worked with a professional designer who has taken time out of his/her busy schedule to help you get started in the field. If you have had a good experiences as well as your sponsor ask them to write IDI detailing their experience. And, it is always appropriate to thank people who have helped you in your career so send your sponsor a short note thanking them for the internship. Your note will be greatly appreciated and likely remembered. Email one and mail one as both will be appreciated!

Perform to the best of your ability

The internship is a key component in preparing for employment in the interior design profession. Not only should it provide a "real world" view and experience, it is an opportunity to begin making contacts and networking. Both are often critical aids in obtaining the best jobs. At the end of your internship, acquiring an excellent reference from your sponsor can provide you a significant edge over others competing for the same design position.

Overview of deliverables for internship completion:

- Career Study Grading Sheet
- Employment & Internship Information form
- Internship Company Summary form
- Career Study Learning Contract
- Term Paper
- Two (2) Career Study Evaluation Sheets (Firm): One @ 80hrs + One @ 160Hrs
- Time sheets documenting all internship
- One (1) Career Study Evaluation Sheet (Student) on the design firm
- Journaling Reports Binder

Any deviation from these requirements will result in a grade drop!

Class Assignments

430 Career Study



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CAREER STUDY AGREEMENT FORM – ASSIGNMENT #1

Instructors/Advisors:

Paul J. Rice & Rick Thompson

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 or a class failure.

Missing items or non-action during internship – Letter grade dropped by ½

- Employment & Internship Info sheet plus Internship Company Summary
- Internship contract filled out and submitted (In syllabus)
- Assignment Journaling Reports Binder (Include all assignments)
- Attendance to ALL 3 Class meetings

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

- **ALL** internships are a maximum of two (2) terms, same firm, **NO** exceptions!
- Internship MUST start by end of **Week 6 or or automatic drop from class**
- Term Paper – Professionally executed (10 page min.)
- 2 - Internship Evaluations - One (1) at approx. 80 hours & one (1) @ 160 hours
- Time Sheets signed totally a minimum of 160 hours
- Student Career Study Evaluation Form at completion of internship

MANDATORY CLASS MEETINGS:

Sept. 16

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Oct. 21

- 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!**

Dec. 2

- Class 3 - **Week 11** 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 – ASSIGNMENT #1

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: _____

Instructors/Advisors:

Paul J. Rice, IIDA, ASID, CID

Rick Thompson, NCIDQ

Please sign and upload this page to Canvas by the end of Week 1.

Employment & Internship Information – Assignment #2

Student: _____ ID # _____

Address: _____
City _____ CA _____ Zip _____

Phone: (H) _____ (W) _____ (M) _____ (E) _____

Career Study Advisor: Paul J. Rice, IIDA, CID

Date: _____

Notes: _____

Quarter: 20 _____ Degree: AA or BA (Circle one)
F/T or P/T Start Date: _____ Grad Date: _____
(Circle one) (Mo/Yr) (Mo/Yr)

• DESIGN EMPLOYMENT:
Entry Date: _____ Job Title: _____
Company Name: _____ Salary: _____
Address: _____
Contact/Supervisor: _____ Phone #: _____

• ADDITIONAL DESIGN EMPLOYMENT:
Entry Date: _____ Job Title: _____
Company Name: _____ Salary: _____
Address: _____
Contact/Supervisor: _____ Phone #: _____

• UNRELATED EMPLOYMENT:
Company Name: _____ How Long: _____
Salary: _____ Phone #: _____ Supervisor: _____

• UNAVAILABLE FOR PLACEMENT? Yes No (Circle one)
Reason: _____

• ADDITIONAL COLLEGE:
School: _____ Subject: _____
General Ed. Units: _____ Completion Date: _____ Projected Completion: _____

DO NOT WRITE BELOW THIS LINE (Unless you have your internship position):

Career Study Intern Location & Employer Information

Firm _____
Address _____
City _____ CA _____
Phone _____ Supervisor: _____

Critique #1: _____ Date _____
Critique #2: _____ Date _____
Time Sht #1: _____ Date _____
Time Sht #2: _____ Date _____
Term Paper: _____ Final _____

Internship Company Summary – Assignment #3

COMPANY NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____ FAX: _____

PERSONNEL DIRECTOR: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

TYPE OF DESIGN WORK: (May check more than one)

- _____ Commercial, percentage _____
- _____ Residential, percentage _____
- _____ Model Homes Nautical
- _____ Office
- _____ Restaurants
- _____ Retail
- _____ Hotels
- _____ Hospital/Med. Fac.
- _____ Kitchen/Bath
- _____ Other, explain: _____

NUMBER OF EMPLOYEES: _____

NUMBER OF DESIGNERS: _____

JOB DESCRIPTIONS:(May check more than one)

- _____ Junior Designers
- _____ Assistant Designers
- _____ Senior Designers
- _____ Draftsperson
- _____ Renderers
- _____ Other, description: _____

WAGES: (How do they Pay? - May check more than one method if applicable)

- _____ Hourly
- _____ Salaries
- _____ Commission
- _____ Combination
- _____ Benefits
- _____ Other, explain: _____

HOURS:

- _____ Full-time
- _____ Part - time
- _____ Flexible
- _____ Weekends

DESIRE:

- _____ Job Placement Assistance
- _____ Internship

Internship Providers may email this form to Price@idi.edu – Attention: Paul J. Rice, IIDA, ASID, CID

Company brochures are greatly appreciated to assists future interns researching areas of interest.

Career Study Learning Contract for – Assignment #4

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: _____

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 utilized in the students' 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 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

idi Term Paper - Assignment #5

Assignment Requirements:

- Select 3 (three) design firms in Southern California you would like to see yourself working at in the next 5 years.
- Research each firm by accessing their websites, checking their ranking in the field of design (OC Business Journal, Top 100 Firms, etc.). List the websites for each firm you are researching so they may be viewed at a later date.
- Write up a detailed analysis of each company identifying their goals and objectives, projects completed to date and any awards they may have received.
- Identify the **hierarchy** of the firms (how are they organized) and identify key individuals. List those individuals in your paper with their job titles. This information may be of use when you job search after graduation.
- Examine how these firms “**brand**” their images and what is their market place focus e.g.: commercial, hospitality, retail, healthcare, etc.
- Once you have collected all the information on these firms you **MUST** secure an **informational interview** with **ONE** of the 3 (three). I would recommend securing an informational interview with all three firms to make more industry connections but only one is required for the c term paper. This **informational interview** provides you with the unique opportunity to make contact with a future employer while you are still a student. Much easier than a graduate who is looking for a job!
- Once your research is completed you are ready to write your term paper which must be a minimum of 10 (ten) page based on the information you have uncovered. One PDF copy is **Due on Week 11** to be uploaded to the **Canvas – Assignment 5** and to be include in your Journaling Report binder.

In order for this assignment/paper to be a meaningful experience it should be insightful and informative. **DO NOT** copy directly from the design firm websites unless you are providing a quote and **DO NOT** make your paper all about the informational interview!

Failure to provide the listed information will result in a lower grade or possible resubmit!

What is the point of this assignment?

- You will have done your homework by researching a potential employer.
- You will be prepared to talk intelligently about a firm you would like to work at by asking the right questions.
- You will have gained access to a future employer(s).
- This experience will assist you in setting your **career goals**.
- This assignment provides you with experience in interviewing without the added stress of job hunting.
- This **networking opportunity** provides access to an established design firm that a job hunter would not be granted.
- To expose you to real workplace opportunities and to better understand the **hierarchy** that exists you in the design profession.

REMEMBER, this is a unique opportunity to get your foot in the door at a firm you would like to work at in the future. Most companies will gladly take 30 minutes to one hour of their time to meet with a student who has an interest in their firm and to help you with your assignment.

What you cannot do!

- You cannot contact recent IDI graduates to fulfill the interview assignment.
- You cannot use your current employer to fulfill this assignment.
- You cannot use your potential internship sponsor for this assignment.

How to submit:

Once completed upload a PDF to the Canvas Assignment #5 by the due date!

idi Term Paper Grade Sheet

Student:

Assignment Requirements meet:

- 3 (three) design firms selected _____
- Listed all websites _____
- A detailed analysis of each firm _____
- Identify how firms are organized + key individuals _____
- Student examined the "branding" of each firm _____
- Minimum 1 (one) informational interview _____
- Professional 10 (ten) page + paper _____
- Paper is Insightful and informative. _____

Point Loss due to the following reasons:

- Interviewed a recent IDI graduates for interview portion _____
- Used a current employer to fulfill part of the assignment _____
- Used potential internship sponsor for the assignment _____
- Copied directly from the design firm(s) website _____
- Paper is all about the interview _____

Letter Grade: _____



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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
price@idi.edu

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	_____	_____	_____	_____

- Briefly describe some of the Intern's work experience:

- Did the Intern's capabilities meet with your expectations?
Circle **one**: Above Average Average Below Average
- What areas or skills would you suggest the Intern improve upon, if any:

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

- 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
- If there was a job opening, would this Intern be a candidate? If not, why not?

- 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?
(E.g.: 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?
(E.g.: Communication, Writing, Time Management, Listening, etc.)

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

CAREER STUDY STUDENT EVALUATION

Assignments #9

The following questionnaire is to be prepared by the Student Intern. Please complete this form and upload a PDF copy to Canvas. Also include in your Journaling Reports Binder.

Firm Name: _____

Supervisor(s) of Intern: _____

Name of Intern: _____

Date: _____ Number of Hours Interned: _____

PLEASE CHECK ONE: Excellent Good Average Needs Improvement

OFFICE TRAITS:

Grooming, suitable to work	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____
Ambition	_____	_____	_____	_____
Tact	_____	_____	_____	_____

ATTITUDE OF STAFF:

Towards interns (in general)	_____	_____	_____	_____
Eagerness to teach & share knowledge with intern	_____	_____	_____	_____
Readiness to have tasks for the intern to complete	_____	_____	_____	_____

PLEASE CHECK ONE: Excellent Good Average Needs Improvement

COMMUNICATION SKILLS OF SUPERVISOR:

Speech ability to convey ideas	_____	_____	_____	_____
Written ability to convey ideas	_____	_____	_____	_____

DEPENDABILITY OF STAFF:

Punctuality & attendance	_____	_____	_____	_____
Completion of assigned duties	_____	_____	_____	_____

HUMAN RELATIONS OF STAFF:

With clients	_____	_____	_____	_____
With fellow employees	_____	_____	_____	_____
With intern	_____	_____	_____	_____

JOB KNOWLEDGE OF STAFF:

Policies of firm	_____	_____	_____	_____
Product and/or service information	_____	_____	_____	_____
Productivity with regards to visual communications, i.e., drafting skills etc.	_____	_____	_____	_____

WORKMANSHIP OF STAFF:

Thoroughness	_____	_____	_____	_____
Accurate and careful	_____	_____	_____	_____

1. Briefly describe your experience at the firm:

2. Did the company overall meet with your expectations?
Circle one: Above Average Average Below Average

3. What areas/ skills would you suggest the company/ staff improve upon, if any:

4. In what areas/ skills do you find the company/ staff to be strong, if any:

5. Does the staff 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 you submit your resume? If not, why not?

7. Would you recommend that a student pursue employment with this company?

8. How can this company improve their internship program?

9. Any additional comments you would like to make:



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Journaling Reports Binder – Assignment #10

Each week the student intern will submit a Weekly Journaling Report by e-mail that discusses the week's projects and activities. The student intern's perspective of the job is an important part of the Weekly Journaling Reports, although they should not be approached as personal journals. Weekly Journaling Reports should document work related events and activities experienced by the Student Intern in a professional manner.

Each Weekly Journaling Report should be carefully and thoughtfully written. It should identify and focus on the learning outcome of the work experiences, not merely a chronological narrative of weekly activities. The Weekly Journaling Report should analyze the work experience in the context of professional and personal objectives fulfilled, insights gained in relationships with fellow employees, field supervisors, clients and insights into professional business practices. In addition, document the **collaboration** taking place during your internship where your firm works with **multiple disciplines**, such as architects, engineers and vendors, to develop design solutions. **Collaboration** may also be observed during your internship in the form of dynamic design team and client interactions. Note your **contributions on collaboration** and how they were received whether by becoming part of the design or possibly influencing a design direction/solution. This may be less likely and only observed from the senior designers. Regardless, observe for the how these dynamics play out during the design process. The Weekly Journaling Report should be reflective and introspective.

The Weekly Journaling Reports should use a professional report format (include intern's name, firm name and address, Field Supervisor's name) and be dated and numbered according to the corresponding week to which it is documenting.

Keep a copy of your Weekly Journaling Reports you send on to your instructor. They **WILL** be included into your Journaling Reports Binder at the end of your internship.

Assignments for the Journaling Reports Binder:

Create a **virtual** Journaling Reports Binder as you would in a 3 ringed binder format.

It must include a **table of contents**, **virtual tabs**, and **ALL Journaling Reports** completed during the internship. Try to include examples of work completed during the weeks documented if allowed by the design firm. Examples may be in the form of sketches, CAD work, materials in "Look Book" form, photos, legends, budget info, etc. This is the minimum of what must be included in the final Journaling Reports Binder.

Overview of Firm

Purpose of this assignment is to provide the student with a basic understanding and awareness of the firm. The student should attain information as to the history and integrity of the firm, the founding Principals, designers and the integration of the interior designers. The overview must include a description of the firm's structure and organization, operations, clientele, personnel, services, facilities, compensation plans and benefits.

Career Study Learning Contract – Assignment #4.

You should be able to look at your original goals when searching for an internship. Then review these goals with your supervisor to fill out the contract.

Complete a Term Paper – Assignment #5

A ten page paper + based on your research of 3 design firms you would like to see yourself at in the next 5 years is required. In order for this to be a meaningful experience it should be insightful and informative.

Career Study Intern Evaluation and Survey Form (Assignment #6 & #7)

The Intern Evaluation and Survey Form is the evaluation of the internship field experience by the firm in the context of your stated overall and individual objectives being or not being achieved and required as part of the internship. The Internship Supervisor will evaluate the intern using the Internship Evaluation Forms (One (1) at halfway point (approx. at 80 hours) & one (1) at end of internship hours (160 hours); submit back to the student intern. If the firm wished to submit directly to the faculty please advise your instructor.

Intern Time Sheets (Assignment #8)

Time sheets for ALL internship must be included in your Journaling binder at the end of your internship and signed by your internship provider.

Career Study Student Evaluation Form (Assignment #9)

Student will fill out an evaluation form similar to the one submitted by the internship provider. However, this is **YOUR** opportunity to review the design firm, so the college may keep a perspective on the internship experiences of our students.

Thank You Letter(s)

Write and mail thank you letters to the internship supervisor, principal(s) of your firm, and any other key players in your internship. Include copies of your letters for the binder.

Journaling Reports Binders (Assignment #10)

Compile the binder that encompasses all assignments and all weekly journaling reports. This binder should be presented professionally and delivered on completion of your internship.

Journaling Reports Binders Checklist

What To Include:

VIRTUAL/PHYSICAL BINDER LAYOUT:

- 3 ringed binder - Y N
- Table of contents - Y N
- Tabs - Y N

CONTENT (You may alter the order as you think best)

#1 - Y N

Written overview of Firm

#2 - Y N

Employment & Internship info Sheet (Assignment #2)

#3 - Y N

Internship Company Summary Sheet (Assignment #3)

#4 - Y N

Learning Contract (Assignment #4)

#5 - Y N

Term Paper (Assignment #5)

#6 - Y N

Career Evaluation & Survey Forms: 1 @ 80 hrs + 1 @ 160 hrs (Assignments #6 & #7)

#7 - Y N

Intern Time Sheets (Assignment #8)

The time sheets for ALL 160 hours and signed by your internship provider.

#8 - Student Career Study Evaluation Form (Assignment #9)

#9 - Y N

Weekly Journaling Reports + Examples of tasks if allowed

#10 - Y N

Thank You Letter(s) from you and from the design firm

#11 - Y N

Misc. items

Class Appendix

430 Career Study

INTERNSHIP WORKSHEET

How to get started finding an internship. Use this as a general guide to organizing your search.

<u>DATE</u>	<u>PROCESS</u>
_____	1. <u>Select</u> 3 design firm options. Fill out Intern Options Form.
_____	2. <u>Contact</u> firms: Advise of program, confirm interest, set up interview. Deadline Goal: End of Week 3 of term.
_____	3. <u>Interview</u> (Bring portfolio & resume if available) – If accepted, set-up start date, days & hours and deliver forms. If not accepted, contact second choice and proceed with Step 2. Deadline: End of Week 4 of term. Note: You may interview at more than one firm before selecting.
_____	4. <u>Begin</u> work at firm. Deadline: End of Week 6 of term. Your internship is a commitment to <u>one</u> firm ONLY. Reason to change firms will be permitted only if the firm is doing something unethical. <u>Failure to establish an internship by Week 6 will result in automatic drop from class!</u>
_____	5. <u>Advise</u> instructor of firm, supervisor's name and number of hours per week. Submit Employment & Internship Summary forms Deadline: End of Week 6 of term.
_____	6. <u>Update/document</u> every week in Weekly Journaling Reports Binder.
_____	7. <u>Remind</u> supervisor of Career Study Evaluation requirement. Deadline: First critique due at approx. 80 hours, and final critique due at 160 hours.
_____	8. <u>Complete</u> timesheets due to instructor. Deadline: When internship hours are completed. May be two terms.

INTERNSHIP OPTIONS FORM

NAME: _____

DATE: _____

TOP 3 OPTIONS:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

CONTACT: _____

INITIAL DISCUSSION: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

CONTACT: _____

INITIAL DISCUSSION: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

CONTACT: _____

INITIAL DISCUSSION: _____

TIME SHEET

Student Name: _____

Design Firm: _____

Date	Start	Finish	Hours	Task/Description	Supervisor's Initials
Total Hours					



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 DESIGNERS NEWPORT BEACH F. 949.759.0667
 INSTITUTE CA 92660 www.idi.edu

INTERNSHIP JOURNAL OF ACTIVITIES

Name: _____ Week of: _____
 Mentor: _____ Firm: _____

Activities Performed:

Activities Observed: (Collaboration, Team Work, etc.)

Skills or Information Gained or Enhanced:

_____	_____	Hours worked this week: List By date & time, i.e. 4/17, 10:00- 4:00, 6 hours. Use quarter-hour increments. TOTAL HOURS WORKED THIS WEEK: _____
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

Signature: _____ Date: _____

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