



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

COURSE SYLLABUS

Class meetings: TBA

**Course(s): 502 & 505 Design Project, Part 1A - 2A (Externship Portion)
(4.5 Lecture Units, 4.0 Externship Units)
508 Design Project, Part 3A (Externship Portion)
(4.5 Lecture Units, 3.0 Externship Units)**

Instructor: Paul J. Rice, IIDA, ASID, CID [E-mail:price@idi.edu]

Objectives & Goals for 502, 505 & 508 Design Project, Part 1A - 3A – Externship Portion

The objectives and goals of an externship are to allow the MIA student to practically apply the theory and skills taught in the classroom. This externship will result in the accumulation of 210 externship hours as arranged by the MIA student with the externship sponsor (May be in 60 & 90 hour increments). Upon completion of this externship the MIA student will have accumulated a total of 210 hours of cumulative experience to be applied and integrated into their research project and written thesis.

MIA Student Goals & Responsibilities for Externships:

It is essential that the MIA student establish what they would like to get out of their externship before seeking a particular firm. A list of objectives will be helpful in narrowing down available firms to those which most closely mirror your needs. This list will be helpful in discussions during the externship interview. This process will provide the MIA student with a draft of objectives which may be applied to their externship contract. This approved contract is to be submitted to your externship coordinator (Paul J. Rice) by the end of the first week the externship commenced (See page 9-11).

MIA student 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 externship is an excellent opportunity to gain exposure to tasks that are not likely to be done in the classroom, such as:

- observation of marketing and business management
- observing interaction between designer/s and client/s

- observation of construction
- visits to drapery, upholstery, and/or cabinetry work shops
- installation of FF&E
- post-occupancy evaluation

Being specific, particularly when interviewing, will help to insure the MIA student acquires a broader range of experiences, while also providing service to the firm. If used during the interview process, having objectives shows an employer planning skills, goal setting, and the ability to accept responsibility.

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

Examples of appropriate objectives for an externship:

I will:

- Observe during a client interview.
- Learn the methods involved in researching client needs for design jobs.
- Help gather information on codes requirements for a project.
- Help prepare as-built drawings.
- Help in the design concept stage for at least one design project.
- Help prepare for a client presentation.
- Observe a client presentation.
- Help prepare construction documents.
- Learn about business procedures used to order products after a client has approved the design
- Become familiar with interior design resources by working in the firm's resource area.
- Participate in a post-occupancy evaluation.
- Learn entrepreneurship in establishing a business
- Learn advanced skills to enhance my existing business
- Hone existing business skills

Obtaining an Externship Position:

Each MIA student obtains his or her own externship position. The "job seeking" process should be initiated in a professional manner with the MIA student making the initial contact. Possible externships firms are available on-line through the Canvas platform in addition to the onsite notebook located in the library listing recent requests, sponsors, and information on interior design firms. The information is collected from previous MA externships and BA internships; listed in chronological order of requests. Department faculty may also be able to provide names of alumni or firm contacts if they so desire locally or out-of-state.

Firms may request a resume and an interview and may expect to see a portfolio of MIA student projects. For help with resumes MIA students may wish to consult several "How to Write Resume" textbooks in the library or on-line. The Career Placement advisor may also be of assistances to match MIA students with participating employers for externship positions if they are available. Once a position is obtained, review the externship information provide here with the sponsor and a copy of [Externship Evaluation Form](#)

(Page 8). A MIA student Externship Information Form (Page 5) should be completed and submitted back to the externship coordinator as soon as possible.

Perform to the Best of Your Ability:

The externship is a key component in preparing for employment in the profession. Not only should it provide a "real world" view and experience in your profession, it is an opportunity to begin making contacts and networking. Both are often critical aids in obtaining the best jobs. Having an excellent reference from an externship sponsor will provide the MIA student a significant edge over others competing for the same position.

Journaling Reports Binder (See handout)

Following the required assignments listed on the handout to create a Journaling Reports binder for submission at the end of your externship.

Record activities daily in Journaling Reports Binder (See handout)

Every week provide your advisor, via email or typed reports, detailed updates describing your externship activities. This record should assist in assessing your accomplishments. Brief and specific statements are requested. Place a copy in your Journaling Binder.

Term Paper:

One (1) term paper, a min. of five (5) pages, will be submitted explaining and defining the objectives and goals achieved during your externship. In order for this to be a meaningful experience it should be insightful, informative and clearly documents how this experience will have practical application to your chosen area of interest. Please include in your Journaling Reports Bonder and send on one (1) copy to the externship coordinator at the completion of your hours.

Term Paper Format:

Suggested & Required Content of Term Paper:

1. Design Specialization
2. Overview on specialization
 - Requirements and considerations for this type of design
3. Biography on the externship sponsor firm and key individuals
4. Objective & Goals learned from this experience
6. Five (5) pages minimum
7. Due as designated - No late papers accepted

Remind Sponsor to Complete Evaluation Form:

The MIA student Externship Evaluation Form is to be filled out by your sponsor at the completion of each externship agreement up to the 210 hour requirement. This evaluation form must be submitted to the externship coordinator once the hours are completed (Pages 7 - 8).

Thank Your Externship Sponsor:

As a MIA student, you have worked with a professional who has taken time out of their busy schedule to help you advance your career. So it is appropriate to thank your sponsor with a short note which will be appreciated and remembered. In addition, we would like to hear from the sponsor about their experience working with you so please pass on the externship sponsor letter (Page 12).

Summary of Deliverables:

Journaling Reports Binder to include the following info plus info listed on Page 13 & 14

- MIA student Externship Info Form & Externship Sponsor Summary Sheet (Page 5 & 6) (If multiple externships one from each provider is required)
- Externship Learning Contract (Page 9-11)
(If multiple externships one from each provider is required)
- One (1) Term Paper due at completion of 210 hours of externship
(If multiple externships one from each provider is required)
- One (1) Evaluation sheet from extern supervisor at 210 hours (Page 7- 8)
(If multiple externships one from each provider is required)
- Time sheets documenting 210 hours (Maybe on firm time sheet record - Page 13)
- Externship Provider Experience Letter (Page 12)
(If multiple externships one from each provider is required)
- Update Reports due every week in journal

All items are to be uploaded to your student file via the Canvas Platform.

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

MIA Student Externship Info Form

MIA Student: _____ ID # _____

Address: _____

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

Coordinator: Paul J. Rice, IIDA, CID

Date: _____

Notes: _____

Quarter: 20 _____

Degree: BA
 Grad. Date: _____
 (Mo/Yr)

Degree: MA
 Start Date: _____
 (Mo/Yr)

(Circle one)

- 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: _____

- ADDITIONAL COLLEGE:

School: _____ Subject: _____

General Ed. Units: _____ Completion Date: _____ Projected Completion: _____

DO NOT WRITE BELOW THIS LINE/FOR INSTRUCTOR ONLY:

Externship Location/Employer

Firm _____

Address _____

_____ CA _____

Phone # _____ Supervisor: _____

Critique # 1: _____ Date _____

Time Sht # 1: _____ Date _____

Term 1 Papers: _____ Date _____

Final Grade: _____

Externship Sponsor Summary Sheet

COMPANY NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

PERSONNEL DIRECTOR: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

TYPE OF DESIGN WORK :(Check all that apply)

| | |
|---|--|
| <input type="checkbox"/> Commercial, percentage _____ <input type="checkbox"/> Residential, percentage _____ <input type="checkbox"/> Model Homes Nautical <input type="checkbox"/> Office <input type="checkbox"/> Restaurants <input type="checkbox"/> Retail <input type="checkbox"/> Hotels | <input type="checkbox"/> Hospital/Med. Fac. <input type="checkbox"/> Kitchen/Bath <input type="checkbox"/> 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: (Check all that apply)

| | |
|---|--|
| <input type="checkbox"/> Hourly <input type="checkbox"/> Salaries <input type="checkbox"/> Commission | <input type="checkbox"/> Combination <input type="checkbox"/> Benefits <input type="checkbox"/> Other, explain: _____ _____ |
|---|--|

HOURS:

Full-time
 Part - time
 Flexible
 Weekends

DESIRE:

Job Placement Assistance
 Externship

Company brochures are greatly appreciated to assists externs researching their areas of interest.
 Mail questionnaire to Interior Designers Institute, 1061 Camelback Road, Newport Bch, CA 92660
 Attn: Paul J. Rice, IIDA, ASID, CID



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Dear Externship Provider:

I hope you will enjoy working with our MIA student in the Externship Study Program.

MIA Students need to complete a total of 60 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 MIA students. A time sheet will be kept by the MIA student, which must be initialed by you each day.

We require that you or the MIA student's supervisor meet with our MIA 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.

Thank you for giving our MIA student this unique opportunity.

Sincerely,

Paul J. Rice, IIDA, ASID, CID
Director of Education
INTERIOR DESIGNERS INSTITUTE

EXTERNSHIP EVALUATION FORM MIA STUDENT EXTERN PROGRAM

The following evaluation is to be prepared as part of the MIA student's Extern Program. Please complete this form and return it to Paul Rice, IIDA, ASID, CID, at Interior Designers Institute.

A MIA student extern will receive credit only upon receipt of this form by the Institute. Positive as well as negative feedback is encouraged, as both are important to the MIA students.

Externship Provider (Firm): _____

MIA Student: _____

Position: _____

Review Date: _____

Reviewer: _____

Rating guide: (5) Excellent, (4) Above Satisfactory, (3) Satisfactory
(2) Needs Improvement, (1) Unsatisfactory

Please comment on the following criteria with examples as needed:

1. Initiative:

2. Leadership Skills:

3. Planning Ability:

4. Professionalism:

5. Dependability/Follow Through:

6. Knowledge Acquired:

7. Overall Performance Summary:

Please feel free to attach any additional information if necessary.



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Externship Learning Contract

The purpose of this contract is to formalize the requirements for MIA students enrolled in classes 502, 505 and 508 Design Projects - Externship. 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 externship placement, from a practice perspective, by providing a guide for the MIA student, the Externship Supervisor, and the Externship Coordinator. Activities to be performed by the MIA 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 MIA 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 MIA student and Externship Coordinator believe are important for the MIA student to learn over the course of the externship.

The MIA student agrees to perform the mutually agreed upon assignments within the firm selected for an "X" number of hours per week during the current quarter(s) in fulfillment of requirements for 502/505/508 Design Project - Externship in the Interior Design curriculum.

The Externship Coordinator agrees to monitor the performance of the MIA student and to evaluate the MIA student's overall performance at the conclusion of the MIA student's externship with the firm on the form to be provided by Interior Designers Institute.

MIA Student and Externship Information

MIA Student Name: _____

Quarter & Year: _____

Phone: _____ Email: _____

Externship Coordinator: _____

Externship Firm/Supervisor Information

Firm Name: _____

Firm Address: _____

Supervisor Name & Title: _____

Supervisor Phone: _____

To Be Completed by Externship Supervisor & MIA Student

ACTIVITIES/ASSIGNMENTS

SKILLS/LEARNING OBJECTIVES

This contract has been read, discussed, and additions made by the MIA student, Externship Supervisor and the Externship Coordinator. All parties agree to fulfill this Learning Contract.

MIA Student

Date

Externship Coordinator

Date

Externship Supervisor

Date

Skills Classification List

This list provides examples that may be utilized for the MIA student's Learning Contract

- The MIA student will learn to deal with crisis.
- The MIA student will learn to be flexible
- The MIA student will learn problem-solving skills.
- The MIA student will learn critical thinking
- The MIA student will learn active listening skills
- The MIA student will learn clear and concise writing.
- The MIA student will learn organization skills.
- The MIA student will learn assessment skills.
- The MIA student will learn to identify time critical situations.
- The MIA student will learn the organizational systems.
- The MIA student will learn design resources for clients.
- The MIA student will gain knowledge of the issues being addressed.
- The MIA student will develop a professional demeanor.
- The MIA student will learn to separate issues of self and client.
- The MIA student will learn to be self-motivated.
- The MIA student will learn when to ask for direction when needed.
- The MIA student will learn how to take direction.
- The MIA student will learn to assume responsibility for acquiring knowledge.
- The MIA student will be able to identify his/her own professional work ethic.
- The MIA student will learn to develop public speaking skills.
- The MIA student will learn to increase verbalization with the specified client population.
- The MIA student will learn to increase verbalization with co-workers.
- The MIA student will learn to be assertive.
- The MIA student will learn to collaborate
- The MIA student will learn building agency policies and procedures.
- The MIA student will learn to use supervision wisely.



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Dear Externship Sponsor:

We, at Interior Designers Institute, would like to thank you for being part of our Externship Program. This is such a valuable experience for the MIA student and we sincerely appreciate the time and effort you have given them. Hopefully, our MIA student has given you valuable work in return.

It would be greatly appreciated by us if you would take a moment to write a letter commenting on your experience with our extern. This would assist us with required documentation of this program.

Please send the requested letter to my attention at your earliest convenience.

Sincerely,

Paul J. Rice, IIDA, ASID, CID
Director of Education
INTERIOR DESIGNERS INSTITUTE

Journaling Reports Binder:

Each week the student extern will submit a Weekly Journaling Report by e-mail that discusses the week's projects and activities. The student extern'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 Extern 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 or not fulfilled, insights gained in relationships with fellow employees, Field Supervisor and client insights into professional and business practices. The Weekly Journaling Report should be reflective and introspective.

The Weekly Journaling Reports should use a professional report format (include extern'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 as they should be included into your Journaling Binder at the end of your externship!

Assignments for the Journaling Binder:

Create a Journaling Binder in a 3 ringed binder format. It should include a table of contents, tabs, and ALL Journaling Reports completed during the externship. Also, include examples of work completed during the weeks documented. Examples may be in the form of sketches, CAD work, materials in "Look Book" form, photos, legends, budget info, etc.

#1 Overview of Firm The 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.

#2 Extern Evaluation and Externship Evaluations (At quarterly intervals to total 210 hours)

The Extern Evaluation report should be your evaluation of the externship field experience in the context of the stated overall and individual objectives being or not being achieved. Only one is required at the end

of each externship up to 210 hours. The Externship Supervisor will evaluate the extern using the Externship Evaluation Forms (In syllabus - one at the end of each externship) and will submit to the Externship Coordinator.

Extern Time Sheets

The time sheets for ALL 210 hours of your externship must be included in your Journaling binder at the end of your externship and signed by your internship provider.

#4 Thank You Letter(s)

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

#5 Journaling Reports Binders

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

