
idi SYLLABUS | Career Study #430

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Syllabus and Course Schedule: An updated outline of class lectures, assignments, discussions, and presentations will be available on the first day of class.

Class Meetings:

Class 1 - Week 1 of Term

- Requirements Discussed
- Firm Selections

Class 2 - Week 6 of Term


- Student check-in
- **Internship established or automatic drop from class!**

Class 3 - Week 12 of Term

- Student check-in
- Student has either completed internship at this point, or they are automatically enrolled to continue the internship through to the next quarter. There is no need to self-enroll, and there is no additional course fee.

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. 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.

Obtaining 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.

Course Policies:

- Attendance: due to the nature of this class, attendance is mandatory.
- Late Work: No work accepted late unless arranged prior to that with teacher.

- All assignments will be turned in for review and evaluation as announced. All assignments will be due at the **BEGINNING** of the class.

Class work:

- All academic work, written or otherwise, submitted by a student for a grade is expected to be the result of his/her own thoughts, research, or self-expression. Plagiarism includes reproducing someone else's work or employing or allowing another person to alter or revise the work which a student submits as his/her own. Should a student use part of, or refer to another source in the exercise, it is expected that proper credit will be given in accordance with established documentary formats. Any work submitted for a grade, which proves to be that of someone other than the individual student will receive a "0" for a grade. While online group study may occur outside of school, all work must be personalized, unless otherwise noted by the instructor.

Course correspondence:

- ALL emails MUST come from the student's IDI email address; emails received from personal accounts will not be read or replied to under any circumstances. This is a school policy - no exceptions

Assignments:

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 6.

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).

Grading Scale: A = 90% or above, B = 80-89%, C = 70-79%, D = 60-69%, F = 59% or below