

**INTERIOR ARCHITECTURE  
PROFESSIONAL PRACTICE - INTERNSHIP PROGRAM  
SUPERVISION COURSE PROPOSAL**

Course Call # \_\_\_\_\_

**ARTI 489**

Date / Semester / Year \_\_\_\_\_

**INTERIOR ARCHITECTURE**

GRADING OPTION:     Grade     Credit / No credit (to receive this option you must complete a Credit/No Credit form and submit it to Records and Registration.)

\_\_\_\_\_  
(Print) Last NAME                      First                      MI                      Student ID

\_\_\_\_\_  
Permanent Address:                      City                      State                      Zip

\_\_\_\_\_  
Local Address:                      City                      State                      Zip

\_\_\_\_\_  
Permanent Telephone:                      Local Telephone:                      Cell Phone:

\_\_\_\_\_  
Email Address:

**SPONSORING AGENCY'S NAME:** \_\_\_\_\_

Brief Description of Internship:                      *Duties, Responsibilities, Skill to be learned; Discuss goals and objectives*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_

**FIELD CONTACT INFORMATION**  
**Interior Architecture Internships**

\_\_\_\_\_  
Name of Sponsoring Agency & Website URL \*

\_\_\_\_\_  
Name of Agency Supervisor (*attach a business card from Sponsor*)

\_\_\_\_\_  
Sponsoring Agency's Address

\_\_\_\_\_  
Agency's Phone Number

\_\_\_\_\_  
Supervisor's Email

**Internship Completion Check List:**

Time Log & Journal \_\_\_\_\_ Date

Documentation & Essays \_\_\_\_\_ Date

Field Contact Report \_\_\_\_\_ Date

Student Evaluation \_\_\_\_\_ Date

Thank You letter \_\_\_\_\_ Date

**\* Please obtain a business card from your sponsor. Attach to this page for Internship Advisor.**



**FIELD CONTACT EVALUATION**

**INTERNSHIP PROGRAM**

**Thank you for selecting a CSUC interior architecture student as an intern in your business. Internships are designed to provide supervised, interior architecture related experiences outside the academic environment. This internship is a course of study intended to facilitate the integration of education and practical experiences outside the classroom. It is understood that professional experiences may vary from one agency to the other. Students are there to help you, please provide them with a well rounded list of tasks, duties, and experiences in which to learn. Ask interns to show you their weekly logs to help you evaluate their progress.**

**This form is to be completed by the Sponsoring Agency upon completion of the semester or term of agreement. Please mail completed evaluation to the following University Contact (address below)**

**Thank You,**

**Kijeong Jeon, ID Director**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Internship Sem / Year

\_\_\_\_\_  
Name of Sponsoring Agency

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Sponsoring Agency's Address (please include a business card in envelope)

\_\_\_\_\_  
Phone #

\*\*\*\*\*

If needed attach additional sheets to answer the following questions:

1. What type of work experiences were performed by the student?

2. Please comment on student's performance as a professional:

3. Do you feel the student is prepared for a career in interior architecture? Why or Why not?

4. Did the student display any outstanding abilities or qualifications? Explain:

5. Would you provide this student with a letter of recommendation; and, if space available, would you offer them a job?

6. Please check appropriate response:

	Outstanding	Superior	Good	Poor
Appropriateness of personal traits for the job				
Attitude				
Understanding of the work required				
Ability to apply knowledge				
Overall Performance				
Appearance				

7. Has the student been exposed to the following interior architecture tasks (work experience or observation) during internship or shown any understanding of the content area?

	YES	NO		YES	NO
<b>Programming</b>			<b>Contract Documents</b>		
Client Requirements			Working Drawings		
Project Research			Specifications and Schedules		
Client / User Interviews			Purchase Orders		
Code Requirements			Bidding / Contract Documents		
<b>Conceptual Design</b>			<b>Contract Administration</b>		
Design Concept			Shop Drawing Checking		
Area Circulation			Installation Supervision		
Meetings with Clients			Installation Scheduling		

**Project Management**

Budgeting, Estimating  
Work with Contractors and Subs

YES NO


**Post-Occupancy Evaluation**

Site Inspection  
Survey

YES NO


**Design Development**

Space Planning  
Furniture Layout  
Selection of Furnishings  
Selection of Finishes  
Color Coordination  
Lighting  
HVAC  
Detailing (Millwork)  
Presentation Boards  
Presentation to Clients  
CAD  
Budgeting


**Business Practices**

Office Procedures  
Resource Library Work  
Display  
Contract (Letter of Agreement)  
Design Fees  
Contact with Sales Reps  
Financial Accounting  
Professional Ethics  
Customer Sales


7. Grade recommendation (circle one):      **A    B    C    D    F    CR    NC**

8. Additional Comments:

\_\_\_\_\_  
Field Contact Signature

\_\_\_\_\_  
Date

**Please mail the form to:  
California State University, Chico  
Department of Art and Art History  
Chico, CA 95929-820  
ATTN: Kijeong Jeon**

**Phone: (530) 898-5491  
Email: [kjeon@csuchico.edu](mailto:kjeon@csuchico.edu)**

**STUDENT SELF EVALUATION**

**INTERNSHIP PROGRAM**

TYPE THE FOLLOWING STATEMENTS AND QUESTIONS ON A SEPARATE SHEET  
(Minimum 500 words for the self-evaluation statement)

*\*\* Include name, dates, and time worked.*

\_\_\_\_\_

**TO: FACUTLY SUPERVISOR:** \_\_\_\_\_

**STUDENT INTERN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SPONSORING AGENCY:** \_\_\_\_\_ **# HOURS:** \_\_\_\_\_

**1. Describe work or tasks performed:**

**2. Knowledge or experience gained in relation to your educational objectives:**

**3. Transferable skills:**

**4. Self-evaluation of new and improved skills resulting from internship experience:**

## ESSAYS – Type Questions and Answers on Separate Sheet

TYPE THE FOLLOWING STATEMENTS AND QUESTIONS ALONG WITH YOUR ANSWERS ON A SEPARATE SHEET OF PAPER FOLLOWING THE SAME FORMAT AS BELOW:

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### Student Intern's Evaluation of Internship Program

(To be filled out at the end of the internship experience by the student intern and returned to the Intern Advisor. Grading will be based on comprehensive content of the essays.)

**TYPE EACH QUESTION AND ANSWER:**

1. List the major responsibilities and duties assigned to you in your internship:
2. Which internship experiences did you find most valuable?
3. Describe additional experiences that would have been valuable to the internship:
4. Describe the problems that you encountered during your internship. Explain how you dealt with each problem.
5. Explain how you met your stated objectives:
6. If you were unable to fulfill an objective, indicate why:
7. What skills were you able to apply to practical work experience?
8. Evaluate the relevancy of the internship experience as related to your career objectives:
9. Describe any noteworthy job-related accomplishments or achievements:
10. Do you feel prepared for the workplace? Why or why not?
11. Would you recommend your internship experience to another student? Why or why not?
12. What advice would you give to someone else before they started an internship?

Submitted by Student Intern: \_\_\_\_\_

Intern Signature: \_\_\_\_\_

Total period of time worked: \_\_\_\_\_

Date: \_\_\_\_\_