

**INTERIOR ARCHITECTURE - SENIOR PROJECT
INTERNSHIP PROGRAM
SUPERVISION COURSE PROPOSAL**

Course Call # _____

ARTS 489

Date / Semester / Year _____

INTERIOR ARCHITECTURE

(1 UNIT)

(2 UNITS)

(3 UNITS)

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 * *attach a business card from Sponsor*

Name of Agency Supervisor

Sponsoring Agency's Address

Agency's Phone Number

Supervisor's Email

FACULTY MEETINGS
Interior Architecture Internships

I have met with this intern on the dates indicated below:

First Meeting Date

Faculty Signature

Second Meeting Date

Faculty Signature

Internship Completion Check List:

Log _____ Date

Student Evaluation _____ Date

Photo Presentation _____ Date

Field Contact report _____ Date

Thank You letter _____ Date

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

PROCEDURES FOR ARTS 489

Designate 1, 2, or 3 units

INTERIOR ARCHITECTURE

Art 489, Internship in Interior Architecture, is designed to provide supervised, interior architecture related work experiences outside the academic environment. This course is intended to facilitate the integration of education and practical experiences outside the classroom. The Supervision Course Proposal form acts as a contract between the student and the Art Department in agreement with the field contact. Internships are added through the Art Department office during the first two-weeks of classes each semester. Internships cannot be added through TRACS/Portal.

Hours Required:

1 unit = 48 hours per semester (3 hours per week x 16 weeks)
2 units = 96 hours per semester (6 hours per week x 16 weeks)
3 units = 144 hours per semester (9 hours per week x 16 weeks)

Prerequisites:

1. Upper division status: defined as juniors, seniors or graduate level
2. Minimum cumulative GPA of 2.0 for undergraduates and 3.0 for graduate students
3. Intern Advisor permission and approval of Department Chair

STUDENT Procedures:

1. A **Weekly Typed Log** that addresses specific questions, dates and hours worked is required. Included in the weekly log will be photo supplements in which students are required to take a camera to document work space, co-workers, work or designs completed, and the exterior of the work place.
2. An **Oral Presentation** and **Photo Exhibit** will be required with the American Society for Interior Architecture (ASID) Club. *ASID notification of intent to present is required.* ASK ADVISOR IF MORE SPECIFIC GUIDELINES FOR PHOTOS ARE NEEDED.
3. A **Student Evaluation of Internship** questionnaire is to be completed at the end of the internship. This evaluation will address four specific questions over-viewing the internship.
4. A **Field Contact Evaluation Form** is to be completed by the Sponsoring Agency Supervisor at the end of the internship. The intern will give this form to their sponsor with a stamped envelope addressed to the internship advisor: *see advisor for correct mailing address.*
5. A copy of a "thank you" letter written to the sponsoring agency thanking them for the opportunity they provided you.

INTERN ADVISOR'S Evaluative Process and Grading Procedures:

1. **Meeting times:** A minimum of 2-meetings must be held during the semester. Specify these dates. Meetings must be verified by the advisor's signature in order for student to receive credit. *Students who wish to take internship units would be advised to plan ahead as the advisor may not be available to work with students on an independent basis.*
2. **Grading criteria:** To receive a credit for the internship you will need to complete the following:
 - submit your weekly typed log
 - return completed Field Contact Evaluation form
 - obtain signatures verifying required 2-meetings with Advisor
 - perform oral presentation and photo exhibit for ASID club
 - submit Student Evaluation of Internship form
 - Thank You letter
4. This course can be taken for a grade or credit/no credit; however a grade is required to fulfill the three unit class for graduation.

**SENIOR PROJECT – INTERIOR ARCHITECTURE
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 (envelope provided):

Thank You,

Kijeong Jeon, ID Director

Student Name

Internship Sem / Year

Name of Sponsoring Agency

Supervisor Name (if different)

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

Phone #

1 credit (48 Hours)

2 credits (96 Hours)

3 credits (144 Hours)

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
Programming			Contract Documents		
Client Requirements			Working Drawings		
Project Research			Specifications and Schedules		
Client / User Interviews			Purchase Orders		
Code Requirements			Bidding / Contract Documents		
Conceptual Design			Contract Administration		
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 CR NC**

8. Additional Comments:

Field Contact Signature

Date

**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 STUDENT INTERN WEEKLY LOG

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

*** Include name, dates, and time worked. Don't forget that you need to make 2 separate appointments with adviser while the internship is in progress.*

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:

Sample Format – 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:

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)

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:** _____