
California State University, Sacramento

**INTERIOR DESIGN
INTERNSHIP HANDBOOK**

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(Revised 9/2011)

Interior Design Internship Handbook

INTERNSHIP OVERVIEW

INTRODUCTION:

Prior to graduation interior design majors, including all those in the Interior Design Marketing and Interior Architecture concentrations, are required to complete an internship. The internship is intended to provide a supervised pre-professional experience for the student, as well as supply useful services to the cooperating organization. Internships undertaken near the end of the college career insure that students will bring greater educational breadth to the experience and be of more assistance to the professional organization.

In order to offer students multiple opportunities to gain pre-professional experience the Interior Design Program offers two levels of internship experience: a required senior internship (INTD 195) and an elective junior year internship. The junior year internship can be completed for credit, but students are still required to complete the senior internship. A maximum of six units may be counted toward fulfilling the 120 units required for the B.A. degree.

JUNIOR INTERNSHIP (ELECTIVE):

The junior internship is taken as an elective. Students may register for INTD 199 elective credit once they have completed sixty or more units toward their degree and have a minimum GPA of 2.0. The junior intern focus is primarily on exposure to a professional environment, with less emphasis on performance and/or skills development.

SENIOR INTERNSHIP (REQUIRED):

The senior internship (INTD 195) places greater emphasis on performance and skills development. For this reason students must complete the following prerequisites before beginning their senior internship: for Interior Architecture students, INTD 161, INTD 163 and INTD 165; for Interior Design Marketing students, INTD 15 and INTD 30. An additional benefit of the senior internship is that it provided excellent contacts for future employment.

OVERVIEW:

During the internship guidance is provided by a professional supervisor who is the authorized person at the professional office, and by faculty sponsor who is a member of the Interior Design faculty at CSUS. The faculty sponsor must approve the internship before the student begins to work. An internship must be a new or expanded learning experience for the student, not simply be the continuation of a current work situation. The internship may be paid or non-paid.

Students enrolled in INTD 195 must complete and submit for approval Form IA Petition for Internship and Form IB Internship Proposal/Objectives to the department office by the end of the third week of the semester. If completed forms are not received by the date, students will be dropped from the class. Students must also complete the required liability forms.

Students should prepare a list of educational objectives for his or her work experience. It is recommended that the Professional Supervisor and the student meet prior to beginning the internship to review the Petition and the Proposal.

RESOURCE AREA RESPONSIBILITIES:

Students registered for junior or senior internships will be required to complete 20 hours of work in the Interior Design Resource Center in addition to the required 120 hours of pre-professional work experience. Specific responsibilities and time scheduling will be coordinated by the faculty sponsor and the Department of Design Administrative Assistant.

PROCEDURE:

CLASS MEETINGS:

The dates and times of the two required internship meetings will be posted in the main office and announced in classes. These are important meetings since the schedule for the entire semester will be discussed. If for any reason a student is unable to attend either meeting the faculty sponsor should be notified in advance.

The purpose of the class meetings is to disseminate information pertaining to the internship, to discuss topics of concern, and to share experiences with other students.

SCHEDULED CLASS DATES/TIMES/LOCATION:

1. _____ Discussion/Organization Meeting
(Last week of the semester prior to the internship)
2. _____ Scheduling Meeting
(Second week of the semester)

DEADLINES:

Phase I Submission: _____

- Form IA: Petition for Internship
- Form IB: Internship Proposal/Objectives

Phase II Submission: _____

- Form IIA: Midterm Evaluation

Phase III Submission: _____

- Form IIIA: Complete Activities
- Form IIIB: Work Schedule Verification
- Form IIIC: Evaluation of Internship Experience
- Form IIID: Final Report
- Form IIIE: Firm Profile
- Form IIIF: Final Evaluation
- Form IIIG: Resource Room Check-Out

ELIGIBILITY (PRE-QUALIFICATION):

The interior design internship adviser must approve all internships. Approval of the internship is based upon the following conditions:

1. Interior Architecture students must have completed INTD 161, INTD 163 and INTD 165 (senior internships only).
2. Interior Design Marketing students must have completed INTD 15 and INTD 30 (senior internships only)
3. Students must have a minimum grade point average of 2.0 and have earned 60 or more units towards their degree.
4. The internship may not be an existing work experience. Full or part-time positions may not be “converted” into internships unless the internship experience is new and/or expanded.
5. A maximum of 3 units can be earned at one establishment.
6. The internship must meet minimum university standards and offer a broad educational experience in the field of Interior Design. (Firms that specialize in specific areas such as drapery, carpeting and accessories, etc. are not acceptable for the senior internship).
7. Interior Architecture students must complete their senior internship under the general supervision of a certified interior designer or a registered architect.

PLACEMENT:

Securing an internship is the responsibility of the student. The faculty sponsor is to be considered a “resource” for placement; an annually updated Internship Placement Summary list will be made available to students which summarizes known placement possibilities. The list is not “all-inclusive”, students are encouraged to use their resources in securing an internship.

The following questions may help in deciding the type of internship you would like to do. Are you interested in a firm that does residential, or one that does commercial work, or both? Would you rather work in a small or a large firm? What type of organization (e.g., state, county or city government; interior design firm; architecture firm; furniture dealership; showroom; independent designer; etc.)? If you have a specific firm in mind, and it is not on the internship list, bring as much information about it as you can to the first conference with your faculty sponsor.

Once your eligibility has been established it will be necessary to 1) formalize education/professional internship objectives, 2) target specific firms to contact and 3) review requirements and procedures.

SECURING AN INTERNSHIP:

Arrange an interview with one or more firms at which you would like to do an internship. Be prepared for the interview as you may be asked to have a resume and examples of work to present. If you are offered an internship, ask the Professional Supervisor to sign the IB Form. Secure the faculty sponsor’s signature to formalize approval of the internship. You may wish to make copies for your own records and provide a copy to your Professional Supervisor.

STUDENT INTERN RESPONSIBILITIES:

PLACEMENT:

The student is ultimately responsible for securing an internship placement. The Faculty sponsor is responsible for maintaining a current listing of internship opportunities which will be revised annually. New internship opportunities not published on the internship placement list will be made available at the first internship meeting.

The student should schedule an appointment with the Faculty Sponsor well in advance of C.A.R. deadlines to discuss eligibility, education, and career goals.

PROFESSIONAL ACCOUNTABILITY:

As a representative of the Interior Design Program at CSUS the intern is expected to meet the expectations of the university and the company offering the internship. Student intern responsibilities are as follows:

1. Adhere to the same standards as those for regular employees of the agency or business, including dress codes, standards of conducts and job requirements.
2. Meet obligations of time and attendance and participate in the internship program with a sense of commitment and involvement.
3. Develop an effective and professional working relationship with staff and demonstrate a professional attitude towards clients/customers.
4. Communicate in a clear and concise manner.
5. Protect confidentiality of agency information.

COURSEWORK:

Students are required to attend both scheduled INTD 195 class meetings. The specific time and location of the meetings will be posted in the main office and announced in classes.

REPORTING:

Students will be required to document work experiences and to submit a confidential evaluation of the design firm. Verification of actual hours of work experience will also need to be reported and signed by the Professional Supervisor.

COMMUNICATION:

The student should immediately schedule an appointment with the Faculty Sponsor if any problems arise with the internship. It is the student's responsibility to keep the Faculty Sponsor informed.

EVALUATION:

The student is responsible for meeting the standards and expectations of the firm/agency at which the internship is being completed. It is strongly advised that the student discuss the evaluation standards with the Professional Supervisor.

In addition, an objective evaluation of the firm/agency will be undertaken by the student at the completion of the internship. The purpose of this evaluation is to assist the Faculty Sponsor in future placements of interns.

The INTD 195 senior internship is a credit, no-credit course; letter grades will not be assigned. Because an incomplete is not a grade option for credit/no-credit courses, not completing hours, submitting paper work late, and/or missing required meetings will constitute a "no-credit" course grade assignment.

MID-SEMESTER CONFERENCES:

Set up an appointment with your professional supervisor. The purpose of this conference is to discuss your progress as an intern. Questions which may be addressed are: What are the positive aspects of the internship? Are there problems to be addressed? After this conference, your Professional Supervisor is to independently fill out the midterm evaluation form and send it to your faculty sponsor (Be sure to provide your professional supervisor with the evaluation deadline).

If there are problems with this evaluation, make an appointment with your faculty sponsor. The purpose of this conference is to go over your midterm evaluation and assess the internship to determine how the problem could best be solved.

END OF SEMESTER CONFERENCES:

During the last three weeks of classes you may wish to schedule an appointment with you faculty sponsor. This meeting will be a final opportunity to assess the success and quality of the internship. It is suggested that the intern and the Professional Supervisor meet to review/discuss the Final Evaluation (Form III F) prior to submitting Phase III paper work to the Faculty Sponsor.

FACULTY SPONSOR RESPONSIBILITIES:

PLACEMENT:

Although the student is responsible for his/her own placement, the faculty sponsor is responsible for assisting students in obtaining an internship placement.

An internship list of professional organizations will be updated annually and available to prospective interns. In addition, specific internship referrals may be made at the request of professional organizations. The Internship Placement list may be purchased at the Program of Design Office for a nominal cost to cover copy expenses.

VERIFICATION OF STUDENT ELIGIBILITY (PRE-QUALIFICATION):

The Faculty Sponsor is responsible for determining the eligibility of students who wish to enroll in IntD 195. If a student wishes to pursue the internship earlier than required, or, to earn three units of elective credit in addition to the required three units of internship, the Faculty Sponsor will be responsible for advising students on an individual basis.

COMMUNICATION:

During the course of the semester, the faculty sponsor will be in contact with the professional supervisor to assess the progress of the intern. A meeting may be called at any time by either the faculty sponsor or the professional supervisor to discuss the progress of the intern.

GRADE EVALUATION:

The faculty sponsor is ultimately responsible for assignment of the course grade. The following is provided as a guide to understanding the criteria involved in the final grade assessment.

1. Completion/submission of all internship documents within the specified time limits (See Submission Requirements).
2. Attendance at all internship meetings is required.
3. Midterm and Final Evaluations from the Professional Supervisor.
4. Completion of all Resource Area responsibilities.
5. Completion of all responsibilities:
120 hours internship (minimum)
20 hours Resource Area (minimum)
6. Final written report.

PROFESSIONAL SUPERVISOR RESPONSIBILITIES:

The professional supervisor is the individual at the participating firm responsible for assessing the student intern throughout the course of the internship. The professional supervisor signs all of the required forms. It is understood that this individual is to maintain the role of Professional Supervisor throughout the course of the internship and will be responsible for all communications and intern evaluations. Any change in assignment should be brought to the faculty sponsor's attention as soon as possible. The specific responsibilities of the professional supervisor are as follows:

1. Provide signature for all necessary paperwork.
2. Insure an educational internship which will provide the student with pre-professional experience.
3. Provide professional supervision and consultation for the intern.
4. Furnish evaluation and comments to the intern.
5. Furnish evaluation and comments to the faculty sponsor.
6. Request meetings with the Intern and faculty advisor as necessary.
7. Insure a learning experience is provided to the intern consistent with university expectations for upper-division course credit.

Interior Design Internship Handbook

FORMS

PHASE I SUBMISSION REQUIREMENTS

BEGINNING THE INTERNSHIP

To initiate an internship (required or elective) students must first define their educational objectives, select a design firm/agency that the student is interested in and set up appointments for interviews. Students should ask if a resume and/or a review of studio projects are expected. It is also important that students identify themselves as either an Interior Architecture or an Interior Design Marketing student. This is very important as students concentrating in the two areas will have very different skill sets. For a similar reason, it is also important that students clearly indicate whether they are applying for a senior or junior level internship.

At the time of the interview, students should have the Internship Handbook available. If the potential professional supervisor has any questions about procedures, responsibilities, etc., the Handbook can be reviewed. The Internship Proposal/Objective Form must be discussed and specific activities assigned to meet the student's objectives defined. The work schedule and/or compensation issue must also be negotiated.

The student is responsible to obtain necessary signatures and complete both Form IA and IB and submit them by the specified deadline.

STUDENT: _____ INTERNSHIP _____ / _____
(Please print your name) (Sem./Year)

This form must be submitted with a copy of the student’s most current grade report by the end of the third week of classes. Upon submission, this document will be placed in the student’s academic file and used for graduation petition review.

Students are required to complete a 3-unit senior internship as part of the Interior Design degree requirement. In addition, 3 units of elective junior internship credit may be taken with the instructor’s approval. Submission of this form will serve as the student’s "statement of intent".

STATEMENT OF INTENT (To be completed by the student, attach with grad report):

I am requesting internship approval for:

____ Required Senior Internship

____ Elective Junior Internship

Student Signature Date

VERIFICATION OF ELIGIBILITY (To be completed by the Faculty Sponsor)

_____: Cumulative G.P.A. (minimum 2.0)

_____: Prerequisite requirements (Senior Internship only): Interior Architecture concentration: INTD 151, INTD 153 & INTD 155); Interior Design Marketing Concentration: INTD 15 and INTD 30

_____: Upper Division standing (60 + units)

The following decision has been made concerning the requested internship

____ Petition for internship approved.

____ Petition for internship denied.

Instructor Date

STUDENT INTERN:

Name: _____
 (Please print)

Phone: _____
 (Daytime only)

PROFESSIONAL SPONSOR:

Name: _____ Title: _____

Company: _____ Phone: _____

Address: _____ e mail: _____

Students concentrating in Interior Architecture must complete their senior internship in a firm that includes a certified interior designer or a registered architect. This professional does not need to be the intern’s immediate supervisor, but should be actively involved in guiding the firm’s professional activities.

Name of certified/licensed professional: _____

Certification/license number: _____

FACULTY SPONSOR:

Name: _____

Address: Interior Design
 CSU, Sacramento
 6000 J Street
 Sacramento, CA 95819-6053

Phone: _____

To receive university credit it is expected that student interns will be involved in a variety of activities, a sample of which are listed below. The projected work program is to be jointly determined by the professional supervisor and the intern at the interview. The intern should keep a log of duties performed (see work schedule sheet) so that at the end of the semester total percentages can be calculated and verified by the professional supervisor. (Form IIIA)

INTERNSHIP TYPE: Please indicate which interior design concentration the student is pursuing

____ Interior Architecture

____ Interior Design Marketing

PROPOSED ACTIVITIES:

(Please provide approximate % of the time that is anticipated the intern will spend on each of the following duties.)

| | | | |
|-----------------------|-------|--------------------|-------|
| Research | _____ | CADD | _____ |
| Design | _____ | Meeting with Reps. | _____ |
| Drafting | _____ | Marketing | _____ |
| Presentation Drawing | _____ | Sales | _____ |
| Sample Boards | _____ | Contracts | _____ |
| Product Selections | _____ | Public Relations | _____ |
| Meetings with Clients | _____ | Library (30% max.) | _____ |
| Billing/Ordering | _____ | Other (specify) | _____ |

REQUIRED SIGNATURES

Student

Professional Supervisor

Faculty Sponsor

After the student and Professional Supervisor's signatures have been acquired copies should be retained by both parties. This form (original) with required signatures is to be submitted to the Faculty Sponsor by the specified deadline.

PHASE II SUBMISSION REQUIREMENTS

THE MIDTERM EVALUATION:

The Midterm Evaluation marks a critical juncture in the Intern's professional experience. A performance review is to be conducted by the Intern's Professional Supervisor. The evaluation must be reviewed with the intern. It is the Intern's responsibility to provide the Supervisor with Form IIA, schedule a meeting with the Supervisor to review evaluative scores and comments, and to turn in the completed/signed form to Faculty Sponsor by the specified deadline.

Normally, if a review is favorable, there is no reason for the Faculty Sponsor to call a conference with either the student or the Professional Supervisor. However, there are instances when a conference is necessary. An important factor to consider as part of the review process is to determine not only which areas are in need of improvement, but how they may be accomplished.

Professional
Supervisor: _____
(Please Print)

Student Intern: _____
(Please Print)

Firm/Agency: _____
(Please Print)

This non-confidential form is designed to serve as an integral part of the student’s learning experience. It is recommended that the completed evaluation be reviewed/discussed directly with the intern. The Professional Supervisor should complete the Midterm Evaluation during the 7th week of the semester and the Final Evaluations form during the 14th week. In addition to ratings, comments would be helpful. The student intern is responsible for ensuring that the submission deadline is met; this will entail scheduling a specific meeting with the Professional Supervisor to discuss the midterm evaluation.

| | |
|----------------------------------|-------------------|
| <u>PROFESSIONAL COMPETENCIES</u> | <u>COMMENTS</u> |
| Assessment Value: | 10=Highest |
| | 1=Lowest |
| | NA=Not Applicable |

1. Communication Skills

a. Verbal _____

b. Written _____

c. Graphic _____

2. Responsibility

a. Promptness _____

b. Attendance _____

c. Follow-through _____

3. Ability to work with others (courtesy, judgment, cooperation)

a. Professional Supervisor _____

b. Staff _____

c. Client _____

d. Reps _____

e. Other/Specify _____

4. Professional awareness of:

a. Protocol _____

b. Communication channels _____

c. Design Process _____

-
-
5. Self Reliance
- a. Ability to adjust to change _____
 - b. Ability to acquire necessary information _____
 - c. Ability to learn new methods, skills, and ideas _____
 - d. Initiative _____

-
-
6. Materials produced
- a. Quality of Work _____
 - b. Quantity of Work _____
 - c. Accuracy of Work _____
 - d. Creativity _____

7. Note Strengths:

8. Areas in need of improvement:

9. Required Signatures

Professional Supervisor Date

Student name Date

PHASE III SUBMISSION REQUIREMENTS

CONCLUDING THE INTERNSHIP:

The internship officially ends on the Friday before finals week. All documents are required to be submitted by 5:00 p.m. on that day. A conference including the intern, Professional Supervisor, and the Faculty Sponsor may be called during finals week to review the internship. The following documents are to be handed in on the Friday before finals week:

| <u>Document:</u> | <u>Person Responsible:</u> |
|--|------------------------------------|
| Form IIIA Complete Activities | Professional Supervisor |
| Form IIIB Work Schedule | Intern and Professional Supervisor |
| Form IIIC Evaluation of Internship | Intern |
| Form IIID Final Report | Intern |
| Form IIIE Firm Profile | Professional Supervisor |
| Form IIIF Final Evaluation | Professional Supervisor |
| Form IIIG Resource Room Check-out | Intern/DOD Technical Assistant |

The student should furnish the Professional Supervisor with a copy of all required Internship forms and request that the required information be documented and signed as required.

The intern is responsible for submitting a thorough and concise Final Report. It is the intern's responsibility to see that all submission requirements are handed in on time.

WORK SCHEDULE

FORM IIIB

Student Intern: _____

Firm: _____

To completed by the intern and verified weekly by the Professional Supervisor.

| <u>Week/Calendar Dates:</u> | <u>Hours Per Week:</u> | <u>Duties Performed:</u> | <u>Verification by:</u> |
|-----------------------------|------------------------|--------------------------|-------------------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ |
| 1. _____ | _____ | _____ | _____ |
| 1. _____ | _____ | _____ | _____ |
| 1. _____ | _____ | _____ | _____ |
| 1. _____ | _____ | _____ | _____ |
| 10. _____ | _____ | _____ | _____ |
| 11. _____ | _____ | _____ | _____ |
| 12. _____ | _____ | _____ | _____ |
| 13. _____ | _____ | _____ | _____ |
| 14. _____ | _____ | _____ | _____ |
| 15. _____ | _____ | _____ | _____ |
| Total _____ | | | |

Student Intern: _____

Firm: _____

Semester: _____ Year: _____

To be completed by the student intern. Each intern is required to submit a confidential Internship Evaluation which will be used by the Faculty Sponsor to help accurately place future interns. You are asked to be fair and objective in your evaluation. Please rank your response to each question using a scale of 1-10, with 10 the highest value and 1 the lowest value. Space is provided for a written clarification to each response.

1. Did the firm/agency meet your stated educational/professional objectives?

Ranking: _____

Comments:

2. Were the assignments you were asked to perform beneficial and educational?

Ranking: _____

Comments:

3. Were you given enough guidance?

Ranking: _____

Comments:

4. How would you rate the overall success of your internship experience?

Ranking: _____

Comments:

5. Would you recommend this internship to another student?

Ranking: _____

Comments:

The student report is a short evaluation paper about the internship experience. It must be not less than two or more than four typed, double-spaced pages. It should be through, concise and neatly executed. It should also demonstrate your best writing skills in terms of grammar, composition and style.

The report should include the following:

1. Description of firm. Does the firm specialize in a particular kind of work? (residential, commercial). What kind of services does the firm provide? (plans, working drawings, sample boards, perspectives, etc.)
2. Description of the professional staff (owners and/or directors of the firm/agency, including supervisor). Provide titles, educational experience and specializations.
3. Using the Internship Activities Form IIIA as a guide, explain the various kinds of work you Performed. (sample room boards, working with clients, etc.) Clarify any deviation from the “anticipated” responsibilities to the actual responsibilities performed.
4. Explain the business process and function of the firm/agency. How does the firm maintain and develop clientele? Is the firm/agency departmentalized? How is the division of project responsibilities handled?
5. General summation.

Please keep in mind that this report along with your Evaluation of Internship Experience Form IIIC is available to future interns to review as they make decisions concerning their firm/agency selection. What you have to say about your internship experience may influence other future interns so please be fair, honest, and objective.

Name of firm: _____

Address: _____

Phone: _____ Staff size: _____

Person in charge
of Internships: _____ Title: _____

Please check one of the following options:

A. _____ We wish to continue in our role as an Internship Sponsor Firm/Agency.

B. _____ We wish to discontinue our role as an Internship Sponsor Firm/Agency.

If you selected Option A, please complete the Firm Profile so we may update our student reference files. If you selected B, thank you for your past participation as a host Firm/Agency.

Description of firm (circle all that apply):

- | | |
|----------------------------------|----------------------------------|
| A. Interior Design - Commercial | E. Furniture Dealership/Showroom |
| B. Interior Design – Residential | F. Specialty Shop |
| C. Architecture | G. Government Agency |
| D. Private Corporation | H. Other (specify): _____ |

Project or Building type specialization: _____

INTERNSHIP REQUIREMENTS: Define the areas of responsibilities the Intern may be involved in working at your firm/agency (circle all that apply):

- | | |
|----------------------|----------------------------|
| 1. Drafting | 6. Design/Presentation |
| 2. Sample Selections | 7. Space Planning |
| 3. Sample Boards | 8. Furniture Arrangement |
| 4. Sample Library | 9. C.A.D.D. |
| 5. Meet with Reps | 10. Other (specify): _____ |

Hours per week needed: _____ (There are 15 weeks in the Fall and Spring Semesters and 6 weeks in the Summer Semester. Interns must work a minimum of 120 hours during the semester to earn 3 units of credit.)

Number of interns needed: __Fall __Spring __Summer
Compensation: __Paid __Non-paid __Negotiable

Affix business card to this form please.

Professional
Supervisor: _____
(Please Print)

Student Intern: _____
(Please Print)

Firm/Agency: _____
(Please Print)

This non-confidential form is designed to serve as an integral part of the student’s learning experience. It is recommended that the completed evaluation be reviewed/discussed directly with the intern. The Professional Supervisor should complete the Final Evaluation during the 14th week of the internship.. In addition to ratings, comments would be helpful. The student intern is responsible for ensuring that the submission deadline is met; this will entail scheduling a specific meeting with the Professional Supervisor to discuss the Final evaluation.

| <u>PROFESSIONAL COMPETENCIES</u> | <u>COMMENTS</u> |
|---|-----------------|
| Assessment Value: 10=Highest 1=Lowest NA=Not Applicable | |
| 1. <u>Communication Skills</u> | |
| a. Verbal | _____ |
| b. Written | _____ |
| c. Graphic | _____ |
| 2. <u>Responsibility</u> | |
| a. Promptness | _____ |
| b. Attendance | _____ |
| c. Follow-through | _____ |
| 3. <u>Ability to work with others (courtesy, judgment, cooperation)</u> | |
| a. Professional Supervisor | _____ |
| b. Staff | _____ |
| c. Client | _____ |
| d. Reps | _____ |
| e. Other/Specify | _____ |
| 4. <u>Professional awareness of:</u> | |
| a. Protocol | _____ |
| b. Communication channels | _____ |
| c. Design Process | _____ |

-
-
5. Self Reliance
- a. Ability to adjust to change _____

 - b. Ability to acquire necessary information _____

 - c. Ability to learn new methods, skills, and ideas _____

 - d. Initiative _____

-
-
6. Materials produced
(quality, accuracy, creativity)
- a. Sample Boards _____

 - b. Architectural drawings _____

 - c. Presentation drawings _____

 - d. Other (specify) _____

7. Note Strengths:

8. Areas in need of improvement:

9. Required Signatures

Professional Supervisor Date

Student

Date

Intern: _____

(Please print)

Group 1 2 (Circle only one)

To be completed by the Intern and verified by the Department of Design Technical Assistant

ROOM MAINTENANCE:

Summarize your tasks/accomplishments:

ACQUISITION OF RESOURCE MATERIALS:

List all acquisitions to your credit:

COMPLETION OF REQUIRED HOURS:

| Week/Calendar Dates | Hours per week: |
|---------------------|-----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Verification

DOD Technical Assistant

Date