

# Completing the Internship Contract for Interior Design

Department of Design, Housing, and Apparel

## Information and Documents:

- [Frequently Asked Questions About Internships in Interior Design](#) – specific information about the internship requirements
- [Internship Learning Agreement \(complete on GoldPASS\)](#) – your proposed learning agreement -- which must be agreed upon by your faculty adviser and internship site supervisor – and internship course registration information
- [CDes Internship Program: Responsibilities & Terms of Arrangement](#) – an outline of the responsibilities of the faculty academic adviser, internship site supervisor and student
- [Internship Guide](#) (online) – general information on finding and preparing for an internship
- [Internship Scholarship](#) – a competitive grant that awards up to \$500 to DHA students in paid or unpaid internships. Applications are available in the rack outside CDes Student Services (12 McNeal Hall) or [online](#)

## Internship Checklist (Be sure to complete these in order.):

- \_\_\_\_\_ Access and read thoroughly all of the information and documents listed above.
- \_\_\_\_\_ Read thoroughly all of the information listed below.
- \_\_\_\_\_ Meet with your faculty adviser to discuss potential learning goals.
- \_\_\_\_\_ Visit [Career and Internship Services](#) in 198 McNeal Hall for assistance in locating an internship, writing your resume, creating your portfolio, and practicing your interview skills.
- \_\_\_\_\_ Meet with the potential internship site supervisor to discuss the possibility of an internship.
  - Provide him/her with a copy of the [CDes Internship Program: Responsibilities & Terms of Arrangement](#).
  - After the job offer, arrange the details of the internship with him/her. Discuss your proposed learning goals as well as tasks, projects and responsibilities that will allow you to meet those goals.
- \_\_\_\_\_ Work with your faculty adviser to finalize your learning goals and objectives.
- \_\_\_\_\_ Complete the [Internship Learning Agreement](#) on GoldPASS:
  1. Log in to your GoldPASS account (If you have not used GoldPASS before, you will be prompted to set up your account before you can complete your Internship Learning Agreement.)
  2. Select “**Complete Internship Agreement**” on the left side of your GoldPASS homepage.
  3. Follow the prompts to complete the form.
  4. Enter your e-signature and click finish. Your completed contract will be **automatically emailed to your internship site supervisor and faculty adviser for approval.**
- \_\_\_\_\_ Register for IDES 4196 with a permission number:
  - Once approved by all parties, the DHA office will email you a permission number allowing you to register for IDES 4196.

## IMPORTANT NOTES:

- It is important to register for IDES 4196 for the semester in which you are completing your internship hours.
- Permission to register will not be granted until the contract has been completed in full and all signatures have been obtained.

**QUESTIONS?** See below and if needed, contact your faculty adviser.

# Internship Information for Interior Design

## Description:

Supervised work experience relating activity in business, industry, or government to the student's area of study. Integrative paper or project may be required.

## Goal:

The purpose of the internship is to apply interior design knowledge through exposure to the interior design profession by working with interior design and design-related practitioners.

You may work for one or more than one firm to complete your internship requirements. If you work for more than one firm, the contracts must be completed for each, but you will only register once.

## Types of Internships:

You may have different kinds of internship experiences, including:

- an internship during fall or spring semester or during the summer;
- a more challenging experience within your present place of employment; or
- an international internship.

## Objectives and learning goals:

- To gain experience working in the interior design field.
- To interact with interior design practitioners.
- To understand the many roles in the field of interior design.
- To get exposure to different parts of the design process.

## Course Information:

IDES 4196: DHA Internship, 1-2 credits. When registering, be sure to select the section assigned to your faculty adviser.

## Prerequisite:

Completion of IDES 3605: Interior Design Studio V and IDES 3614: Interior Design Ethics and Professional Practice with a minimum grade of C- in each.

## Documents:

Documents required for the internship, i.e., the contract, weekly logs, and evaluation forms can be found at [http://www.design.umn.edu/current\\_students/info/internship.html](http://www.design.umn.edu/current_students/info/internship.html).

## Faculty Internship Adviser:

Your faculty adviser also serves as your faculty supervisor. The terms *faculty adviser* and *faculty supervisor* are used interchangeably.

## Finding an Internship Site:

It is your responsibility to schedule appointments with the appropriate individuals to arrange for the internship. You first need to speak with your faculty adviser to discuss possible locations that would fit with your professional goals. Your faculty adviser may not be on staff during the summer to assist you in scheduling an internship for the fall, so you need to plan well in advance. Internship postings are listed in [GoldPass](#), although students frequently find an internship by contacting a work site directly to inquire about internship possibilities. You may also peruse information on internships previously done by DHA students on [InterNetwork](#). Staff in [Career and Internship Services](#) (198 McNeal Hall) can help you.

## Registering for an internship:

Once the learning agreement is electronically signed by your faculty adviser and internship site supervisor the DHA office will email you a permission number allowing you to register for IDES 4196

As long as you did not receive a collegiate internship scholarship (see below), you can register for the credit during the term that is to your financial advantage. For example, if you are a junior and you find an internship toward the end of the spring semester. You can then register for Spring, Summer, or even the next Fall. If you are a senior who finds an internship in late Spring, you can choose to register that Spring to avoid summer registration.

HOWEVER, in all cases, the faculty adviser MUST sign off on your forms BEFORE you can start counting hours. There will be NO retroactive approvals of hours counted before the forms have been signed.

If you have secured an internship in the summer, keep in mind that typically, advisers are not available that time of the year. In this case, contact Dr. Missy Bye, DHA Department Head. She can approve the learning agreement so you can start counting hours. Make sure that your learning agreement is signed though BEFORE you begin the internship in the summer, regardless of the semester you register.

**Collegiate internship scholarship:**

If you received a collegiate internship scholarship then you must register for the internship credits during the term in which you will be completing the hours for your internship.

**Internship Requirements: 1 or 2 credits****Assignments (1 credit)**

1. Completion of required hours in approved internship
2. Complete a daily log of activities and tasks (use Interior Design Internship Weekly Log or firm's)
  - a. Prepare a weekly log during your internship including your responsibilities, tasks, and time schedule. See the attached form as an example. The most efficient way is to have this on your computer and enter in the information daily or make multiple copies and enter it manually. Remember to do it daily; by the end of the week you will not remember all of the tasks you have completed during the week.
3. Evaluation by supervisor and self (use forms in syllabus)
  - a. Discuss your performance with your supervisor when half of the hours have been completed. Use the evaluation form (attached) as a guideline for this discussion. You may even want your supervisor to complete the evaluation form prior to this discussion, although this is not required.
4. Documentation of interior designers' health, safety, and welfare knowledge that protects people (use HSW Documentation form); use examples from your firm only
5. Written paper that documents the firm's business procedures and practices. Please respond to each of the following questions (one-two paragraphs each):
  - i. Introductory paragraph summarizing your internship position
  - ii. Describe the firm's type of design practice and clients
  - iii. Describe the management hierarchy
  - iv. Describe the method by which projects/work are brought into the firm and assigned to designers
  - v. Describe the most interesting thing you learned during your internship
6. Put assignments 2-5 in a three ring binder or some other acceptable single document.

**Assignments (2 credits)**

- 1-6. Same as above.
7. Respond to the following question: what is your advice to interior design students who are in their second or third year of interior design and thinking about their internship? Consider how readable this is for your peers...set up as tips for your internship or some other way to make this easy to read, understand, and interesting. You can do this as a PowerPoint, Tip Sheet, or some social networking product...faculty must be able to grade so you must capture it and turn it in!

**Evaluation and completion:**

Please keep in mind that this is a credit/no credit course. You must receive the equivalent to a C- to receive credit for the course.

**Completing an internship:**

You may work for one or more firms to complete your internship requirement of 200 hours. If you work for more than one firm, the agreements and evaluations must be completed for each, but you will only register once.

**Special needs:**

If you will need any accommodations or if you would like to discuss accommodations related to a documented disability, you are strongly encouraged to speak with your faculty adviser and your internship site supervisor, as well as consult with [University of Minnesota Disability Services](#), in preparation for your internship experience.

# DHA 4196 Interior Design Internship Weekly Log

Name \_\_\_\_\_ Firm \_\_\_\_\_

## Work Schedule

Date	Time Worked/ Total Daily Hours	Project/Tasks and Responsibilities	Which Objective was this work directed to (refer to Contract)

Total hours for week: \_\_\_\_\_

1. Summary of tasks performed during the week:
2. Note any new on-the-job experiences:
3. Identify any work-related problems and state how you resolved them:

## Documentation of Protecting People's Health, Safety, and Welfare

Firm: \_\_\_\_\_

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

Project Type	Specific Example of Protecting People's HEALTH
1.	
2.	

Project Type	Specific Example of Protecting People's SAFETY
1.	
2.	

Project Type	Specific Example of Protecting People's WELFARE
1.	
2.	

Interior Design Internship Evaluation  
 Department of Design, Housing, and Apparel  
 University of Minnesota  
 240 McNeal Hall  
 1985 Buford Ave.  
 St. Paul, MN 55108-6136

**Directions:** There are two performance evaluation forms. One is to be completed by the student; one by the employer/supervisor. Use these completed evaluations to discuss the intern's strengths and areas of improvement with each other. Please send both of these forms to the faculty supervisor at the above address.

## STUDENT FORM

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Student Number \_\_\_\_\_ Phone \_\_\_\_\_  
 (area code)

Name of Employer \_\_\_\_\_

### Position Performance

As an intern, I.....		Above Average	Average	Below Average	N/A
1.	Plan well in advance.				
2.	Recognize work to be done.				
3.	Proceed with responsibilities on own.				
4.	Offer suggestions and ideas.				
5.	Have gained knowledge of inner workings of organization.				
6.	Handle multiple challenges.				
7.	Work well with others.				
8.	Am independent in carrying out instructions.				
9.	Am knowledgeable of subject matter.				
10.	Complete quality work.				
11.	Can do the job.				

## Personal Qualifications

As an intern, I am....		Above Average	Average	Below Average	N/A
1.	Tactful.				
2.	Courteous.				
3.	Poised.				
4.	Well groomed.				
5.	Responsible.				
6.	Dependable.				
7.	Cooperative.				
8.	Punctual.				
9.	Able to use time effectively.				
10.	Willing to expend extra effort.				

## Technical Performance

As an intern, I evaluate my knowledge and skills below as:		Above Average	Average	Below Average	N/A
1.	Drafting.				
2.	Lettering.				
3.	Details.				
4.	Visual presentation.				
5.	Verbal presentation.				
6.	Specifications.				
7.	Space planning.				
8.	Creativity.				
9.	Respect for the budget.				
10.	Color application.				
11.	Texture application.				
12.	Understanding of design theory.				

## Professional Attributes

As an intern, I....		Above Average	Average	Below Average	N/A
1.	Have definite goals.				
2.	Work accurately.				
3.	Communicate clearly through speaking and writing.				
4.	Can analyze situations and arrive at a decision.				
5.	Work well under pressure.				
6.	Complete responsibilities.				
7.	Show personal motivation.				
8.	Am enthusiastic about work.				
9.	Am considerate with supervisor.				
10.	Show consideration for coworkers.				
11.	Demonstrate healthy attitude toward firm, objectives, and policies.				
12.	Show ability to motivate others.				
13.	Am well accepted by coworkers.				

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



## EMPLOYER/SUPERVISOR FORM

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

Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_  
 Street Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_  
 (area code)

### Position Performance

The intern.....		Above Average	Average	Below Average	N/A
1.	Plans well in advance.				
2.	Recognizes work to be done.				
3.	Proceeds with responsibilities on own.				
4.	Offers suggestions and ideas.				
5.	Has gained knowledge of inner workings of organization.				
6.	Handles multiple challenges.				
7.	Works well with others.				
8.	Is independent in carrying out instructions.				
9.	Is knowledgeable of subject matter.				
10.	Completes quality work.				
11.	Can do the job.				

## Personal Qualifications

The intern is.....		Above Average	Average	Below Average	N/A
1.	Tactful.				
2.	Courteous.				
3.	Poised.				
4.	Well groomed.				
5.	Responsible.				
6.	Dependable.				
7.	Cooperative.				
8.	Punctual.				
9.	Able to use time effectively.				
10.	Willing to expend extra effort.				

## Technical Performance

The intern's knowledge and skills are...		Above Average	Average	Below Average	N/A
1.	Drafting.				
2.	Lettering.				
3.	Details.				
4.	Visual presentation.				
5.	Verbal presentation.				
6.	Specifications.				
7.	Space planning.				
8.	Creativity.				
9.	Respect for the budget.				
10.	Color application.				
11.	Texture application.				
12.	Understands design theory.				

## Professional Attributes

The intern.....		Above Average	Average	Below Average	N/A
1.	Has definite goals.				
2.	Works accurately.				
3.	Communicates clearly through speaking and writing.				
4.	Can analyze situations and arrive at a decision.				
5.	Works well under pressure.				
6.	Completes responsibilities.				
7.	Shows personal motivation.				
8.	Is enthusiastic about work.				
9.	Is considerate with supervisor.				
10.	Shows consideration for coworkers.				
11.	Demonstrates healthy attitude toward firm, objectives, and policies.				
12.	Shows ability to motivate others.				
13.	Is well accepted by coworkers.				

### Comments

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Supervisor's Signature \_\_\_\_\_

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