

Interior Design Internship ID-442

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THE UNIVERSITY OF
**SOUTHERN
MISSISSIPPI**

COLLEGE OF SCIENCE
AND TECHNOLOGY

Internship Application

Date: _____ Semester of Proposed Internship: _____

Directions: Please provide all requested information. Attach the following to this application: (1) current/accurate USM transcript, (2) a copy of updated résumé, and (3) a copy of the cover letter used to obtain internship.

Name: _____
Address: _____
Home Phone: _____ Cell: _____
E-Mail: _____

List any courses with section number and credit hours that must be taken while interning:

Course: _____ Section: _____ Hours: _____
Course: _____ Section: _____ Hours: _____
Course: _____ Section: _____ Hours: _____

Do you plan to have employment in addition to the internship? _____ Yes _____ No

If yes, please provide the name, address, and phone number of this employment as well as the name of your direct supervisor:

Has this additional employment been discussed with the following?

Academic advisor at USM _____ Yes _____ No
ID 442 instructor _____ Yes _____ No
Supervisor in host firm _____ Yes _____ No

Before taking ID 442, a student must have earned a grade of "C" or better in all ID courses taken and have an overall GPA of 2.5 in the major. Please check all courses below that meet this requirement. Place "IP" in the blank if a course is "in progress." **Write your grade in the blank provided.** Juniors will not have taken all these courses.

_____ ART 101	_____ CAD I (ID 310)	_____ CAD II (ID 311)	_____ ID 342	GHY 331 _____
_____ ART 111	_____ ID 232	_____ ID 320	_____ ID 439	ART HIS _____
_____ ART 112	_____ ID 238	_____ ID 325	_____ ID 440	ID 490 _____
_____ ART 113	_____ ID 240	_____ ID 339	_____ ID 441	ID 303 _____
_____ ID 140	_____ ID 242	_____ ID 340	_____ ID 438	

Congratulations... You are soon going to be leaving your academic career at Southern Miss for a professional career in interior design. As a final requirement for your degree, you must complete a 4 credit hour internship experience consisting of 320 hours. This document will outline the requirements of your host firm, your requirements as an intern as well as the requirements for all assignments.

It is our intention that ID-442 will open doors for your future career. While the Interior Design Program does not dictate or find internships for our students we do advise students to seek internships in areas that they would hope to pursue as a future career. We do have a record of firms from prior interns that we can share if you know a particular area you wish to work within.

ID-442 Course Description:

4 hr: A practicum for the interior design student in a working-training situation with a professional interior designer.

Internship Prerequisites:

It is recommended that all interior design coursework be completed prior to the internship so that any potential job offers can be accepted by the student. Students may enroll in other classes while interning as long as the student can achieve the minimum work hours required for the course. Online classes would be advised during the summer.

Students may apply for an early internship the summer following the completion of ID-439 and ID-340 if the student meets the following criteria:

- 1) Have completed ID-210, ID 311, ID-340 and ID-439 with a "C" or better
- 2) Have a minimum GPA of 2.5 in the major

Students wishing to intern during their last spring semester while enrolled in ID 490 may take AEC 496 Industrial Internship in place of ID 442. Likewise, any additional courses that you are enrolled in should not conflict with the minimum hours required to complete the internship.

Requirements for Internship:

- 1) ID Internships are offered in the summers only. AEC Industrial Internship is offered as a possible substitute in the spring semester.
- 2) Students cannot work at an establishment in which they have relatives. This includes either blood or marriage.
- 3) Additional employment outside the internship must be approved prior to the start of the internship with the internship coordinator and must not be interpreted as a conflict of interest.
- 4) Students must work a minimum of 40 hours per week during the summer semester to obtain the 320 hours required. There are 8 weeks in the summer session. AEC Industrial Internship requires 400 hours during a 16 week semester.
- 5) Students are responsible for finding their own internships; however, the program can provide recommendations of past host firms.

- 6) Only one intern is allowed at a firm at one time. Exceptions have been made at large firms, but the interns must have separate supervisors and work in different departments. Under no circumstances can more than one intern work in the same department with the same supervisor.
- 7) The design firm and host designer must have been in business for at least one year.
- 8) Interns may not work for firms in which they are currently employed. However, if the student desires to remain with the firm, they must document a new job description along with their previous job description. This documentation must be approved by the internship coordinator.
- 9) The host designer must meet two of the following criteria:
 - a. A member of IIDA, ASID, NKBA or AIA
 - b. Have passed the NCIDQ exam or other certification exams such as LEED, ABKB, CKD, etc.
 - c. Have a 4-year degree in Interior Design or related field
 - d. Hold a state license as a contractor, architect or interior designer
- 10) In addition, students working in states that have interior design legislation must work with a registered or licensed interior designer or registered architect unless pursuing a career in the kitchen and bath industry.
- 11) Students may not count hours worked prior to the start of the summer semester or hours worked after the last day of the summer semester in the 320 hours required unless approved by the instructor.
- 12) Students must get approval if they need to begin working early.
- 13) Students are advised to provide their own accident and medical insurance and must waive any responsibility in this respect to the host interior design firm and the University.
- 14) It is up to the discretion of the host firm to offer a salary. Receiving a salary is completely optional.
- 15) Students must honor the holiday schedule of their host firm and not the University holidays.
- 16) All interaction – both written and verbal – is to be conducted using the English language.

Application Process:

- 1) Applications must be completed and approved by the internship coordinator prior to beginning the internship.
- 2) Forms may be obtained from the internship coordinator in the spring semester.
- 3) The application form must be completed digitally and emailed by the deadline indicated on the application. Typically this will be at least one week before the summer semester begins.
- 4) Applicants must submit a copy of their unofficial transcript (from SOAR), and the resume and cover letter used to acquire their internship.

ID 442 Syllabus

Summer 2011

INSTRUCTOR:	Claire L. Hamilton, ASID
OFFICE:	Kate Hubbard House 301
TELEPHONE/ E-MAIL:	Work: 266-6437 cell: 601-408-2524 Claire.hamilton@usm.edu
OFFICE HOURS:	Refer to Website for summer office hours
COURSE DESCRIPTION:	4 credit hours A practicum for the interior design student in a work training situation with a professional interior designer.
PREREQUISITES:	The student must have earned a grade of "C" or better in ID 210, 311, 340 and 439 and have an overall 2.50 GPA in the major (or permission of the instructor).
TEXTBOOK(S):	<u>Publication Manual of the American Psychological Association</u> (6 th ed.). (2009). Washington, D.C.: American Psychological Association.
COURSE OBJECTIVES:	At the end of the semester, the student will be able to: <ol style="list-style-type: none">1. Determine individual goals and objectives with the host design firm coordinator.2. Fulfill responsibilities appropriate to the host design firm.3. Submit to the USM internship coordinator written logs indicative of daily work experiences in the interior design field. Log is defined for ID 442 class as a "record of activities related to internship responsibilities."4. Conduct necessary research and write two research papers.5. Be evaluated with regard to achievement of goals and responsibilities.
POINT SYSTEM:	A = 90 - 100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = Below 60 Students must turn in all required course components to earn a grade of "C" or higher. <u>Meeting Deadlines is a major component of your grade.</u>

The instructor reserves the right to make changes in the schedule, course requirements, and point system if necessary for successful completion of the course.

There will be no exams during the ID-442 class. Grades will be based on the following:

- 25%** Evaluations of the student intern made by the owners and/or senior designers at the host interior design firm. This usually **does not** include individuals with no interior design education/background, etc. Usually at least 3 evaluations are sufficient, but some firms do not have 3 owners/designers; therefore, allowances are made in such instances. Please make sure to give your evaluators these forms early so they will know what to evaluate you on during your time at their firm.
- 25%** Two typewritten research papers which cover required topics. It is expected that an intern will start collecting information for Paper #2 from the very beginning of the internship. Periodicals received by the host design firm provide a good start, but the intern has to determine early which periodicals with appropriate articles can be included in Paper #2.
- 25%** Weekly time logs that are to be forwarded to the internship director at every **2 weeks**. See Form VI located in this packet to determine what should be included in logs in order to receive the full 25% credit. Please be detailed in your documentation.
- 25%** Attendance at all scheduled meetings (ie Internship Orientation); following directions; and meeting deadlines; will be worth 25% of your grade.

ATTENDANCE: To earn 4 hours of academic credit, the intern is expected to log a minimum of **320** hours with a design firm.

SALARY AND INSURANCE: Students are aware that in some establishments, interns receive minimum salary. Any such arrangement is completely optional. It is the STUDENT who is responsible for his/her own accident and medical insurance for the time that he/she is on the job and he/she must waive any responsibility in this respect to the host interior design firm (unless the firm policies indicate otherwise) and USM.

ACADEMIC DISHONESTY AND PROFESSIONAL ETHICS: A high standard of honesty is essential to an effective learning environment and students are expected to learn the course content and demonstrate the achievement in an honest manner. When/If cheating, plagiarism and/or misrepresentation of the truth is discovered, the USM faculty member responsible for ID 442 **will** award a "0" on the assignment and **can** award an "F" in the course in which the dishonest effort has been exhibited. Absence from work is like an absence from school — be truthful to the host firm coordinator as to why you are absent if you have to miss work and be sure to telephone the host firm coordinator to let them know that you will be absent. According to the *The Student Handbook* for USM students, academic dishonesty is clearly defined and is wrong. Each intern is responsible for becoming informed on University policies and professional ethics in the design profession (refer to the attached handout, *ASID Code of Ethics and Professional Conduct*).

USM HOLIDAYS: The host employers may not honor the same holidays as USM. Students are to observe holidays as scheduled by the host firm. Faculty and staff will honor holidays as published in the *USM Schedule Guide*.

ADA Statement: If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:

The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001

Voice Telephone: (601) 266-5024 or (228) 214-3232 Fax: (601) 266-6035

Individuals with hearing impairments can contact ODA using the *Mississippi Relay Service* at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu.

ADDITIONAL COMMENTS

The intern is wise to make personal copies of all original work submitted to the internship coordinator. If one chooses to use an "express-mail" system, make sure to indicate that a signature is not required just in case no one is around to sign for your package. It is the student's responsibility to assure the work is received by the stated due dates. For all emails, it is advised to use read-receipts as documentation that your email was received.

The semester for internship is one the most important and should be one of the most rewarding times of the entire educational process. It, as with all things in life, will yield just what you put into it. Think positively and try very hard to complete your responsibilities with the best possible attitude. You will, hopefully, finish the semester with some designers who are willing to recommend you or, possibly hire you! Good luck!!!!

DUE DATES FOR FORMS IN THE INTERIOR DESIGN INTERNSHIP MANUAL Summer 2011

Before the internship begins: (Deadline: Friday, May 27th)

1. Internship application
2. Résumé, cover letter, and copy of transcript

At the end of the second week of the internship: (Deadline: Monday, June 13th)

1. Interior Design Internship Record (Form I)
2. General Design Firm Information (Form II)
3. Work Experience Objectives for Design Interns (Form III --5 pages)
4. Interior Design Evaluators (Form IV)
5. First set of weekly logs (Form VI)
 - there are **2 pages** for each week of reporting
 - weekly logs are filled out **daily** and faxed or emailed to the USM internship coordinator every 2 weeks

Midpoint of internship: (Deadline: Friday, June 24th)

1. Business Procedures research paper - Paper #1 - the paper needs to be in the possession of the USM internship coordinator no later than the above date at 5:00 pm - though it may be submitted earlier. If one is mailing the paper, be sure that you allow enough time for the paper to get to the instructor by the stated due date. This paper may be emailed as a PDF file as long as all resource copies are also scanned into one document.

On or before last full week of internship (no later than Friday, July 29th):

1. Future of Interior Design research paper - Paper #2 - the paper needs to be in the possession of the USM internship coordinator no later than the above date - though it may be submitted earlier. If one is mailing the paper, be sure that you allow enough time for the paper to get to the instructor by the stated due date. You may email this paper.
2. Evaluation of Student Intern (Form V) should be completed by all the individual(s) in the host design firm who have agreed to evaluate the intern — the people with names submitted on Form IV. The instructor will email a link directly to each evaluator using an online survey tool.

Continue to check with each evaluator on a regular basis to be sure each evaluator has completed the online survey. **It is important to have an understanding at the beginning of the internship with those who agree to complete the evaluation form, that Form V (the online survey) is very important and that no final evaluation can be completed if it has not been completed.** If someone cannot agree to assist the intern in this manner, then **do not** include their name as an evaluator on Form IV.

ASID Code of Ethics

1.0 PREAMBLE

Members of the American Society of Interior Designers are required to conduct their professional practice in a manner that will inspire the respect of clients, suppliers of goods and services to the profession and fellow professional designers, as well as the general public. It is the individual responsibility of every member of ASID to uphold this code and bylaws of the Society.

2.0 RESPONSIBILITY TO THE PUBLIC

2.1 Members shall comply with all existing laws, regulations and codes governing business procedures and the practice of interior design as established by the state or other jurisdiction in which they practice.

2.2 Members shall not seal or sign drawings, specifications or other interior design documents except where the member or the member's firm has prepared, supervised or professionally reviewed and approved such documents, as allowed by applicable laws, rules and regulations.

2.3 Members shall at all times consider the health, safety and welfare of the public in spaces they design. Members agree, whenever possible, to notify property managers, landlords, and/or public officials of conditions within a built environment that endanger the health, safety and/or welfare of occupants. If, during the course of a project, a Member becomes aware of an action to be taken by, or on behalf of the Member's client, which in the Member's reasonable opinion is likely to result in a material adverse effect on the health, safety and welfare of persons occupying or using the space, the Member shall refuse to consent to, or participate in that action, and if required by law and/or under circumstances the Member deems reasonably prudent to do so, the Member shall report such action to the governmental agency having jurisdiction over the project.

2.4 Members shall not engage in any form of false or misleading advertising or promotional activities.

2.5 Members shall neither offer, nor make any payments or gifts to any public official, nor take any other action, with the intent of unduly influencing the official's judgment in connection with an existing or prospective project in which the members are interested.

2.6 Members shall not assist or abet improper or illegal conduct of anyone in connection with any project.

3.0 RESPONSIBILITY TO THE CLIENT

3.1 Members' contracts with clients shall clearly set forth the scope and nature of the projects involved, the services to be performed and the methods of compensation for those services.

3.2 Members shall not undertake any professional responsibility unless they are, by training and experience, competent to adequately perform the work required.

3.3 Members shall fully disclose to a client all compensation that the member shall receive in connection with the project and shall not accept any form of undisclosed compensation from any person or firm with whom the member deals in connection with the project.

3.4 Members shall not divulge any confidential information about the client or the client's

project, or utilize photographs of the client's project, without the permission of the client.

3.5 Members shall be candid and truthful in all their professional communications.

3.6 Members shall act with fiscal responsibility in the best interest of their clients and shall maintain sound business relationships with suppliers, industry and trades.

4.0 RESPONSIBILITY TO OTHER INTERIOR DESIGNERS AND COLLEAGUES

4.1 Members shall not interfere with the performance of another interior designer's contractual or professional relationship with a client.

4.2 Members shall not initiate, or participate in, any discussion or activity which might result in an unjust injury to another interior designer's reputation or business relationships.

4.3 Members may, when requested and it does not present a conflict of interest, render a second opinion to a client or serve as an expert witness in a judicial or arbitration proceeding.

4.4 Members shall not endorse the application for ASID membership and/or certification, registration or licensing of an individual known to be unqualified with respect to education, training, experience or character, nor shall a member knowingly misrepresent the experience, professional expertise of that individual.

4.5 Members shall only take credit for work that has actually been created by that member or the member's firm, and under the member's supervision.

4.6 Members should respect the confidentiality of sensitive information obtained in the course of their professional activities.

5.0 RESPONSIBILITY TO THE PROFESSION

5.1 Members agree to maintain standards of professional and personal conduct that will reflect in a responsible manner on the Society and the profession.

5.2 Members shall seek to continually upgrade their professional knowledge and competency with respect to the interior design profession.

5.3 Members agree, whenever possible, to encourage and contribute to the sharing of knowledge and information between interior designers and other allied professional disciplines, industry and the public.

6.0 RESPONSIBILITY TO THE EMPLOYER

6.1 Members leaving an employer's service shall not take drawings, designs, data, reports, notes, client lists or other materials relating to work performed in the employer's service except with permission of the employer.

6.2 A member shall not unreasonably withhold permission from departing employees to take copies of material relating to their work while employed at the member's firm, which are not proprietary and confidential in nature.

6.3 Members shall not divulge any confidential information obtained during the course of their employment about the client or the client's project or utilize photographs of the project, without the permission of both client and employer.

7.0 ENFORCEMENT

7.1 The Society shall follow standard procedures for the enforcement of this code as approved by the ASID Board of Directors.

7.2 Members having a reasonable belief, based upon substantial information, that another member has acted in violation of this code, shall report such information in accordance with accepted procedures.

7.3 Any violation of this code, or any action taken by a member which is detrimental to the Society and the profession as a whole, shall be deemed unprofessional conduct subject to discipline by the ASID Board of Directors.

7.4 If the Disciplinary Committee decides the concerned Member did not violate the Society's Code of Ethics and Professional Conduct, it shall dismiss the complaint and at the concerned Member's request, a notice of exoneration from the complaint shall be made public. If the Disciplinary Committee decides that the concerned Member violated one or more provisions of the Society's Code of Ethics and Professional Conduct, it shall discipline the concerned Member by reprimand, censure, suspension or termination of membership. The Disciplinary Committee may, in its discretion, make public its decision and the penalty imposed. The Disciplinary Committee does not impose any other form of penalty. The Disciplinary Committee cannot require payment of any monies or mandate certain action to be taken by the concerned Member.

(Adopted by the ASID National Board 8/06)

Research Paper #1 Business Procedures

The purpose of this research paper is to gather background information about the firm in which you are interning. Most of the research for this assignment will be collected from personal communications or printed literature (promotional brochures, etc.) about your firm.

Directions:

Follow the APA guidelines as closely as possible. Include citations within the text for all personal communications and resources used. Papers should be double spaced with 11 – 12 point font size. Include a title page and a reference page. The appendix should be included at the end of your paper. Paper's may be emailed as a single PDF file or may be turned in as a spiral bound booklet if desired. If emailing your paper, make sure to use the read receipt as confirmation that I have received your paper. I must receive your paper by **Friday, June 24th** at 5:00 p.m.

There is no set number of pages that I am looking for, but I am looking for a through paper that provides details about your host firm. All information contained in your paper will be kept confidential. Please reassure your host firm that the information they provide will not be shared with others. If your firm has a floor plan available, you may use this for your appendices. If not, you will need to field measure and draw up the plans for your assignment. I would also like to see the floor plan showing the layout of furnishings as well.

The following outline will provide examples of content that would be appropriate for your paper.

- I. Describe the business formation and establishment of the host interior design firm.
 - a. Location and physical appearance – show diagrammatic floor plans drawn to scale.
 - b. Firm's legal counsel, advisors, CPA, insurance, etc.
 - c. Classification and description as to residential, commercial, etc.
 - d. The Firm's philosophy toward designing.
 - e. Staff organization
- II. Explain the client contact
 - a. Relationships and approaches between client and designer
 - b. Define the scope and services
 - c. Agreements made between designer and client with contract forms (provide examples in your appendices.)
- III. Explain in detail the methods of determining fees and compensations.
- IV. Detail how the firm makes total job estimates and estimates on specific items. (ie: building finishes, draperies, upholstered goods, etc.)
 - a. Budget control
 - b. Purchase orders (include examples in appendices)
 - c. Method of billing and collections
 - d. Job or project bids
- V. Relationships with contractors, subcontractors, etc.
- VI. Cite references
- VII. Appendix/Appendices
 - a. Floor plan of host design firm
 - b. Stationary and business card(s) of those in the host firm
 - c. Business forms used by the host firm
- VIII. Describe the responsibilities that you have participated in to date.
 - a. Description of professional meetings
 - b. Description of client visits
 - c. Training
 - d. Description of any major product offerings of your host firm.
 - e. Observations of competitors and other similar establishments in the community.

Research Paper #2 The Future of the Profession

The purpose of this research paper is to gather background information about the future of the design profession. Most of the research for this assignment will be collected from design related periodicals, and professional design related organizations.

Directions:

Follow the APA guidelines as closely as possible. Include citations within the text for all personal communications and resources used. Papers should be double spaced with 11 – 12 point font size. Include a title page and a reference page. An appendix should be included in the same binding or PDF file that includes full copies of your resources cited in your paper. If submitting a hard copy, please bind the paper and appendix in one binding. Papers may be emailed as a single PDF file. In either case, all papers must be received no later than 5:00 pm on **Friday, July 29th**.

There is no set number of pages that I am looking for, but I am looking for a thorough paper that provides a variety of current and future trends and predictions about the interior design profession in general. Do not focus on only one segment such as commercial or residential design or one topic, such as color forecasting.

Include full copies of all articles cited and included in the reference list in an appendix at the back of your bound or PDF document.

The following outline will provide examples of content that should be incorporated into your paper. Additional topics may be added.

- I. Current / Contemporary Issues affecting the profession
 - a. Integrated Design Process
 - b. Evidence Based Design Research
 - c. Globalization and how this affects the profession of design within a world market
 - d. Sustainable Design: (LEED, sustainable products, solar power, etc.)
 - e. Special needs (universal design, aging-in-place)
 - f. Interior Design Legislation update
- II. New Innovative products (interior materials such as wall, floors, ceilings, appliances, signage and home and office furniture, etc.)
- III. Technology trends that affect interior design (home theaters, smart homes, lighting innovations, security systems, etc.)
- IV. General Trends (color forecasting, popular styles, housing trends, economic forecast, outdoor living spaces, etc.)
- V. Trends in Design Education (Interior Architecture vs. Interior Design, etc.)

Interior Design Internship Forms 1 - 5

- Form 1:** Interior Design Internship Record
- Form 2:** General Design Firm Information
- Form 3:** Work Experience Objectives
- Form 4:** Interior Design Internship Evaluators
- Form 5:** Evaluation of Student Intern



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AND TECHNOLOGY

Form I
Interior Design Internship Record

(Date)

Student name: _____

Date internship starts: _____

Date internship ends: _____
(Remember that 320 hours must be completed.)

Address during internship: _____

Telephone: (residence) _____ (work) _____

Date of graduation: _____ Classification: _____

Name of host design firm:

Address: _____

Telephone Number: AC(____) _____

Name of contact person as host design firm
(Intern's immediate supervisor): _____

Address if different from that of firm listed above:

Telephone Number: AC(____) _____

***This Internship Record (Form I) should be completed and given to the USM internship coordinator before beginning the internship.

FORM II
General Design Firm Information

Name of design firm: _____

Location: _____

Telephone number: _____

Firm size (square footage): _____

Approximate number of employees: _____

Firm owner(s): _____

Other firms under same ownership and location:

Image of the firm:

Types of merchandise offered: _____

Services of the firm: _____

This form is due to USM internship coordinator before the end of the second full week of the intern's work.

Form III
Work Experience Objectives

Name of intern: _____ Date: _____

Name of host design firm: _____

At the beginning of the internship, students will develop objectives for their work experience and list steps that will contribute to the accomplishments of each objective. The development of work objectives identifies job responsibilities and encourages the intern to make a commitment thus assuming responsibility for having a valuable work experience. The development of objectives should contribute to satisfaction of both the employee and the intern. Establishing individual objectives that are somewhat measurable provides the basis for evaluation and performance.

Work experience objectives are very personal! Each intern's objectives will be different. Objectives will depend upon past experiences, philosophy of the host design firm, individuals with whom one works, attitude, assertiveness, etc. It is up to the individual intern to assume the major responsibility for having a meaningful work experience.

As a basis for developing job objectives, prepare a list of your job responsibilities. For a few jobs, the employer will have a written job description. Written descriptions are more common for management level positions than for jobs by hourly employees. Think about your job. What do you perceive to be your main responsibilities? List your responsibilities below and on the following page:

Responsibilities:

What are the major objectives of the host design firm?

- A. Formulate objectives for yourself that relate to job performance. Objectives may relate to improving design abilities, working with clients, arranging displays, maintaining stock, etc. When possible specify who, what, when, where, how, and/or why. Word each objective in such a way that by the end of the semester/term you can evaluate whether the objectives have been accomplished.

B. Formulate objectives that relate to personal things you want to accomplish as a result of work experience. These personal objectives may or may not coincide with your employer's objectives but they must not be in conflict with those of your employer. Personal objectives may be interpersonal skills you want to develop, things you want to learn about the firm, personal appearance improvement, improvement of spelling skills, etc.

C. For each objectives in A and B on the previous pages, list two – four specific things you can do to contribute to the accomplishment of each objective. You may provide additional paper for this section if necessary.

Work Experience Objectives for Design Interns (Form III) which consists of 4 pages is due at the end of the second full week of the intern's work experience.

Form IV - Evaluators

By the end of the second week of work, the intern should send the internship coordinator the names, titles, and business addresses of preferably three professionals within the host design firm who will be familiar with the intern's performance at the design establishment. These people will be emailed a link of the online survey that will be used to evaluate your work.

(1) Name: _____

Title: _____

Address: _____

Email Address: _____

(2) Name: _____

Title: _____

Address: _____

Email Address: _____

(3) Name: _____

Title: _____

Address: _____

Email Address: _____

***Remember the above listed individuals need to agree to return to the USM internship coordinator the Evaluation checklist (Form V) about the intern. This form is due by the end of the second week of the intern's work experience.

Form V
Evaluation of Student Intern

Name of USM intern: _____

Name of host design firm: _____

Name of evaluator: _____

Date of evaluation: _____

The success of the Southern Miss interior design internship program depends on quality work experiences provided by cooperating design businesses. This evaluation form lists major competencies that the student should demonstrate while interning at your firm.

You will be emailed a link to an online survey and will be asked to complete the survey around the middle of July. The survey will evaluate the intern's performance, knowledge, dependability, attitude and initiative while working under your supervision. This paper copy is only for your reference as the online survey is identical to this form. The results of this survey will be kept confidential and will count as 25% of the internship grade. It is up to you to determine if you would like to share the paper copy with your intern. The Interior Design program will not divulge any information you share on the online survey.

Thank you for your assistance!

**Evaluation of Student Intern
Interior Design Internship Program
The University of Southern Mississippi**

Student's name: _____

Directions: Please evaluate by placing a check (✓) in the column to the right. Evaluate the student with regard to his or her performance in the following areas:

	Excellent	Above Average	Average	Below Average	Very Poor	Unknown (not required)
I. Overall performance						
a. Shows good judgment	___	___	___	___	___	___
b. Is creative/original	___	___	___	___	___	___
c. Can express thoughts clearly	___	___	___	___	___	___
d. Quantity of work done	___	___	___	___	___	___
e. Quality of work done	___	___	___	___	___	___
II. Knowledge of the job						
a. Can coordinate interior materials to meet the needs of a variety of clients	___	___	___	___	___	___
b. Can use product specification guides correctly	___	___	___	___	___	___
c. Can prepare floor plans & detail drawings (drafting ability)	___	___	___	___	___	___
d. Can color render effective presentation drawings	___	___	___	___	___	___
e. Can create professional client presentation boards	___	___	___	___	___	___
f. Is familiar with basic terminology associated with interiors and construction	___	___	___	___	___	___
g. Is able to understand and use appropriate building codes and accessibility standards	___	___	___	___	___	___
h. Can understand and interpret textile label information	___	___	___	___	___	___
i. Can do accurate estimates for:						
(1) Flooring/carpet	___	___	___	___	___	___
(2) Wallcoverings	___	___	___	___	___	___
(3) Furniture	___	___	___	___	___	___
(4) Drapery	___	___	___	___	___	___
j. Can write specifications	___	___	___	___	___	___
k. Is familiar with a variety of trade names	___	___	___	___	___	___
l. Can use computer assisted drafting software	___	___	___	___	___	___
m. Can use the computer for other job-related responsibilities(client letters, estimating, etc.)	___	___	___	___	___	___

	Excellent	Above Average	Average	Below Average	Very Poor	Unknown (not required)
III. Client interaction						
a. Has a desire to meet the needs of the firm's clients	___	___	___	___	___	___
b. Employs good selling techniques	___	___	___	___	___	___
c. Is tactful, informative, and diplomatic in situations which demand such qualities	___	___	___	___	___	___
IV. Dependability						
a. Follows through with job assignments	___	___	___	___	___	___
b. Is punctual	___	___	___	___	___	___
c. Is seldom absent	___	___	___	___	___	___
V. Initiative						
a. Assumes job responsibilities without constant direction	___	___	___	___	___	___
b. Initiates new projects	___	___	___	___	___	___
c. Is willing to research furniture, finishes, etc., in order to improve his or her own knowledge as well as job performance	___	___	___	___	___	___
VI. Attitude						
a. Is willing to accept direction and guidance	___	___	___	___	___	___
b. Works well with other employees	___	___	___	___	___	___

VII. Do you believe that this student's potential for success in the interior design profession is:

___excellent ___good ___fair ___poor

VIII. Would you recommend this student for a position with another design firm?

___yes ___no

IX. Please give your opinion of this student's ability to grow in an interior design career or mention other observations that you have made that would be helpful in the evaluation of this student's performance.

X. Please make any suggestions for USM internship program improvements based on your observation of this particular intern this semester/term.

Signature: _____
Position: _____

Form VI Interior Design Internship Weekly Log

Name of intern: _____

Name of host design firm: _____

Work Schedule

Month	Day/Date	Times Worked	Total Time Worked		Projects
			Hours	Minutes	
	Mon./ ____				
	Tue./ ____				
	Wed./ ____				
	Thur./ ____				
	Fri./ ____				
	Sat./ ____				
	Sun./ ____				
					Totals for hours and total for minutes
					Total hours (round minutes to nearest quarter hour, .25, .5, .75, etc.)

The hours worked for the week by the intern are verified by:

Supervisor Signature: _____ Date: _____

(Form VI cont.)

1. List the responsibilities performed during the week:
2. Note any new on-the-job experiences:
3. Discuss any work-related problems and state how you resolved them.