

Interior Design Internship Program

Program Overview

An internship is required of all undergraduate students in the NESADSU Interior Design program. The internship program is designed to give senior students experience in, and exposure to, the realities of the professional world of art and design in order to better prepare them for employment upon graduation.

Under this program students will, with the aid of a faculty advisor, identify an appropriate work situation directly related to their intended area of professional concentration. In such a setting students will work on a part-time basis and will function essentially as apprentice employees.

The objectives of the Internship Program are purely educational, and students are not ordinarily paid for their internship time as they receive academic credit instead. Reimbursement for meals and travel expenses is acceptable

Internship Requirements

Students are required to spend during the semester:

a. 120 work/study hours (15 weeks – 8 hours per week) with a local Interior Design or Architecture firm.

b. 15 classroom hours (8 meetings – 2 hours per meeting) with the Faculty Advisor

The total for the semester: 135 hours

Interior Design students will be required to observe and participate in all office procedures permitted by their place of internship which should include:

office management, material and technical library resources, client relations, proposal writing, design contracts, drafting, schematic design, design development, coordination bidding, construction administration, and furniture design. Students may not be able to participate in all the activities noted above but should be able to observe the majority.

Internships must be documented with the following:

1. Internship Application Form:

Name of company

Supervisor's name

Job description, activities and duties.

2. Internship Time Sheet (s):

Daily log of time worked with start/finish times

Initialed and signed by supervisor.

3. Internship Evaluation Form:

Supervisor's evaluation of student performance.

4. Student Notebook/Journal of Observations:

Daily journal of activities and observations

Includes student's evaluation of the internship.

5. Attendance: classroom meetings.

Regulations Governing Internships

1. All internships must be confirmed in writing in advance.

2. Time sheets of hours worked must be provided in order for credit to be granted.

3. All Internships must be approved and supervised by the Interior Design Program Director or another designated faculty member.

4. Internships are limited to senior students and will ordinarily be completed during spring semester of the senior year.

5. A maximum of 6.0 credits may be earned. Internship credit does not exempt students from courses required by their Major Program.

6. Tuition: part-time students will be billed for internship credits at the same rate as for academic courses and Internship charges will appear on the student's bill.

7. By signing the Internship Application Form the employer agrees to the terms and policies of the Internship Program as outlined on this page.

8. Waiver of Internship Requirement: A student who has completed work in an appropriate situation, with or without a salary, may petition to have the Internship requirement waived, with the approval of the Interior Design Program Director. **Please note: a waiver does not earn credit.** In order for a waiver to be considered, the student must have been employed for a minimum of 8 hours per week for a semester. Any student wishing such an exemption must complete a ***Request for Exemption from Internship Requirement*** form. Should the student be currently involved in such an equivalent situation, a verification form will be sent to his or her employer at the end of the 15-week period.

3. Internship Evaluation by Employer

Student _____

Supervisor _____

Firm Name _____

Address _____

Telephone _____

Please return this Evaluation Form and mail or fax it directly to:
Interior Design Internship Coordinator, NESAD/SU, 75 Arlington Street, Boston, MA 02116-3904.
Fax: 617-994-4250

Internship Evaluation:

Has the student appeared regularly and punctually?

Has the student performed his/her duties satisfactorily?

What do you consider the student's strong points?

What do you consider the student's weak points?

Please check the office procedures the student has had the opportunity to participate in or observe:

___ Office Management

___ Client Relations

___ Proposal Writing

___ Design Contracts

___ Drafting

___ Schematic Design

___ Design Development

___ Coordination of Consultants

___ Working Drawings

___ Specifications

___ Construction Bidding

___ Construction Administration

___ Furniture Installation

___ Material & Technical Library Resources

___ Other _____

Would you consider participating in the Internship program next year? (If NO, please state reason.)

Do you feel the student has been adequately prepared for entry-level employment in the profession?
(If NO, Please explain.)

General Comments:

Supervisor's Signature _____

Date _____