

Interior Design Internship Program overview

Program Overview

An internship is required of all MA and BFA candidates 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 necessarily paid for their internship time as they receive academic credit.

Internship Requirements

Students are required to spend a certain amount of hours with a local interior Design or Architectural firm during the semester:

- a. **120 work/study hours (15 weeks – 8 hours per week) for BFA ADI-400.**
150 work/study hours (15 weeks – 10 hours per week) for MA ADI-700.
- b. **15 classroom hours (8 meetings – 2 hours per meeting) with the Faculty Advisor for BFA and MA students.**
The total for the semester: 136 hours BFA and 150 hours MA.

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 and CAD, schematic design, design development, contract documents, 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/ address / email
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/Journal of Observations:**
A summary of activities and observations and includes student's evaluation of the internship.
5. **Attendance: classroom meetings / site visits.**

Regulations Governing Internships

1. **All internships must be confirmed in writing in advance using attached application form.**
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 Internship Coordinator.
4. **Internships are limited** to senior students and will ordinarily be completed during spring semester of the senior year.
5. **A maximum of 6 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.

* Nor does a waiver credit the BFA student with ECR compliance.

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Finding An Internship

Internship opportunities will be posted on the internal NESAD Blackboard website "ID Majors" and in the NESADSU design library (ID Internship job books). There are also some internships posted in the Career Services Office at Suffolk University. However, it is the student's responsibility to find an appropriate internship!

Don't forget to check out trade publications and professional organizations (IIDA, ASID, ISP, NEIDC, IFMA, BSA), websites.

Networking: pursuing leads that you hear of by word of mouth, is often the most effective method of searching. You can network at local Interior Design events, and at meetings of any of the local trade associations (IIDA, ASID, ISP, NEIDC, IFMA, BSA).

Alumni of NESADSU work all over the Boston area and can often be a good source of information about internships. Professional Contacts (people that you meet at informational interviews, or other places) can also provide you with good leads.

Negotiating for An Internship

Make sure that you talk very specifically about what your job responsibilities will be, and who will supervise your work. The interview should be a two-sided process. You want to get an internship that gives you the **greatest amount of creative experience as possible!** This is not to say you should refuse to make Xeroxes or work in the resource library...but it is important that you participate in as many learning activities as possible. Your learning is your "payment" for your internship.

Making the Most of Your Internship

You should always treat your internship seriously and professionally. Show up to work on time. Act responsibly. Always meet deadlines. Dress and act professionally.

Your internship is often your best reference when you look for full-time work! And, many internships have led to full-time jobs.

Be assertive. Suggest ways that you may more fully participate in the work of the firm. Even if you do only production on some jobs, you can do some creative work for the project on your own time and have it critiqued.

Try to experience all of the "jobs" at your company...

Use your internship as a trial run for the "real world."

Interior Design Internship Program application

Internship Application

To be completed by student.

After you have completed this form, save this file on your computer. Then attach it in an email to nhackett@suffolk.edu

Student Name: _____ Course of Study: BFA MA

Expected Graduation Date: _____ Student ID Number: _____

Student e-mail: _____ Student Cell Phone: _____

Internship Firm Name: _____

Internship Firm Website: _____

Internship Firm Address: _____

Supervisor (name and title): _____

Supervisor's e-mail: _____ Supervisor's phone: _____

Please give a brief description of the proposed Internship activities and duties:

Proposed Internship hours (list all days and times):

Specify beginning and ending dates of Internships:

Begin Date: _____ End Date: _____

I have read the attached statement regarding the Internship Program and agree to abide by the provisions stated therein.

Student Signature: _____ Date: _____

I agree to accept the above-named student for an Internship. I understand that the student participation in this program is for educational purposes and agree to observe the terms and policies of the Internship Program as outlined on the attached page. I further agree to provide NESADSU with a daily record of the student's participation and a final evaluation of his/her performance at the end of the time period defined above.

Supervisor's Signature: _____ Date: _____

NESAD Faculty Coordinator's Signature: _____ Date: _____

