

Interior Architecture
INTERNSHIP HANDBOOK



UNC GREENSBORO

Department of
Interior Architecture

Contact Information

University of North Carolina Greensboro

Department of Interior Architecture

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<https://iarc.uncg.edu/undergraduate/internships/>

Introduction

The purpose of this handbook is to clarify the requirements of the internship experience / course (IAR 452) and the responsibilities of the parties involved. The internship is a three-way partnership with the student who is interning, the employer who is providing the internship opportunity, and the university. This handbook reviews basic information about the goals for the internship, departmental expectations, and procedures.

As an Interior Architecture student, you are required to complete one (1) internship taken for course credit (i.e., IAR 452). The internship can be taken in a variety of geographic locations (local, regional, national, or international). A student has considerable influence in the selection of the setting of the internship. Therefore, you are encouraged to select your site carefully, based on your professional goals, interests, abilities, and skills, and the types of design specialization of the setting. However, please note that while you are given considerable freedom in selecting a site, selections are subject to approval by the department.

Please make sure that you carefully read through the sections within this handbook prior to beginning the process of securing an internship.

Purpose of Internship

Internships are designed for students to actively apply the knowledge and skills acquired from their coursework in IARc under the supervision of a practitioner. An internship is a great opportunity for a trial run to see if you like the design specialization (e.g., residential, healthcare) and office size (small, medium, large) before committing to a full-time position. However, this can best be achieved by having multiple work experiences within the design industry - these experiences need not all be taken for course credit. For instance, throughout your time in IARc you may work part-time with a furniture dealer such as Alfred Williams in Greensboro, a residential design firm such as Barbour Spangle Design in High Point, and a commercial A&D firm such as CJMW in Winston-Salem. These experiences may lead you to realize that you want to work at a firm that does both residential and product design, such as Meadors Inc in Charleston, SC. Therefore, it is best to achieve various work experience. The internship you take during IAR 452 should be the work experience that closely relates to what you think you want to do when you graduate.

The goal of the internship is to give you a realistic idea of what it is like to work in the design field as well as to gain more exposure on team collaboration/dynamics, on balancing multiple projects in various design phases, and in the design area you are interested pursuing upon graduation.

Successful internships can increase your marketability upon graduation. Therefore, your performance at your internship and the people you meet during your internship is important. To have a successful internship, it is essential to make sure your expectations of the experience match the expectations of your on-site internship supervisor. The *Internship Agreement* form should help you with this process. Think about what you are hoping to learn and gain exposure to during the internship, then make sure this is communicated with your supervisor. Developing learning objectives/goals with your supervisor provides the groundwork for a well thought out experience.

A successful internship will also result in the ability to develop soft skills (e.g., work ethic, professionalism, reliability), which are as critical as the development of hard skills (e.g., software, space planning, communication). This means that your performance evaluation is not solely dependent on hard skills, which are typically described as the job responsibilities on the *Internship Agreement* form.

Failure to perform professionally during an internship may result with a non-passing grade.

Prerequisite Requirements

Students are able to enroll in IAR 452 during their third or fourth year in the IARc curriculum. The summer, fall, or spring semesters of the fourth year are recommended. Students must be in good academic standing. Department permission is required for enrollment. The IARc Internship Coordinator oversees the enrollment process.

Preparation Materials

Application requirements vary for different firms. You should expect to submit a resume, cover letter, and portfolio. A LinkedIn profile and website showcasing your work are also strongly recommended. You will have the opportunity to develop all preparation material during IAR 451, Professional Practice in Interior Architecture. IAR 451 is offered every spring semester. During this course, you will receive feedback on your preparation material. Although IAR 451 is not a prerequisite to IAR 452, it is strongly encouraged. If you choose to take IAR 452 prior to completing IAR 451 you will be solely responsible for developing all preparation material on your own. Do not expect your studio faculty, academic advisor, or Internship Coordinator to provide feedback on preparation material.

The Intern's Responsibilities

The student is responsible for finding and applying for internship positions. This includes developing application material and securing the position. The *Step-by-Step process* provided in this handbook will provide guidance. Once an internship has been secured, you are responsible for completing the *Internship Agreement form*, registering for IAR 452, and completing assignments on Canvas. The course is pass/fail and includes consideration of feedback from your on-site supervisor. It is up to you to be aware of your grade, which will be updated regularly throughout the semester on Canvas.

While working as an intern, you will be regarded as a regular employee of the company where you are working. All company regulations, all conditions of health and safety, and all legal requirements will apply to you as an intern.

Internship Course [IAR 452] Requirements

Remember, you can and should gain as much work experience as possible during your time in IARc. However, you only need to enroll in IAR 452 once. You can take IAR 452 up to two times, the second time will count toward IARc experience. The requirements below are related to the internship experience taken while you are enrolled in IAR 452.

- You must work a minimum of 200 hours.
- The 200 hours must occur in a single organization.
- The 200 hours must be completed during the semester that you are enrolled* in IAR 452.
- The internship must be affiliated with a firm/company or organization, not a specific project.
- You must be enrolled by the third (3rd) week of class.
- Although the course is pass/fail, you must successfully complete or achieve 80% of the course content to “pass.” See the sample syllabus for evaluation criteria and weight.
- Because this is a professional experience, a family member or personal friend cannot be your direct supervisor

*If difficulties arise during the internship, contact the Internship Coordinator so that issues can be discussed.

Step-by-Step Process

The first step is to know which semester you are hoping to enroll in IAR 452 for your internship. Planning will ease stress and ensure a smoother process. IAR 452 can be taken during the spring, summer, or fall semesters. The process below is related to the internship experience taken while you are enrolled in IAR 452. Remember you can gain multiple work experiences as an intern but you need only register for IAR 452 once.

1. Attend the information session(s) during spring semester of 2nd and 3rd years.
2. Determine which semester you plan to take IAR 452.
3. The semester prior, begin researching potential sites.

Note: Organizations often contact IARc seeking interns. This information will either be shared via email or posted on the IARc website on the internship page. Contacts made through membership and participation in professional organizations (i.e., ASID, IIDA) can be helpful.

4. Check in with the Internship Coordinator to see if your target site(s) would be approved.
5. Apply for the internship position.
6. Fill out the *Internship Agreement Form* with your future on-site supervisor.
7. Send the completed form with your student ID number to the IARc Internship Coordinator.
8. Enroll in IAR 452.

Note: check the academic calendar located on the UNCG Registrar's website to determine the last day to enroll without special permission (usually the start of the second week of classes). You may enroll as late as the third week of classes, however, there may be late fees associated with enrollment at that point.

9. Read the syllabus and handouts posted on Canvas.
10. Work a minimum of 200 hours and complete required assignments.
11. Complete the *Work Experience Evaluation Form*.
12. Mentor future IARc students. See the IARc Internship Coordinator for more information.

Forms

There are three forms associated with the Internship course, IAR 452.

1. Internship Agreement Form

To be completed with your on-site supervisor. This form must be handed in to the IARc Internship Coordinator **before** permission will be granted to enroll in IAR 452. The form is provided within the handbook.

2. Intern Evaluation Form

To be completed online by your on-site supervisor. The IARc Internship Coordinator will contact your supervisor directly with the link during the last few weeks of the semester. The form will ask your supervisor to rate your performance in relation to hard and soft skills. The results will be shared with you for discussion with the IARc Internship Coordinator if permission is granted by the supervisor.

3. Work Experience Evaluation Form

To be completed by you online. The link to the form will be provided on Canvas. The form will ask you about opportunities provided to you during your internship experience as well as the availability of your internship supervisor. Please answer all questions thoroughly and honestly.



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INTERNSHIP INFORMATION FORM

PERSONAL INFORMATION

Last name:

First name:

Email address:

Phone number:

Street address:

City, State:

Zip Code:

Expected graduate date

INTERNSHIP SITE

Firm name:

Firm type and specialization:

Firm address:

City, State:

Website:

Internship supervisor's Name:

Title:

Supervisor's credentials:

Email address:

Paid position: yes

no

This section should be completed by the Intern and Internship Supervisor together

Anticipated start date:

Anticipated end date:

Number of working hours per week:

RESPONSIBILITIES:

STUDENT LEARNING OBJECTIVES:
(what are you hoping to learn)

TOOLS & RESOURCES:
(provided by internship site to help
achieve established learning
objectives)

Student name

Signature, date:

Internship Supervisor Name:

Signature, date:

Email a signed copy of the completed for to the Amanda Gale, ajgale@uncg.edu

Frequently Asked Questions

Can I split the hours between two semesters?

You must complete 200 working hours during one semester – the semester in which you are enrolled in IAR 452. You can work more than 200 hours before, after, or during the semester at the organization, but to earn internship credit for IAR 452 you must be enrolled and work 200 hours in a given semester or summer session. In extenuating circumstances, such as family or medical issues, you may take an incomplete in the course and finish the requirements at a later date. This will require a discussion with and permission of the Internship Coordinator as well as documentation of the situation. Depending on the timing within the semester, a withdraw may be required.

My family is building a cabin, can I work on the project for my internship?

While there is immense value in seeing a project from the beginning to completion, the internship must be taken with a firm, company, or organization. Projects may experience many delays due to budget, construction, and availability of staff/trades. These extenuating circumstances are frequent and can make it extremely difficult to finish in the required time frame and accumulate the minimum number of hours needed for IAR 452 credit. In addition, you must have a supervisor with knowledge of design. This means that you cannot act as the designer but rather that you must be supervised by a designer.

I have the opportunity to work at an A & D firm during my second year, can I register for IAR 452 credit?

You should take the opportunity to gain experience in the design industry. However, this will not count toward IAR 452. The spring semester of your 2nd year in IARc is when you begin to learn the skills and knowledge that will make you a valuable intern. We want to make sure you have the necessary skills and knowledge that ensure you can contribute in meaningful ways during your work experience. If you continue to work at the firm during your 3rd year, you can enroll in IAR 452 at that time.

I completed an internship course at another institution before I transferred, do I have to take the course again?

If you enrolled in and successfully completed an internship course at another institution, please contact the Internship Coordinator or Department Head to discuss transferring the credit or waiving the curriculum requirement.

IAR 452

Internship in Interior Architecture

FALL 2018 | 4 credits

Amanda Gale | 112 Gatewood ajgale@uncg.edu

Office hours: T 12:30 – 1:30

W 1:00 – 2:00



Student participation in a supervised professional work experience in the design industry to enrich students' learning experience. Design-relevant internship experiences in off-campus organizations and professional settings help position students on a successful career path.

LEARNING OBJECTIVES

Through active participation in this course, students will:

- Gain experience working in the design field
- Understand the dynamics of team collaboration and the distribution and structure of team responsibilities
- Gain awareness of technologically-based collaboration methods
- Be exposed to professional organizations, public service, and life-long learning opportunities
- Be exposed to the nature and value of integrated design practices
- Acquire role model(s) who are qualified by education and experience in interior design

FORMAT / POLICIES

Students will gain exposure to professional practices through observation and participation in approaches, strategies, and management of design processes. The goal is to understand what it is like to work in a given work environment (firm, office, or organization) – think of it a test drive. The following parameters have been set for the internship course:

- An approved learning plan is required prior to beginning the experience.
- 200 working hours must be completed in a single semester.
- Working hours must be completed at one organization or firm.
- Campus email is the official mode of communication
- Canvas will be used throughout the course, it is your responsibility to familiarize yourself with the organization, assignments, and deadlines.

EVALUATION

The course is pass / fail. Evaluation criteria is shown below.

Pass	80+
Fail	<80

Criteria for grades:

30%	Evaluation forms
30%	Reflections + Discussions
20%	Poster
20%	Timesheets

PRELIMINARY SCHEDULE

Schedule is tentative and subject to change with prior notice. Refer to detailed calendar on canvas.

Week 2	Reflect <i>Time sheet</i>
Week 3	Discuss
Week 4	Reflect <i>Time sheet</i>
Week 5	Discuss
Week 6	Reflect <i>Time sheet</i>
Week 7	Discuss
Week 8	Reflect <i>Time sheet</i>
Week 9	Discuss
Week 10	Reflect <i>Time sheet</i>
Week 11	Discuss
Week 12	Reflect <i>Time sheet</i>
Week 14	Discuss <i>Time sheet</i>
December 6	Evaluation forms + Poster due

COURSE POLICIES

ATTENDANCE

Attendance during internship is mandatory. Inform your supervisor immediately if you will miss a day of work. Any missed days will need to be made up to acquire the 200 hours of work experience. Coordinate with your professor and supervisor in the office.

LATE WORK

Assignments in IAR 452 will have clearly-stated deadlines. Meeting deadlines is a critical time management skill, and missing deadlines will have consequences. Late work will result in a grade reduction at the rate of **25% for each day** the assignment is late.

ACADEMIC INTEGRITY

All students at UNCG are expected to adhere fully to the University, Honor Code. View at: <https://osrr.uncg.edu/academic-integrity/> The Honor Code outlines the expectations for student conduct in regard to academic honest.

VERIFICATION

Send an email to ajgale@uncg.edu to verify that you have read and understood the syllabus provided on canvas. Place IAR 452 in the subject heading and make this verification no later than 5:00pm on Friday, August 18.

ADDITIONAL NOTES

[1] Students with disabilities requiring special accommodation should see the instructor after they visit the Office of Accessibility Resources and Services (<https://ods.uncg.edu/>).

[2] Students must follow the Department of Interior Architecture Undergraduate Policies.

[3] The department reserves the right to collect and archive student work for future CIDA accreditation visits. Students will be required to print one copy of the selected work for archiving and submit this work in a timely manner.