

Interior Architecture Internship Handbook



UNC GREENSBORO

Department of
Interior Architecture

Contact Information

University of North Carolina Greensboro

Department of Interior Architecture

102 Gatewood Studio Arts Building

336.334.5320

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

Internship Coordinator

Amanda Gale

ajgale@uncg.edu

Table of Contents

Introduction	2
Purpose of Internship	3
Prerequisite Requirements	4
Preparation Materials	4
The Intern's Responsibilities	4
IAR 452: Internship course requirements	5
Step-by-step Process	6
Forms:	7
Internship Agreement form	
Work Experience Evaluation	
Intern Evaluation	
Frequently asked Questions	8
Sample Syllabus	10

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/ department. 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 substantial 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.



Rachel Bosley and her coworker, IARc Alumni Brittany Terry at Marta Mitchell Interiors.

“We prefer interns that have already had internships and have participated in group projects. We want to know that whoever we hire can work successfully in a team.”

- Darris James, IIDA, Director of Strategic Projects at Gensler D.C.



Zach Hodgkin sourcing furniture for Builder's Design Concierge.

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 fine tune 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 before, or the 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/fine tune all preparation material during IAR 451, Professional Practice in Interior Architecture. IAR 451 is offered every spring semester and is typically taken during your third year. During this course, you will receive feedback on your preparation material. Although you will develop your resume, cover letter and portfolio in IAR451, it is wise to create a draft early in your IARc career. Keep files from your projects as you may be revising projects from previous semesters. Try to revise and update them as soon as you can, the sooner you have the files organized and prepared, the quicker and easier it will be to compile a solid portfolio.

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 grade 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 (6 total credits), the second time will count toward the IARc experience 9 credit requirement. The requirements below are related to the internship experience taken while you are enrolled in IAR 452.

- You must work a minimum of 240 hours.
- The 240 hours must occur in a single organization.
- The 240 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 end of the second (2nd) week of class.
- 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.



ManQi Liu working on spatial planning at Will Johnson Building Company.

“We look for individuals with a can do attitude, that are not afraid to ask questions.”

- Ana Pinto-Alexander, IIDA, Principal at HKS Dallas



Renne Rodriguez taking site notes & measurements with Main Street Fellows.



Faye Milford installing an art display for Vignette Interior Design.

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 fall semester of 3rd year.
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 be posted on the internship page of the IARc website. Additionally, 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.

Note: International students (i.e., J1 or F1 status) will need to receive authorization from the International Programs Center. This can take two weeks. Contact Norma Velazquez (nivelazq@uncg.edu) for more information.

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 end of the first week of classes). You may enroll as late as the end of the second 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 240 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 on the IARc Internship webpage. The form is meant to be filled out digitally. Digital signatures are fine.

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.



Navid Hajhashemi at a networking event with his coworkers from G70 Architecture.

Being involved outside of studio as a member and then in a leadership position helped me stand out."

- Allison Brown, 2018 IIDA, Student of year, Perkins + Will at NYC



Bryan Woolard checking on the project progress, at a site visit with Amy Collins LLC.

Frequently Asked Questions

->Can I split the hours between two semesters?

You must complete 240 working hours during one semester – the semester in which you are enrolled in IAR 452. You can work more than 240 hours before, after, or during the semester at the organization, but to earn internship credit for IAR 452 you must be enrolled and work 240 hours in a given semester (fall, spring, or summer). **You cannot count hours you worked before the semester started or after the semester has ended.** 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 an opportunity to gain work experience during my second year, can I register for IAR 452?

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.

-> Can my internship count towards eligibility for the NCIDQ exam?

You can start counting work experience hours toward exam eligibility after you have completed 96 credits in a CIDA accredited program. Up to 1,760 hours of professional work experience can be counted prior to graduation. Please look at the Council for Interior Design Qualifications' (CIDQ's) website for the most current information on accumulating hours toward eligibility: <https://www.cidq.org/eligibility-requirements>

-> Why is the Internship requirement for 240 hours?

The department looked at all the CIDA accredited interiors programs in our region and found that 3.3 credit hours and 233 hours was the average number of working hours required. Therefore, the department changed the requirements to align with other accredited interior programs.

-> If I intern over the summer, do I have to pay tuition for a summer class?

Yes, you must be enrolled in IAR 452 the semester you are working as an intern. If you are interning in the summer you have to register and pay tuition for the summer session. You cannot access any of the required assignments on Canvas unless you are registered for IAR 452.

-> If I intern in a city that isn't close to Greensboro, can I qualify for a fee waiver?

Yes, if you accept an internship that is more than 50 miles away from UNCG and you are not attending any classes on campus that same semester. You are eligible to waive some student fees, making your tuition for that semester cheaper. You would have to fill out a waiver form prior to the start date of the internship and have the internship coordinator and the department head sign the waiver. The waiver can be found at: https://reg.uncg.edu/wp-content/uploads/Fee_Waiver.pdf

-> I found an internship half way into the semester, can I register that semester if I still work 240 hours by the last day of class?

No. The course has weekly assignments beginning the second week of the class. You will not be able to access Canvas to complete the assignments if you are not enrolled in the course. You will not be able to pass the course if you do not complete the assignments. You can, however, work at the organization for that semester. Then if you continue to work there the following semester, you can enroll in IAR 452 at that time.

IAR 452 | Internship in Interior Architecture

FALL 2019 | 3 credits

Amanda Gale | 112 Gatewood ajgale@uncg.edu

Office hours: T 12:30 – 1:30

W 1:00 – 2:00

Participation in a supervised professional work experience in the design industry can provide enriched learning experiences. Design-relevant internship experiences in organizations and professional settings help position students on a successful career path.

LEARNING OBJECTIVES

Though 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. In addition, to learning about what it is like to work at your internship site, you will be gaining insight into various internship sites through participation in bi-weekly discussions. The following parameters have been set for the internship course:

- An approved learning plan is required prior to beginning the experience.
- 240 working hours must be completed in a single semester.
- You can work beyond the 240 hours.
- 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.

An assignment (e.g., timesheet, reflection, discussion) is due weekly. You should plan to spend 45-60 minutes a week on your assignments. You are responsible for handing in all assignments, even if they are due before you start earning hours or after you finish working.

EVALUATION

A	93.0 - 100%	C	73.0 - 76.99%
A-	90.0 - 92.99%	C-	70.0 - 72.99%
B+	87.0 - 89.99%	D	60.0 - 69.99%
B	83.0 - 86.99%	F	Below 60%
B-	80.0 - 82.99%		
C+	77.0 - 79.99%		

Criteria for grades: see canvas for details

20% Evaluation forms

36% Reflections + Discussions

24% Timesheets

20% Poster

PRELIMINARY SCHEDULE

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

Week 2	Reflection 1: Design Practice
Week 3	Discussion 1: Design Practice Time sheet 1 [Aug. 20 – 30]
Week 4	Reflection 2: Team Work
Week 5	Discussion 2: Team Work Time sheet 2 [Sept. 2 – 13]
Week 6	Reflection 3: Technology
Week 7	Discussion 3: Technology Time sheet 3 [Sept. 16 – 27]
Week 8	Reflection 4: Integrated Design
Week 9	Discussion 4: Integrated Design Time sheet 4 [Sept. 30 – Oct. 11]
Week 11	<i>*Reflection 5: Professional Event</i> Time sheet 5 [Oct. 14 – 25]
Week 12	Discussion 5: Professional Event

Week 13	Reflection 6: Looking back Time sheet 6 [Oct. 28 – Nov. 8]
Week 14	Discussion 6: Looking back
Week 15	Time sheet 7 [Nov. 11 – 22]
Week 16	Poster
December 9	Evaluation forms + Time sheet 8 [Nov. 25 – Dec. 6]

**Note: Reflection 5 requires planning ahead to attend a professional event. See Canvas for details*

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 240 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 23.

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.