Internship Policy for BSD Interior Design and Master of Interior Architecture Students

ASU Interior Design Internship Program Overview
The Interior Design Internship Program for students in the BSD Interior Design degree program (BSDINT) and the Master of Interior Architecture (MIA) degree program offers students a means to collaborate with participating professionals in meaningful and relevant off-campus learning experiences. This work-related experience introduces students to the professional office and practice. In addition, students earn academic credit for what they learn in the off-campus experience. The internship’s goal is to fill the gap between the academic and professional worlds. It is a time when the student can see the profession in a fairly unthreatening manner and get an overview of the profession in all its details. The internship is a required graduation requirement for the BSDINT and MIA curricula. The internship offers a means to maximize the undergraduate educational experience by expanding professional training and, when feasible, developing strength in special interest areas. The internship will also prepare the student for the transition in academic focus and level of design complexity, which occurs during the final undergraduate year. Students will be able to apply the theory learned in class to an actual work situation. The work world cannot be duplicated in the classroom, and an internship will provide important understanding and experience.

Intern Instructions
It is the student’s responsibility to contact potential employers, interview with the firm, secure internship employment, verify all internship employer office hours, and to honor all internship employer policies. Interns are expected to represent The Design School through a conscientious, professional attitude as expressed in his/her personal manner, work ethic, and appearance. The INT 484/584 course is a pass/fail course. The intern is required to review the course syllabus made available by the internship coordinator. Students must complete and ensure all required documents are submitted in order to pass this course. In addition, if a student is found to have behaved in an unprofessional manner, and/or violated the ASU Student Code of Conduct (http://students.asu.edu/srr), the student in question will be given a non-passing grade.

Course Requirements
The requirements for the INT 484/584 internship are a minimum of 135 hours. A pre-requisite to the internship is INT 363 or INT 522, which are studio courses offered spring of the previous year. Students have three semesters to complete the internship (summer, fall or spring) prior to graduation. Students must submit documentation as described below. The experience should occur within a professional office under the mentorship of a registered interior designer or licensed architect. Our faculty encourages firms to provide students monetary compensation but cannot require that students be paid for this experience. You must be enrolled during the semester in which you are participating in your internship. You may start counting hours for the internship at the start of the semester in which you are enrolled. No prior work experience can be counted toward this internship. Students are encouraged to seek an internship in a firm at which they have not previously been employed for one year or more.

Materials Required for Internship Completion
1. Internship Contract
   All paperwork for the internship is now handled via the online application called Handshake. The internship contract is available on Handshake. It is filled out by the student and then an email is sent to the host supervisor. The host supervisor completes the contract. The internship faculty coordinator then approves the internship. The contract (via Handshake) must be completed and approved BEFORE beginning the internship.

2. Supervisor Evaluation Form
   The supervisor’s evaluation form is completed by the internship supervisor after completion of the internship. Two weeks prior to the internship end date (as stated in the contract), the supervisor receives an email to complete the evaluation form. This is a primary component required for posting a grade in INT 484/584, as the supervisor comments on the quality and on the value of the student’s performance within his/her firm. The student should remind the supervisor to fill out and return the form within two weeks of completion of the internship.

3. Individual Assignments and Assessment
   The intern will have assignments to complete to assess his or her progress in the internship. This work is to be completed during the summer internship period. These assignments are administered by the instructing faculty. Please refer to course documentation and correspondence with the instructing faculty for guidelines and assignment deadlines.

Questions pertaining to the internship forms can be sent to designmail@asu.edu (undergraduate students) or designgrad@asu.edu (graduate students). Questions regarding the internship program can be directed to BSD INT/MIA Internship Coordinator, Dr. Diane Bender, at diane.bender@asu.edu.

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