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

ASU Interior Design Internship Program Overview
The Interior Design Internship Program for students in the BSD Interior Design (BSDINT) degree program and the Master of Interior Architecture (MIA) degree program both offer 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.

Firm Guidelines
The internship is a practical learning experience to be completed in a professional office specializing in interior design or architecture, under the mentorship of a registered interior designer or licensed architect. It is the responsibility of the sponsoring firm to give interns a broad exposure to a full range of professional practice activities, provide meaningful task assignments and guidance, and assign one principal as the intern’s supervisor. The requirements for this internship are 135 hours and submission of documentation as described below. Students have three semesters to complete the internship (summer, fall or spring) prior to graduation. Our faculty encourages firms to provide students monetary compensation but cannot require that students be paid for this experience. 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

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 will 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.

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 BSDINT/MIA Internship Coordinator, Dr. Diane Bender, at diane.bender@asu.edu.

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