

## Internship Policy for Firms

### ASU Interior Design Internship Program Overview

The ASU Interior Design Internship Program offers students a means to collaborate with participating professionals in meaningful and relevant off-campus learning experiences that introduce 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 part of ASU's curriculum. 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 outside the university in a firm providing interior design services. The experience is an extension of the classroom into the professional office 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 320 hours, preferably completed in 40-hour work weeks during the summer break, and submission of documentation as described below. Our faculty encourages firms to provide students monetary compensation but cannot require that students be paid for this 8-week experience. The earliest a student may begin the internship is April 15, which overlaps the end of the school year. The last day to participate in the internship is August 15. No prior work experience can be counted toward this internship. A pre-requisite is INT 381 Pre-Internship Seminar, which is a course offered fall semester of the junior year. Students complete the summer internship prior to their senior year and register for the INT 484 Internship course the following fall semester.

### Materials Required for Internship

All forms now sent and approved through ASU's Handshake website: [asu.joinhandshake.com](http://asu.joinhandshake.com)

1. *Internship Contract*

The internship contract is filled out by the student, approved by the firm supervisor, and approved by the internship coordinator. The student is responsible for making sure that the form is completed. This form must be completed BEFORE beginning the internship.

2. *Student Placement Agreement*

A Student Placement Agreement must be signed by the internship supervisor prior to the start of the internship. Once the contract is signed by all parties through Handshake, the SPA will be sent via DocuSign to the supervisor's email address.

3. *Supervisor Evaluation Form*

The supervisor's evaluation form will be sent to the internship supervisor automatically at the end of the term through Handshake. It is a primary component required for posting a grade in INT 484.

Any questions pertaining to the internship forms can be sent to [designmail@asu.edu](mailto:designmail@asu.edu), and questions regarding the internship itself can be directed to me at [diane.bender@asu.edu](mailto:diane.bender@asu.edu).

Diane M. Bender, Ph.D.  
Associate Professor  
Interior Design Internship Coordinator  
Arizona State University