

Internship Policy/Instructions for Students

ARP 484: The Design School Internship for Undergraduate Architecture Programs

Internship Coordinators:

- Philip Horton (Architecture)

Internship Objectives:

In order to ensure the professional level student an orderly, cohesive, complete, and diversified program of internship training in preparation for a career of professional practice, The Design School at Arizona State University, together with previous participating firms, foundations, corporations and municipal offices, share the following intentions:

- a) It is the proper function and objective of professional level programs in architecture to provide a specialized educational background of design and technical subjects, to examine and evaluate the professional level students in these courses, and to provide an atmosphere conducive to the development of a professional attitude. In addition, a realization of the need for the experience obtained through an internship or office residency program should be minimal preparation for entrance into professional practice.
- b) It is the proper function and traditional responsibility of the profession and the professional schools to provide a program of internships, or residencies, and make available to the professional level student varied opportunities for experience representative of the diversity of office practice.
- c) It is the proper function and objective of The Design School at Arizona State University to evaluate the experience, knowledge, and judgment gained under internship programs.

In the professions, there is an age-old tradition of mentorship which is a consistent component of a professional level education. This tradition has evolved as a system of apprenticeships augmenting university sponsored professional level programs.

The Design School's evolving internship program meets this need to facilitate outside professional experience as part of the educational process for the professional level student in preparation for practice upon graduation.

This internship program is for undergraduate students who will spend 45 hours (1 credit hour) to 135 hours (3 credit hours) in a professional office specializing in architecture and receive university credit. We encourage students to complete an internship experience as part of their plan of study as an elective. The students greatly benefit from this exposure to office experience, and are more valuable upon graduation to the professional offices they enter.

INTERN'S RESPONSIBILITIES

It is the intern's responsibility to contact the internship employer, 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.

This internship is a pass/fail course. The intern is required to review the internship policy and become acquainted with all requirements and due dates. **Unless otherwise stated, students must complete and submit all required documents 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 failing grade.

Additional requirements may be made by the internship coordinator for each discipline. If there are any additional requirements, those will be communicated to the student by the internship coordinator.

Internship Prerequisites:

Student must secure an internship with a licensed practitioner who is currently a professional in the field equivalent to the degree being sought by the student. Students may request exceptions to this policy by gaining prior approval from the internship coordinator.

Required Documents:

- Internship Contract
 - The internship contract is filled out by the student, approved by the firm supervisor, and approved by the internship coordinator. These are all sent and approved through Handshake. This form must be completed BEFORE beginning the internship.
- 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.
- Supervisor Evaluation Form
 - The supervisor's evaluation form is completed by the student's internship supervisor after completion of the internship. It is a primary component required for posting a grade. The internship supervisor is expected to comment on the quality and on the value of the student's performance within his/her firm. This form will be sent via Handshake to the supervisor's email address.
- "Thank-You Letter" (provided by student) - It is recommended that students present a thank-you letter to their internship supervisor/firm.

PRACTITIONER'S RESPONSIBILITIES

It is the responsibility of the employer or site to give interns a broad exposure to a full range of professional practice activities, provide meaningful task assignments and guidance, and assign a senior-level person as the intern's supervisor. We also request that as a part of the internship experience, the intern meet with their supervisor weekly to discuss their performance and/or share the employer's perspective on professional practice.

Before the internship begins, the supervisor must complete the Student Placement Agreement. At the end of the internship, it is required that the firm complete the "Firm Evaluation of Student".