Internship Student Policy/Instructions

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.

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 course is a pass/fail course. The intern is required to review the course syllabus made available via the INT 381 course website. 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.

Course Requirements
The requirements for the INT 484 internship course are 320 hours, preferably completed in 40-hour work weeks during the summer break, and submission of documentation as described below. The internship should occur within a professional office under the "mentorship" of a registered interior designer or licensed architect. 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. International students wishing to work in the United States must enroll for INT 484 during the summer.

Materials Required for Internship
These forms are available on the school's website:
http://herbergerinstitute.asu.edu/students/undergrad/current/internships/forms_design.php

1. Internship Contract
   The internship contract is filled out by the student, signed by the firm supervisor, and delivered to the School office. The student is responsible for making sure that the form is completed and returned promptly. This form must be completed and filed BEFORE beginning the internship.

2. Supervisor Evaluation Form
   The supervisor's evaluation form is completed by the host firm after completion of the internship and returned to the School office. It is a primary component required for posting a grade in INT 484. The student should remind the mentor to complete and return the form within two weeks of completion of the internship!

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

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