

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

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.

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.

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