



INTERIOR ARCHITECTURE | Internship Program

INTRODUCTION

Florida International University Department of interior Architecture invites architecture and interior design firms to participate in FIU's Interior Architecture internship program. If you have had one of our student interns, you already know about the benefits associated with having a student working in your office. Hiring an FIU Interior Architecture intern provides you with a talented and creative employee who is trained in the latest technology, who understands many of the important issues facing the interior design profession and who is a complex problem solver.

By participating in the Intern Program, firms make a significant contribution to the profession and help a soon-to-graduate interior designer connect academic learning with professional experience.

Our students are looking forward to exchanging their skills for valuable "real world" experience in your firm. Students who participate in the program will have already completed the following course work: major design studio courses through Graduate Design 2, Structures and Systems, Computer Applications in Design, Interior Design Construction Drawings 1, Sources of Materials for Interiors, Professional Office Practice, Lighting Design, and Environmental Controls in Buildings.

OVERVIEW

FIU Interior Architecture offers an internship course to its third, fourth and fifth year students. Firms that are interested in hiring can inform the Interior Architecture program of the position availability. Students who are planning to enroll in the internship course will prepare a portfolio exhibiting their design ability and process, plus their design communication, building technology and history theory knowledge. Each of our students should provide you with a brief resume.

Once a participating firm hires and FIU interior architecture student intern, the student, all parties complete the Employer Internship Learning Agreement Form that is kept on file at the Interior Architecture Department office.

We ask that a licensed Interior Designer or Architect supervise our student interns and that a minimum of 144 hours over at least a period of 8 weeks in order to receive credit and in order to insure that students observe enough of the design process occurring in an office. Students can certainly work more hours than the minimum and for a longer period of time, however, we ask that firms who employ students during the fall and spring semester limit the employment to between 12 and 24 hours per week, in order to give students time to concentrate on studio and subject area courses as well.

During the internship, students log their hours at work. Upon completion of the internship the supervisor evaluates the student's work performance and the student prepares a PowerPoint presentation describing their work experience. These are all submitted to the faculty mentor and the student is graded on their presentation, on the completion of their log, and on their evaluation.

WORK EXPERIENCE

Students taking the Interior Architecture program internship course are required participate in work experiences related to the design, development and delivery of interior design services. The experience embodies the specific knowledge and skills considered most crucial and valuable during the early years of a practitioner's career, including those tested on the NCIDQ examination. Student must work under the supervision of a licensed interior designer or registered architect. The experience is measured in hours in order to assess that the students have had experience in some of the major areas of practice.

PROGRAM CONTENT

The work experiences are listed under the following major categories:

- Programming
- Conceptual/Schematic Design
- Design Development
- Construction Documents
- Project Administration
- Post Occupancy Evaluation
- Business Practices

- Additional Experience (optional)

To satisfy the requirements, students must experience most of these categories. The experiences may be achieved through working directly in the area, by observing others who are engaged in such work, or by attending meetings, lectures, and seminars.

RECORD KEEPING

FIU's Interior Architecture program includes work experience documentation. Students are responsible for maintaining a continuous record of work experience and any supplemental education activities. Student's log will identify areas where work experience has been acquired. Students document weekly hours in a log, obtain supervisor verification and submit their log with their presentation at the end of the semester.

ADVISORY SYSTEM

This internship program recognizes that the profession has an invested interest in providing student interior designers with the best possible advice on the activities of daily practice and for the development of competence as a professional. Each intern should have a firm supervisor and an FIU faculty mentor sharing this responsibility to the participant.

EMPLOYING FIRM

An employing firm is one that has agreed to facilitate the work experience of the FIU intern. Participants must notify FIU with any change in employment and/or supervisor.

SUPERVISOR

The supervisor is responsible for guiding the daily activities of the student intern and for evaluating the intern's performance at the end of the internship period. This person will coordinate work experiences and periodically verify the participant's documentation of the hours and tasks performed. The supervisor will also be responsible for evaluating the student's performance. Thus, supervisor and the intern should meet at the beginning of the internship and go over the evaluation form and review the criteria for evaluation. The student and supervisor should also be aware that the student will produce a PowerPoint presentation about their work experience. Review of the presentation requirements will

insure that both the student and supervisors understand about the type of information the student may need to complete the internship requirements.

Supervisors must be NCIDQ certificate holders or licensed/registered/ architect in addition to being an interior designer.

INTERNSHIP COORDINATOR

The internship coordinator, is a FIU faculty member not connected to the employing firm. The coordinator is selected by FIU interior architecture department and acts as an advisor. Students meet with coordinator periodically to review experience and discuss career objectives. Coordinators must be NCIDQ certificate holders or licensed/registered/ architect in addition to being an interior designer.

POWER POINT PRESENTATION

Each intern is required to make a PowerPoint presentation that describes their work experience and the firm for whom they work. This presentation is creative exercise in describing a particular experience. The presentation should contain an introduction to the firm, and a description of the type of work the intern did. About 15 slides long, this presentation should not exceed 25 slides. The program will use these presentations as part of the course evaluation process.

SUMMARY

Employer	Student
<ul style="list-style-type: none"> • Hires & supervises intern • Completes and signs agreement form at the beginning of the internship • Completes evaluations of intern and submits them to the ID department 	<ul style="list-style-type: none"> • Works and learns • Completes and signs agreement form submits it to the department • Records work hours & submits them to the department • Produces and submits power point presentation

INTERSHIP | FORMS

EMPLOYER INTERNSHIP LEARNING AGREEMENT FORM

Procedures for using the Learning Agreement form: The intern and supervisor should review this form at the beginning of the work period and send a copy to the FIU Interior Architecture Department. The supervisor should perform the evaluation of the intern who worked for them at the end of the internship. We also recommend a mid session review so that the intern can learn as much as possible. In order for the student to receive internship credit, the supervisor should fill out all the forms (the employer Internship Learning Agreement Form, and the Internship Evaluation forms I & II and mail them to:

Janine King, IIDA, IDEC
Director of Interior Architecture School of Architecture
Florida International University
11200 sw 8th street, PCA 273a
Miami Florida, 33199

This evaluation helps the Interior Architecture faculty assess the student and also, how well our curriculum prepares students for professional practice.

Intern's Name:

Dates of Employment

Supervisor's Name:

Supervisor's license or certification number

Firm's Name

Supervisor's Telephone Number

Address

Email address

Which of the following best describes the firm's setting?

- Commercial interior design firm
- Commercial architecture/interior design firm
- Residential interior design firm
- Residential architecture/interior design firm
- Commercial/residential interior design firm
- Commercial/residential architecture/interior design firm
- Institution, corporation, or government agency's interior department
- Industry- sales department
- Other: please specify

Student initials

Supervisor Initials

INTERN EVALUATION

In the following two sections, please circle the number that best describes the degree to which the intern has demonstrated the competency during their time working with you. If you feel a question does not apply please circle NA. A space has been provided in each category for you to make any additional comments you wish to make.

PERSONAL QUALITIES & HABITS OF MIND

		Excellent	Good	Average	Fair	Poor	Na
INDEPENDENCE	(self confident, defines problems and works them out well, asks good questions & works with appropriate independence)	5	4	3	2	1	0
JUDGMENT	(uses good information and sound reasoning to make productive decisions in appropriate amount of time)	5	4	3	2	1	0
DEPENDABILITY	(carries out assigned responsibilities and meets deadlines – is honest)	5	4	3	2	1	0
INITIATIVE	(volunteers help and suggestions, performance exceeds expectations)	5	4	3	2	1	0
TIME MANAGEMENT	(organizes & performs tasks efficiently and on time)	5	4	3	2	1	0
FLEXIBILITY	(able to cope with change, criticism and problems)	5	4	3	2	1	0
APPEARANCE	(neat , clean, and professional attire)	5	4	3	2	1	0
CONFIDENCE	(at ease, self-assured & emotionally stable in difficult situations)	5	4	3	2	1	0

PROFESSIONAL QUALITIES

		Excellent	Good	Average	Fair	Poor	Na
KNOWLEDGE OF INTERIOR DESIGN	(demonstrates basic knowledge of design process and professional activities)	5	4	3	2	1	0
SPACE PLANNING	(demonstrates basic understanding of spatial composition, space allocation, circulation, and layout issues)	5	4	3	2	1	0
BUILDING CONSTRUCTION & BUILDING SYSTEMS	(demonstrates basic understanding and awareness of different construction and building systems that impact interior design decisions)	5	4	3	2	1	0
MATERIAL PROPERTIES	(demonstrates basic understanding finish material qualities, awareness of specification issues and competence in making aesthetic decisions regarding interior finish materials)	5	4	3	2	1	0

PART II: PROGRAM EVALUATION

The following section focuses on program assessment. Your responses will help us evaluate our Interior Architecture curriculum. Information from this evaluation will aid the development of the program and the identification of content areas for interior design academic and studio courses.

LEVEL OF JOB ACTIVITY

Indicate how often the intern performed these various job tasks.

Circling a 1 indicates a low level of job activity in the task area and circling a number 3 indicates a high level of activity

Low **High**

1.	na	1	2	3	Client & user interviews
2.	na	1	2	3	Analyzing & interpreting client & user needs
3.	na	1	2	3	Interpreting codes, regulations and standards
4.	na	1	2	3	Space planning
5.	na	1	2	3	Planning furniture, fixture, and equipment layout
6.	na	1	2	3	Planning electrical layout
7.	na	1	2	3	Lighting design and lighting layout
8.	na	1	2	3	Selecting art and accessories
9.	na	1	2	3	Selecting color schemes
10.	na	1	2	3	Selecting & specifying interior finish materials
11.	na	1	2	3	Preparing sample boards
12.	na	1	2	3	Preparing furniture and finish specifications
13.	na	1	2	3	Designing & specifying architectural millwork
14.	na	1	2	3	Executing construction drawings
15.	na	1	2	3	Using computer for CAD drawing
16.	na	1	2	3	Using computer for project record keeping
17.	na	1	2	3	Preparing contract docs & contract admin
18.	na	1	2	3	Business practices and management
19.	na	1	2	3	Project management
20.	na	1	2	3	Communicating design ideas verbally
21.	na	1	2	3	Communicating design ideas with freehand drawing
22.	na	1	2	3	Preparing written proposals to clients
23.	na	1	2	3	Presenting proposals to clients
24.	na	1	2	3	Sustainable/indoor air quality design analysis
25.	na	1	2	3	Acoustic analysis
26.	na	1	2	3	Preparing written communications
27.	na	1	2	3	Working with teams of professionals
28.	na	1	2	3	Working on projects by themselves
29.	na	1	2	3	Metric system application
30.	na	1	2	3	Other areas

LEVEL OF PREPAREDNESS

Indicate the level to which the intern seemed prepared for each job task.

Circling a 1 indicates a low level of task preparedness and a 3 indicates a high level of preparedness.

Low **High**

na	1	2	3	Client & user interviews
na	1	2	3	Analyzing & interpreting client & user needs
na	1	2	3	Interpreting codes, regulations and standards
na	1	2	3	Space planning
na	1	2	3	Planning furniture, fixture, and equipment layout
na	1	2	3	Planning electrical layout
na	1	2	3	Lighting design and lighting layout
na	1	2	3	Selecting art and accessories
na	1	2	3	Selecting color schemes
na	1	2	3	Selecting & specifying interior finish materials
na	1	2	3	Preparing sample boards
na	1	2	3	Preparing furniture and finish specifications
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na	1	2	3	Using computer for project record keeping
na	1	2	3	Preparing contract docs & contract admin
na	1	2	3	Business practices and management
na	1	2	3	Project management
na	1	2	3	Communicating design ideas verbally
na	1	2	3	Communicating design ideas with freehand drawing
na	1	2	3	Preparing written proposals to clients
na	1	2	3	Presenting proposals to clients
na	1	2	3	Sustainable/indoor air quality design analysis
na	1	2	3	Acoustic analysis
na	1	2	3	Preparing written communications
na	1	2	3	Working with teams of professionals
na	1	2	3	Working on projects by themselves
na	1	2	3	Metric system application
na	1	2	3	Other areas

Supervisor's signature _____ date _____

The Florida International University's Interior Architecture Program would like to thank you for your thoughtful completion of this evaluation form, plus, the contribution you have made to the professional education of a future interior designer. Hopefully, this experience has been a positive one for both you and your firm.