

INTERNSHIP | COMPLETION + EVALUATION FORMS

(to be completed by employer)

The FIU Department of Interior Architecture Department thanks you for your thoughtful completion of these forms as well as the contributions you made to the professional education of a future interior designer. We hope this experience was positive for both you and your firm/company and that you will consider employing our FIU students and alumni in the future.

Upon completion of these forms, please email them to your intern's FIU internship course professor (contact information to be provided by your intern).

Intern Name: _____

Firm/Company Name: _____

Dates of Employment: _____

Total # of Internship Hours Completed: _____

Supervisor Name: _____

Supervisor Signature: _____

Supervisor Email: _____

Date: _____

Comments: _____

INTERN EVALUATION *(to be completed by employer)*

In the following two sections, please circle the number that best describes the degree to which the Intern has demonstrated competency during their time working with you. If you feel a question does not apply, please circle N/A.

PERSONAL QUALITIES & HABITS OF MIND

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

PROFESSIONAL QUALITIES

		Excellent	Good	Average	Fair	Poor	N/A
INTERIOR DESIGN KNOWLEDGE	(demonstrates basic knowledge of interior design processes and professional activities)	5	4	3	2	1	N/A
SPACE PLANNING	(demonstrates basic understanding of spatial composition, space allocation, circulation, and layout considerations)	5	4	3	2	1	N/A
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	N/A
MATERIAL PROPERTIES	(demonstrates basic understanding of material qualities, awareness of specification issues, and competence in making aesthetic decisions regarding interior finishes)	5	4	3	2	1	N/A

PROGRAM EVALUATION *(to be completed by employer)*

	LEVEL OF JOB ACTIVITY Indicate how often the Intern performed these various job tasks. <i>(Circling 3 indicates a high level of activity in the task area and circling 1 indicates a low level of activity)</i>				This section focuses on assessment of the FIU Interior Architecture Program. 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 academic and studio courses.	LEVEL OF PREPAREDNESS Indicate the level to which the Intern seemed prepared for each job task. <i>(Circling 3 indicates a high level of task preparedness and 1 indicates a low level of preparedness)</i>			
	High	Low	N/A			High	Low	N/A	
1.	3	2	1	N/A	Client & user interviews	3	2	1	N/A
2.	3	2	1	N/A	Analyzing & interpreting client & user needs	3	2	1	N/A
3.	3	2	1	N/A	Interpreting codes, regulations, and standards	3	2	1	N/A
4.	3	2	1	N/A	Space planning	3	2	1	N/A
5.	3	2	1	N/A	Planning furniture, fixture, and equipment layout	3	2	1	N/A
6.	3	2	1	N/A	Planning electrical layout	3	2	1	N/A
7.	3	2	1	N/A	Lighting design and lighting layout	3	2	1	N/A
8.	3	2	1	N/A	Selecting art and accessories	3	2	1	N/A
9.	3	2	1	N/A	Selecting color schemes	3	2	1	N/A
10.	3	2	1	N/A	Selecting & specifying interior finish materials	3	2	1	N/A
11.	3	2	1	N/A	Preparing sample boards	3	2	1	N/A
12.	3	2	1	N/A	Preparing furniture and finish specifications	3	2	1	N/A
13.	3	2	1	N/A	Designing & specifying architectural millwork	3	2	1	N/A
14.	3	2	1	N/A	Executing construction drawings	3	2	1	N/A
15.	3	2	1	N/A	Using computer for CAD drawings	3	2	1	N/A
16.	3	2	1	N/A	Using computer for project record keeping	3	2	1	N/A
17.	3	2	1	N/A	Preparing contract docs & contract admin	3	2	1	N/A
18.	3	2	1	N/A	Business practices and management	3	2	1	N/A
19.	3	2	1	N/A	Project management	3	2	1	N/A
20.	3	2	1	N/A	Communicating design ideas verbally	3	2	1	N/A
21.	3	2	1	N/A	Communicating design ideas with freehand drawing	3	2	1	N/A
22.	3	2	1	N/A	Preparing written proposals to clients	3	2	1	N/A
23.	3	2	1	N/A	Presenting proposals to clients	3	2	1	N/A
24.	3	2	1	N/A	Sustainable/indoor air quality design analysis	3	2	1	N/A
25.	3	2	1	N/A	Acoustic analysis	3	2	1	N/A
26.	3	2	1	N/A	Preparing written communications	3	2	1	N/A
27.	3	2	1	N/A	Working with teams of professionals	3	2	1	N/A
28.	3	2	1	N/A	Working on projects by themselves	3	2	1	N/A
29.	3	2	1	N/A	Metric system application	3	2	1	N/A
30.	3	2	1	N/A	Other areas	3	2	1	N/A

