

IND 5948 GRADUATE INTERNSHIP | 1*–3 CREDITS

IND 5941 INTERNSHIP EXPERIENCE | 0** CREDITS

COURSE SYLLABUS

WELCOME EMPLOYERS!

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

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

Our students look forward to exchanging their skills for valuable “real world” experience with your firm. Most students who participate in the Internship Program 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, Interior Architecture Theory, Materials for Interiors, and Lighting Design.

If you haven't done so already, we encourage you to create a profile and post current and future jobs on FIU's career platform, Handshake, which can be accessed through our [CARTA Career website](#).

INTERNSHIP OVERVIEW

FIU Interior Architecture offers internship courses to its fourth- and fifth-year students. Students are responsible for obtaining internship positions and should be prepared to provide potential employers with a brief resume and a portfolio that exhibits their design ability, process, and communication. For internship searches and help with resumes, cover letters, interview skills, and more, students are encouraged to utilize the

*1- and 2-credit internship course options coming soon

**0 credit internship course not available to international students

[CARTA Career website](#) to access FIU’s career platform, Handshake, and make an appointment with a CARTA Career Specialist.

Once an employer hires an FIU Interior Architecture student intern, all parties complete and submit the Internship Employment Agreement Form to the Interior Architecture Internship Coordinator for review and approval.

We ask that either an NCIDQ certified and/or licensed interior designer or registered/licensed architect with interior design expertise supervise our student interns for the minimum number of hours and weeks required to meet the course credit(s) (see Internship Course Options below). This will ensure that students observe enough of the design process occurring at their employer’s office. Students can certainly work more hours than the minimum and for a longer period of time, however, we ask that companies that employ students during the fall and/or spring semester **limit employment to 12 – 20 hours per week**. This gives students time to concentrate on studio and subject area courses in addition to their internship.

During the Internship, students log their hours at work. Upon completion of the Internship, the Employer Supervisor uses the Completion + Evaluation forms to evaluate the Intern and FIU Interior Architecture program. The student prepares a presentation describing their work experience and may be asked to complete an internship questionnaire and submit photos of their experience for possible publication in CARTA News and/or on our college/department website(s). These are all submitted to the FIU Internship Coordinator, and the student is graded on their presentation, the completion of their log and questionnaire/photo submission (as applicable), and the Employer evaluation.

INTERNSHIP COURSE OPTIONS

# CREDITS	# HOURS (MIN)	# WEEKS (MIN)	TUITION FEES	APPEARS ON TRANSCRIPT
3	144	8	Y	Y
2*	96	5	Y	Y
1*	48	3	Y	Y
0**	48	3	N	Y

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WORK EXPERIENCE & PROGRAM CONTENT

Students taking the Interior Architecture Graduate Internship course are required to 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. The internship is measured in hours and requires that students gain experience in some of the major areas of practice.

The required work experiences fall 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 course 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/or seminars.

EMPLOYING FIRM/COMPANY

The employing firm/company 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.

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 in their development of competence as a professional. Each Intern should have an Employer Supervisor and an FIU Internship Coordinator sharing this responsibility for the participant.

EMPLOYER SUPERVISOR

The Employer 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, the Supervisor and the Intern should meet at the beginning of the internship to go over the evaluation forms and review the criteria for evaluation. The Intern and Supervisor should also be aware that, as per FIU course requirements, the student will produce a presentation about their work experience and may complete a questionnaire that may be published in the College of Communication + The Arts (CARTA) News and/or on our college/department website(s). Review of the evaluation forms and presentation requirements in advance will ensure that both the Intern and Supervisor understand the type of information required to complete the internship.

Supervisors must be either an NCIDQ certified and/or licensed interior designer or registered/licensed architect with interior design expertise.

FIU INTERNSHIP COORDINATOR

The Internship Coordinator is an FIU faculty member not connected to the employing firm. The Coordinator is the internship course professor assigned by the FIU Interior Architecture department to act as an advisor. Students meet with the Internship Coordinator periodically as needed to review their experiences and discuss career objectives. Coordinators are preferably either an NCIDQ certified and/or licensed interior designer or registered/licensed architect with interior design expertise.

RECORD KEEPING

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

POST-INTERNSHIP PRESENTATION + CARTA NEWS DELIVERABLES

The Intern is required to make a presentation that describes their work experience and the firm/company for which they work. This presentation is a creative exercise in describing a particular experience. The presentation should be submitted in **pdf format** and contain:

- Introduction to the firm/company
- Written *and* visual description of the type of work completed by the Intern (photos of the intern at work should be included if possible)
- Log of weekly internship hours completed, signed by the Internship Supervisor
- 15 (minimum) – 25 (maximum) slides

The Internship Coordinator will use this presentation as part of the course evaluation process.

In addition, the Intern *may* be required to complete and submit a questionnaire and photographs of their internship experience for a possible CARTA News story and/or publication on our college/department website(s). Our CARTA Communications team may ask the student additional follow-up questions and may publish completed internship stories on the CARTA website:

- Internship questionnaire
- 1 recent photograph of the Intern
- 1–2 other photographs relevant to the internship (e.g., work completed/in process)

SUMMARY

Employer	Student
<ul style="list-style-type: none"> • Hires & supervises Intern • Completes & signs the Internship Employment Agreement Form at the beginning of the internship • Completes evaluations of Intern and FIU Interior Architecture program & submits them to the Internship Coordinator at the end of the internship 	<ul style="list-style-type: none"> • Acquires internship • Completes & signs the Employer Internship Agreement Form & submits it to the Internship Coordinator for review & approval at the beginning of the internship • Registers for internship course • Works & learns • Records hours, documents experience & submits presentation & CARTA News deliverables to the Internship Coordinator at the end of the internship