

**SOUTHEAST MISSOURI STATE UNIVERSITY
COURSE SYLLABUS**

Department of **Human Environmental Studies**
Course Title: **Internship in Interior Design**

Course Number: **DS440**
Revision of HI411: **Fall 2008**

I. Catalogue Description and Credit Hours

A career-related work experience to gain valuable professional skills related to the learning objectives in the student's area of interest. **(4)**

II. Prerequisite(s)

Seventy-five **(75)** credit hours and consent of instructor.

III. Purposes or Objectives of Course

- A. Demonstrate an understanding of attitudes of professionalism and ethical responsibility in the workplace.
- B. Demonstrate the ability to apply course material to real-world design solutions.
- C. Demonstrate skills and techniques directly applicable to the student's career interest.
- E. Demonstrate the ability to interact with interior design professionals.
- F. Develop learning objectives or goals based upon personal career interests.

IV. Expectations of Students

- A. Participate fully in the internship program with a minimum of **160** work hours.
- B. Complete all assignments specified in the agreed upon program.
- C. Maintain records of activities and complete the required periodic reports.
- D. Complete a final report and a final assessment of the internship experience.
- E. Follow the rules and regulations governing other employees, or participants of the cooperating businesses, agency or organization.

V. Course Outline or Content

The content and scope of the internship will be established by the business or organization with the input and approval of the Interior Design Internship Coordinator.

VI. Textbook(s) and/or Other Required Materials or Equipment

No textbook or other materials required.

VII. Basis for Student Evaluation

- | | |
|--|------------|
| A. Employer Evaluation Forms (midterm and final) | 60% |
| B. Internship Binder | 40% |
| a. Assignment 1: Forms | |
| b. Assignment 2: Goals | |
| c. Assignment 3: Daily Journal | |
| d. Assignment 4: Weekly Reports | |
| e. Assignment 5: "Critical Incident" Log | |
| f. Assignment 6: Final Paper/Product | |
| g. Assignment 7: Portfolio | |

h. Assignment 8: Presentation and Discussion

VIII. Academic Policy Statement

Students will be expected to abide by the **University Policy for Academic Honesty** regarding plagiarism and academic honesty. Refer to:

<http://www6.semo.edu/judaffairs/code.html>

IX. Student with Disabilities Statement

If a student has a special need addressed by the **Americans with Disabilities Act (ADA)** and requires materials in an alternative format, please notify the instructor at the beginning of the course. Reasonable efforts will be made to accommodate special needs.

Components of the Internship Experience

The student will complete the following project components and organize them in a three-ring binder in the order specified below. The binder should be delivered to the Interior Design Internship Coordinator by Monday of finals week in the semester the student was enrolled. The student should also contact the Interior Design Internship Coordinator during finals week to schedule a time to complete Assignment 8: PRESENTATION AND DISCUSSION.

- **Assignment 1: FORMS**

The student must complete forms A-1 and A-2 and include them at the front of the binder. The student is responsible for providing two copies of form A-3 to the employer and asking them to complete one at midterm and one at completion of the internship. Both evaluations should be mailed to the Interior Design Internship Coordinator at the address on the form. It is the student's responsibility to ensure that the Interior Design Internship Coordinator has received the completed evaluations following the internship.

- **Assignment 2: GOALS**

The student must develop a list of 5-10 goals prior to the internship experience.

- **Assignment 3: DAILY JOURNAL**

The student must develop a typed log with entries that reflect daily learning. Include date, number of hours worked, and daily activities.

- **Assignment 4: WEEKLY REPORTS**

The student must complete weekly reports to respond to specific questions about the internship experience (Form A-4).

- **Assignment 5: "CRITICAL INCIDENT" LOG**

The student must record in detail significant or "critical" events of the experience as they happen. The structure invites the intern to raise questions about the incident, record perceptions of the experience, including feelings and perceptions and to discuss the incident and its implications in an analytical way. The student should select three "critical incidents" that occur during the internship experience and write a short paper discussing how the three incidents influenced their confidence, opinions of the profession, or how they helped give career direction.

- **Assignment 6: FINAL PAPER/PRODUCT**

The student must develop a final paper which draws upon research, creativity, reflection and application of knowledge. Included in this paper should be a discussion of the structure organizational set-up, size, clientele, etc. Include photographs of the company.

- **Assignment 7: PORTFOLIO**

The student must assemble a collection of material as evidence of performance. This might include evaluations by colleagues, clients, or supervisors as well as examples of the intern's work found in letters, memos, photographs, proposals, reports, brochures, graphic assignments, installations, computer-aided drawings, etc.

- **Assignment 8: PRESENTATION AND DISCUSSION**

The student must discuss the learning that occurred during the internship experience with the Interior Design Internship Coordinator.

DS440: Internship in Interior Design**FORM A-1**

Department of Human Environmental Studies

Southeast Missouri State University

Student Name:		Procedure Used to Secure Position:
Phone Number:		
Company Name:		
Address:		
Phone Number:		

Correspondence Dates / Discussion:	Method of Contact:
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//	
Contact Person and Title:	
Phone Number:	

General Issues Discussed:

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Student Signature_____
Date

Work Hours Arrangement

Please indicate below the dates and times you will be working for the company.

Start	Month	End
/ /	January	/ /
/ /	February	/ /
/ /	March	/ /
/ /	April	/ /
/ /	May	/ /
/ /	June	/ /
/ /	July	/ /
/ /	August	/ /
/ /	September	/ /
/ /	October	/ /
/ /	November	/ /
/ /	December	/ /

Scheduled Work Hours						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Total Weekly Hours:						

<p>Student Name:</p> 	<p>Company Name:</p>
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Employer's Evaluation Report

Student Name:		Please check the appropriate box under each category for this student's performance. Additional comments are invited where appropriate. The employer should feel free to discuss the midterm evaluation with the student in order to provide guidance for growth for the remainder of the experience. The final evaluation is confidential. Please mail completed form to: Interior Design Internship Coordinator Southeast Missouri State University One University Plaza MS 5750 Cape Girardeau, MO 63701
Date:		
Please Check Appropriate box:	<input type="checkbox"/> Midterm Evaluation	
	<input type="checkbox"/> Final Evaluation	
Company Name:		

Attendance		Punctuality		Cooperation	
<input type="checkbox"/>	Regular	<input type="checkbox"/>	Regular	<input type="checkbox"/>	Works well with others
<input type="checkbox"/>	Occasionally absent	<input type="checkbox"/>	Occasionally late	<input type="checkbox"/>	Is cooperative
<input type="checkbox"/>	Frequently absent	<input type="checkbox"/>	Frequently late	<input type="checkbox"/>	Occasionally uncooperative

Interest in Work		Dependability		Initiative	
<input type="checkbox"/>	Enthusiastic about work	<input type="checkbox"/>	Follows instructions well	<input type="checkbox"/>	Seeks additional work
<input type="checkbox"/>	Interested most of the time	<input type="checkbox"/>	Sometimes careless / neglectful	<input type="checkbox"/>	Seldom works beyond assigned duties
<input type="checkbox"/>	Interested in some phases	<input type="checkbox"/>	Above average	<input type="checkbox"/>	Occasionally seeks more work
<input type="checkbox"/>	Lacks interest	<input type="checkbox"/>	Unreliable	<input type="checkbox"/>	Lacks vision in work

Attitude		Judgment		Technical Skill	
<input type="checkbox"/>	Always positive	<input type="checkbox"/>	Exceptional mature	<input type="checkbox"/>	Highly competent
<input type="checkbox"/>	Positive most of the time	<input type="checkbox"/>	Shows sound judgment	<input type="checkbox"/>	Competent usually
<input type="checkbox"/>	Occasionally negative	<input type="checkbox"/>	Lacks good judgment sometimes	<input type="checkbox"/>	Average competency
<input type="checkbox"/>	Negative or uncooperative	<input type="checkbox"/>	Lacks good judgment consistently	<input type="checkbox"/>	Capable of performing only minimal assignments
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Lacks competency

Work Performance		Overall Performance	
<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Above average	<input type="checkbox"/>	Above average
<input type="checkbox"/>	Average	<input type="checkbox"/>	Average
<input type="checkbox"/>	Below average	<input type="checkbox"/>	Below average
<input type="checkbox"/>	Poor	<input type="checkbox"/>	Poor

ADDITIONAL COMMENTS ON STUDENT'S PERFORMANCE:

Employer/Supervisor Signature

Date

