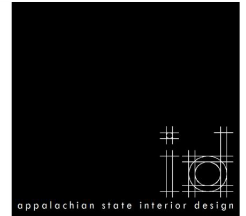


Appalachian State University Internship Program Information for **Employers** INT 4900



Thank you for considering hiring an intern from Appalachian State University's Interior Design Program. The Internship is a course that provides qualified university students with supervised experience in professional design practice. The internship is a combination of professional work experience and strategic assignments planned to maximize the student's experience.

Objectives of the Internship

1. Provide the intern with a relevant, practical educational experience.
2. Provide business or industry with qualified and experienced graduates.
3. Acquaint the intern with the physical, academic, and environmental requirements of his or her chosen field.
4. Develop the intern's ability to search for and find employment in the industry.

Seeking an Internship

In order to prepare the student to seek the Internship, the program required their completion of INT 3001: Interior Design Internship Workshop prior to seeking the internship. This course exposed the student to proper preparation of a resume, cover letter, references and portfolio. Additionally, the course exposed the student to strategies and etiquette for the search and interview process. Students are to independently seek Internships in their area of interest or geographic desires. This process teaches the students to become independent in job searches which is a valuable skill for the future. Students have many networking resources within the program, department and university that can assist or advise them during the internship search process. They are encouraged to seek out those resources in order to best tailor their search to the areas of interest or location which fit their individual needs.

Intern Compensation

Students are required to pay tuition for 4 credit hours to enroll in the internship and have 3 years preparation in interior design education. Therefore, we expect interns to be paid during their internship. However, we also recognize the internship as an educational experience afforded by an employer. The intern's salary is a personal matter between the student and his or her employer.

Work Period

During most internships, the student is required to remain employed full-time with one firm for a period of 6 weeks or more. The requirement is to work a minimum of 60 hours for each credit hour earned for a minimum of 240 hours. Students who participate in the Internship Program are under no obligation to accept permanent employment with the sponsoring firm or agency. Likewise, the sponsoring firm is not obligated to offer full-time employment to the intern beyond the internship period.

The Intern/Employer Relationship

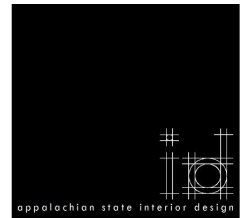
In all cases, the intern is considered to be an employee and should be held responsible for performing the assigned duties in a satisfactory manner. All company regulations, conditions of health and safety, confidentiality, and legal requirements apply, and any company violations should be handled in the usual manner. Accordingly, the remuneration should be comparable to other employees of similar experience and seniority doing similar work.

While interning, the student is classified as a student of Appalachian State University and is subject to all applicable University regulations. Thus, there is a student-teacher relationship with the university, as well as an employer-employee relationship with the company. If, at any time, you have concerns about the intern, please contact the Interior Design Program Coordinator or Instructor.

The greater the variety of work experiences afforded the intern, the greater the opportunity for learning. Scheduled job rotations and involvement in special projects are a means for exposing the intern to various experiences during limited employment. An intern can gain much by conferring with persons responsible for some of the major functions of the company, thereby increasing their understanding of "the bigger picture" in their desired profession.

Student Internship Contract Form

The student intern will request the signature of the employer on the Internship Contract. The form is used by the student, supervisor and instructor as a “contract” for academic credit.



Evaluations

The evaluation of the intern on the job must be made if the program is to be meaningful. Therefore, 1 asked to submit two evaluations and one assessment of the intern, one at the midpoint and two forms at the end of the internship. The forms are included in this document and are to be returned to the instructor of record.

Visitations

Internship site visits are made on a random basis whenever geographically possible [typically within the state of North Carolina or surrounding area]. The instructor or other university representative will, at the employer’s convenience, arrange for a visit to the intern’s work site. When visits are not possible, the instructor may be in communication with both the intern and the employer via phone and/or email. A site visit is not a requirement for the student intern, rather it provides meaningful feedback for program development and preparation of future professionals.

PROFESSIONAL LIABILITY INSURANCE FOR STUDENTS ENROLLED IN INTERNSHIP COURSES

Appalachian State University participates in a student insurance program with other constituent institutions of the University of North Carolina. Most, if not all, internship hosts require general liability insurance prior to a student’s participation in an internship or practicum. Appalachian State University requires coverage for all students enrolled in internship or practicum courses, including student teaching. The insurance policy is issued by Montgomery Insurance Company and provides the following coverage limits:

LIMITS OF INSURANCE General Liability

Each Occurrence Limit \$1,000,000

Damage to Premises Rented to You Limit \$100,000 Any One Premises

Medical Expense Limit \$15,000 Any One Person

Personal & Advertising Injury Limit \$1,000,000 Any One Person or Organization

General Aggregate Limit (Other Than Products/Completed Operations) \$3,000,000

Products/Completed Operations Aggregate Limit EXCLUDED

Student Professional Liability (Health Occupation Training)

Each Wrongful Act Limit \$1,000,000

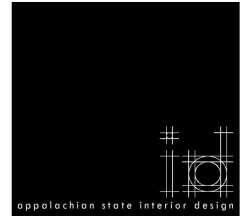
Aggregate Limit \$3,000,000

Medical Expenses because of “bodily injury” sustained by any one of your students participating in a work-based learning program \$15,000

Major exclusions include intentional acts; liquor liability; pollution liability, automobile liability; the insured student’s property or property of others in the student’s care, custody or control; employment practice liability; abuse or molestation; unauthorized hardware or software tampering, viruses, or use; fiduciary liability; and intellectual property liability. The premium for this coverage is charged to each student’s account along with other registration fees. A certificate of insurance will be furnished to each student or internship host upon request by academic department. Further information can be obtained by going to the Appalachian State University website at the following address: <http://www.registrar.appstate.edu/internship.html>

The site has specific links to Certificate/Policy Information, General Information and Claim Information.

INTERNSHIP EVALUATION FOR MIDTERM



Please return by: _____

Student Name: _____ Job Title: _____

Employing Agency: _____

Employer Supervisor: _____ Job Title: _____

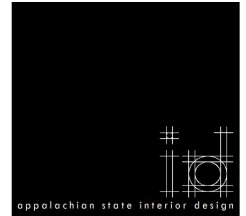
Employer Signature: _____ Date _____

I. Please evaluate the student on the following scales in comparison to other similarly assigned students or personnel, or with respect to achievement of objectives. Respond by circling the number (1-5) of the response that most accurately describes the intern.

	Poor	Marginal	Average	Good	Excellent
Interpersonal skills/Teamwork	1 not well accepted	2	3	4	5 Highly cooperative
Kept Agreements	1 slow	2	3	4	5 Very timely
Judgement	1 Poor	2	3	4	5 Mature
Dependability/Reliability	1 Careless	2	3	4	5 Highly reliable
Learning ability	1 Slow	2	3	4	5 Rapid
Quality of work	1 Poor	2	3	4	5 Excellent
Integrity	1 Untrustworthy	2	3	4	5 Highly trustworthy
Knowledge of discipline - conceptual	1 Not competent	2	3	4	5 Very competent
Knowledge of discipline - technical	1 Not competent	2	3	4	5 Very competent
Appearance/Dress	1 Inappropriate	2	3	4	5 Appropriate
Punctuality	1 Irregular	2	3	4	5 Regular
Acceptance of Responsibility	1 Takes no responsibility	2	3	4	5 Takes responsibility for assignments
Accuracy/Attention to detail	1 Careless	2	3	4	5 Meticulous
Communications skills	1 Not effective	2	3	4	5 Effective
Initiative	1 Poor	2	3	4	5 Excellent
Time Management	1 Always late with assignments	2	3	4	5 All assignments completed on time
_____ (Other)	1	2	3	4	5
Your Assessment of the Intern's Overall Performance	1 Unsatisfactory	2 Marginal	3 Average	4 Good	5 Outstanding

INTERNSHIP EVALUATION FOR MIDTERM [cont.]

II. Briefly relate this student's strong and/or weak work habits. [Attach additional sheets if necessary]



III. Would you recommend that this student pursue a career related to this experience, and, if so what additional recommendations would you make to better prepare the student for such a career? [Attach additional sheets if necessary]

IV. What special problems affected this student's performance of objectives, such as inappropriate timing of the experience, deficiencies in the student's training, interaction with the university, etc.? [Attach additional sheets if necessary]

V. Additional Comments. [attach additional sheets if necessary]

Has this evaluation been discussed with the student? Yes _____ No _____

May we make this evaluation available to the student? Yes _____ No _____

PLEASE RETURN BY MAIL OR FAX TO:

Interior Design Internship Supervisor [please add instructor's name]

Appalachian State University

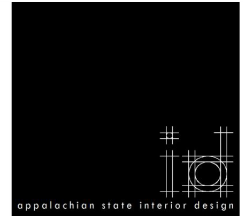
Department of Applied

ASU Box 32185 Katherine Harper Hall

Boone, NC 28608

FAX: 828 262 7302

INTERNSHIP EVALUATION FINAL



Please return by: _____

Intern's Name: _____

Employment Supervisor's Signature: _____ Date: _____

I. Please comment on the student's strengths [add sheets if necessary]:

II. Please Identify personal or professional areas this student needs to improve [add sheets if necessary]:

III. Based on this student's performance, what do you perceive as the strengths of Appalachian State's interior design program?

IV. Based on this student's performance, what do you perceive as the weaknesses of Appalachian State's interior design program?

V. What computer software does your office use [i.e. what software do you prefer the student be familiar]?

Overall Assessment of Student Performance:

- Outstanding
- Better than Average Average
- Below Average The Student Gained Nothing From the Experience.

For our information and follow-up, please check all that apply:

- I would like to employ more interns from Appalachian State's Interior Design program [____ per Summer]
- I cannot hire more interns because _____
- I would like to interview Appalachian State's interior design students for a permanent position with my company.
- I would like to participate as a critic for the interior design students at Appalachian State.
- I would like to host Appalachian State interior design students for job shadowing [half or one-day].
- I would like to mentor Appalachian State interior design students [speaking, interviewing/mock interviewing, portfolio development, etc.]
- I would like to discuss the program with the interior design program coordinator.

PLEASE RETURN BY MAIL OR FAX TO:

Interior Design Internship Supervisor [please add instructor's name]
Appalachian State University, Department of Applied Design
ASU Box 32185 Katherine Harper Hall
Boone, NC 28608
FAX: 828 262 7302