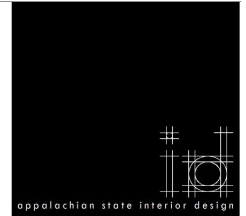


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Appalachian State University  
Internship Program Guide for  
**Interior Design Majors**  
INT 4900

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# STUDENT INFORMATION FOR INT 4900



## Benefits of an Internship

The general purpose of an undergraduate internship is to provide you practical experience applying the theory and content of course work in your field.

## Intern Compensation

Although no monetary value can be placed on the value of the education and experience afforded by the employer, most interns are paid during their internship. The intern's salary is a personal matter between the student and employer and is not a requirement of the internship.

## Academic Credit

Students receive 4 hours credit for the INT 4900 internship.

The grade received will be S/U [Satisfactory/Unsatisfactory].

Be certain you and your employer reach an understanding concerning your time commitment. Interns must work a minimum of 60 hours on the job for each credit hour received; therefore, each intern must complete a minimum of 240 hours on the job over 6 weeks or longer. The Interior Design faculty suggest that the internship be extended to 320 hours. Students, whose internship placement is with a firm with specific internship requirements, must follow both the INT 4900 requirements as well as any specific requirements of the firm.

## Minimum Requirements for Students Seeking Internship Credit

In order to qualify for internship credit, you must:

1. Be a degree-seeking student.
2. Have achieved junior standing or higher.
3. Have a cumulative GPA of 2.0 at the time you apply for the internship.
4. Meet the minimum GPA requirements of the department or program.
5. Remove any holds that may be on your student account.

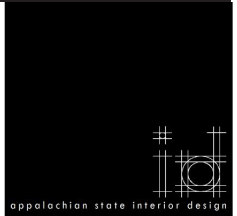
## Liability Insurance

Appalachian State University participates in a student insurance program with other constituent institutions of the University of North Carolina. Appalachian State University requires coverage for all students enrolled in internship or practicum courses. The cost of this liability insurance is approximately \$15-20 per semester, and will be added to your student account when you register for the internship. For more information, see: <http://www.registrar.appstate.edu/internship.html>.

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## Seeking an Internship

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



## Requirements for Placement

The firm or company must be an incorporated business and hold regular full-time hours. The Business must include five or more employees. [For exceptions, seek approval from the interior design program coordinator].

In order to be a “preapproved” placement, the employment supervisor must have passed a professional design examination. Examples of examination credentials include:

- NCIDQ (National Council for Interior Design Qualification)
- ARE (Architect Registration Examination, licensed Architect)
- CKD (Certified Kitchen Designer)
- CBD (Certified Bath Designer)
- CMKBD (Certified Master Kitchen & Bathroom Designer)
- NCQLP (National Council of Qualified Lighting Professionals)

\*Submit proposal for areas outside these

If preapproved, clearly state the qualifications of the employment supervisors in the narrative of the Internship Proposal.

Both “preapproved” and not “preapproved” placements must submit the 2.e Statement in the “Steps for Enrolling for an internship.” This statement requests submission of a 1-2 page typed statement of work conditions, employer qualifications [education, credentials, etc.], the firm’s biography and scope of services, and intern responsibilities and expectations to justify the final approval of the placement.

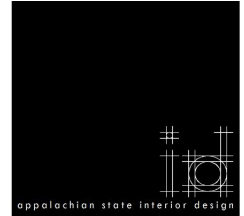
There are limited options in the surrounding Boone area; therefore, we suggest you take advantage of this opportunity and seek employment nationally or internationally, especially if you are not from the Boone area.

## Steps for enrolling in an interior design internship:

1. Secure an offer from an employer. At that time, **do not commit to the potential employer**, but rather inform them of your interest and explain that you must submit a proposal to the Internship Supervisor/Internship Committee for approval and will inform them of that decision soon. If possible, have the Employer sign the Internship Contract form at this point. Promptly begin the proposal process.

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2. **At least two weeks** prior to your proposed starting date, submit a typed copy of a "Student Internship Proposal," including [must include all components listed below]:



a. A title page

b. The Student Internship Contract Form [pg. 6 of this document], [signed by the agency representative and the student]. All information on this form must be complete and all questions answered prior to submission. Note: your dates for start and finish must be at least 6 weeks in order to fulfill the hours requirement.

c. A signed copy of the Course Requirement Statement. [pg. 5 of this document]

d. A detailed description of the objectives you hope to achieve in your internship. The proposal must be in paragraph form. Bullets can be included as a minimal portion of the proposal, but must not be the entire proposal. Your final report will respond to how you met your objectives. The more thorough you are with your objectives, the easier the final report will be to write.

e. And a 1-2 page typed statement of work conditions, employer qualifications [education, credentials, etc.], the firm's biography, key firm members/job titles, scope of services, and intern responsibilities and expectations. If the placement is not "preapproved," please make sure this section is very thorough. If it is not a "preapproved" placement it will require that the proposal be reviewed by the internship committee for comment and approval, which may add up to two weeks to the registration process if approved. Allow additional time for this process and the possibility of seeking a new opportunity.

f. If your internship is in or near North Carolina, submit a detailed map of directions to your internship site.

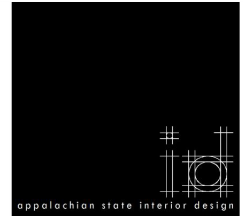
3. Submit your internship proposal to the interior design program coordinator. Proposals received after your proposed start date WILL NOT be approved and will require resubmission of all paperwork.

4. If the proposal is approved, you will be logged into the ASU Internship Inventory and subsequently registered for INT 4900. Check your Appalnet account to confirm registration. You must then contact the registrar and pay your tuition and fees. You must be registered for INT 4900 prior to starting the internship.

5. The deadline for enrolling in INT 4900 is the last drop date of the semester or summer session. Internship credit will not be granted retroactively; you must have your internship approved in advance and be registered for internship credit at the time of the internship. Internships with members of your immediate family are not allowed.

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# COURSE REQUIREMENT STATEMENT



**To receive academic credit, interns must understand and comply with the following:**

1. I understand that the internship hours cannot start until I am approved, registered and enrolled in the class.
2. I know that to enroll, I must be pre-authorized by the interior design program coordinator after I submit all application materials.
3. While working, I know to keep a daily log of internship activities, challenges and solutions. I will summarize the logs every week in a 1-2 page document and submit to my instructor of record as instructed. I will also work toward completing the strategic assignments [as per instructions sent via email after enrollment].
4. I will notify the instructor immediately of any change in employment status which might affect my internship credit.
5. On the last day of my internship, I will submit my final binder containing all assignments [assignments and instructions sent via email after enrollment].
6. Upon the conclusion of my internship hours, I will submit a final portfolio [typically a binder] to my instructor. This portfolio will include the following:
  - a. Cover sheet
  - b. Copy of original proposal
  - c. Daily logs
  - d. Weekly summaries
  - e. All weekly strategic assignments as provided by the instructor [including the photograph]
  - f. Copies of the employer evaluations if available
  - g. The final written report responding to how I met my objectives
  - h. A statement of my opinion on the appropriateness of this company for internships
  - i. Visual representation of my work [printed copy, photos, drawings, etc] if confidentiality is not an issue [please check with your employer]

This final portfolio will be developed in a professional manner so that I can use it in subsequent job interviews to show potential employers my work during my internship. *The portfolio will be submitted in a timely manner following the internship.*

By signing below, I am indicating that I understand the requirements of the internship and agree to comply with all requirements. I further understand that not complying with any of these requirements could result in my receiving an unsatisfactory grade for the internship.

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Student Signature

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Date



## Internship Contract (Includes Practicum)

**MINIMUM REQUIREMENTS:**

Degree or certificate-seeking student

Term: \_\_\_\_\_ Subject: \_\_\_\_\_

1. Junior standing for undergraduates  
good standing for graduate students

Course: \_\_\_\_\_ Section: \_\_\_\_\_

2. Cumulative GPA of no less than 2.0

Course Title: \_\_\_\_\_

3. Meet minimum GPA requirements of department

DOMESTIC (WITHIN U.S.) INTERNSHIP: \_\_\_\_\_ or INTERNATIONAL INTERNSHIP\*: \_\_\_\_\_

*\*For International Internships, please note #10 under "Requirements"*

Student's name: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Banner ID: \_\_\_\_\_ Student's ASU address: \_\_\_\_\_

Student's E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Paid: \_\_\_\_\_ Unpaid: \_\_\_\_\_

Course Dates - From: \_\_\_\_\_ To: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

<b>Faculty Contact</b>	<b>Internship Agency Contact</b>
Name: _____	Agency Name: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Agency Site Supervisor Name and Title: _____
Fax: _____	Address: _____
E-mail: _____	Phone: _____ Fax: _____
	E-mail: _____
	Location of Internship, if different from Agency: _____

*Copies of this completed form will be given to the participating agency, the student, and the faculty supervisor.*

**REQUIREMENTS:**

1. Undergraduate internships will be 1 s. h. (minimum) to 12 s. h. (maximum). The faculty supervisor will enter the S/U grade upon completion of all internship requirements.
2. Academic credit will be based on a minimum of 40 field placement hours per semester hour credit.
3. Internship credit will not be granted retroactively; students must have internships approved in advance.
4. The maximum credit for an internship during one summer session will be 6 s. h.
5. All 12 s. h. internships must span an entire term; in the case of summer, this includes both summer sessions.
6. All interns must have a faculty supervisor and a separate field/agency site supervisor.
7. Each intern will have contact with the faculty supervisor on a bi-weekly basis (minimum) during the internship.
8. The faculty supervisor will visit each field placement to meet with the intern and the field/agency site supervisor at least once each semester unless prohibited by budget or distance.
9. The provisions of this contract will be used for all internships; each department shall determine individual written requirements and expectations; students must pay tuition and fees to Appalachian State.

**\*For International Internships Only:**

10. International internships must be certified by the Office of International Education & Development (OIED) at Appalachian State University. Students must complete required paperwork, purchase international health and accident insurance as required by the University of North Carolina system, and pay an administrative fee.

OIED Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RESPONSIBILITIES OF THE STUDENT:**

1. Complete all of the departmental prerequisites of the internship program.
2. If requested, provide the agency with a resume and any other necessary documents.
3. Meet with the faculty supervisor and the agency to develop appropriate learning objectives.
4. Abide by the personnel policies of the agency; maintain regular and prompt attendance; contact the appropriate supervisor when questions arise.
5. Perform all of the duties and responsibilities of the position in a professional manner.
6. Maintain confidentiality with regard to sensitive information gained in the work environment.
7. Participate openly and honestly in the evaluation process.
8. Complete all of the written assignments and submit them to the faculty supervisor within the time-specified guidelines.
9. Maintain contact on a bi-weekly basis with the faculty supervisor and assist in arranging site visits.
10. Obtain adequate health/medical insurance as well as adequate automobile insurance for the duration of the internship if the student will be driving a motor vehicle to or from the internship site or during the course of the internship.

**RESPONSIBILITIES OF THE PARTICIPATING INTERNSHIP AGENCY:**

1. Assign a supervisor to work directly with the student to achieve the educational goals of the internship by assigning appropriate work duties.
2. Provide the student with an orientation to the work-site duties, hours, and agency expectations.
3. Schedule regular meetings with the student, provide an appropriate evaluation of the student's performance, and return evaluation to the faculty supervisor.
4. Provide a safe, secure, and non-discriminatory workplace at which the student can meet his/her educational objectives.

**RESPONSIBILITIES OF THE UNIVERSITY:**

1. Provide the student with a pre-internship orientation.
2. Participate in developing the learning objectives and the methods of evaluation for the internship.
3. Provide a supervised internship experience through site visits and/or email, telephone contact and written communication with a faculty supervisor on a bi-weekly basis.
4. Provide the participating agency with appropriate instruments for evaluating the student.
5. Assist the student in developing topics for appropriate research projects, readings, and written papers relating to the agency and the internship experience.

This agreement is subject to the specified educational objectives, duties, learning outcomes, and evaluation methods on the accompanying page(s). The agreement may be terminated by either the University or the Agency with two weeks notice. The University or the Agency has the right to terminate a student's experience if either party determines the student is not performing satisfactorily.

**SIGNATURES:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Department Representative: \_\_\_\_\_ Date: \_\_\_\_\_

*(Under signature authority granted by the Provost)*

**Note: The student, faculty and agency supervisors must also be provided with the following information:**

1. Educational objectives of the internship
2. How the objectives will be accomplished (duties, papers, reports, journals)
3. Methods of evaluation and names of evaluators

**All students participating in an internship are required to purchase liability insurance arranged by the University. Cost is approximately \$15-\$20 per semester, and will be added to the student's account.**

**EMERGENCY INFORMATION**

Student's Emergency Contact: \_\_\_\_\_ Relation to Student: \_\_\_\_\_ Phone: \_\_\_\_\_