

# GW INTERIOR ARCHITECTURE

## INTERNSHIP REQUIREMENTS

### Description

The GW Interior Architecture (IA) Program requires each student to experience 120 hours of employment with a design firm prior to graduation to meet the internship requirement. Internships can help students develop marketable skills, establish contacts in their specific field of study and provide valuable experience in the practice of their chosen profession.

Internships should offer career related experience under the direct supervision of a licensed/certified architect or interior designer in a professional setting. While some administrative tasks are necessary, these should be minimal with most of the work focusing on skill-building and professional development. Students are responsible for locating and securing individual internships; students are highly encouraged to obtain the pre-approval of their graduate/undergraduate advisor.

### Eligibility

Graduate and undergraduate students in their second semester are encouraged to seek an internship since some of the skills needed – such as Revit and/or AutoCAD – are acquired during this time. However, if students find an internship in their first semester, they are welcome to accrue hours.

### Process

1. Complete and sign the student portion of the Internship Contract on page 3. Review questions 1 and 2 with your employer; have him/her sign it.
2. Submit a copy of the Internship Contract to your employer and keep the original.
3. Complete a minimum of 120 hours of internship requirements.
4. Print out time sheets to confirm your completion of the minimum hour requirement. If your employer did not require you to document your time in a centralized system, you must keep track of your own hours and activities. Have your employer sign or initial the timesheets.
5. Complete and sign Internship Analysis form.
6. Submit the Internship Analysis on page 6 to your employer. Request supervisor to complete it and returned to you in a sealed envelope.
7. Submit all internship documentation (Internship Contract, Internship Analysis, and a sealed Internship Evaluation) to your Professional Practice + Internship or Practicum + Internship instructor during the last week of class.

### Notes

1. Your 120 hours of employment may be done in more than one firm.
2. Ideally, your Immediate supervisor is a certified/licensed architect/interior designer; if this is not the case, discuss this opportunity with your advisor prior to starting the internship.
3. This experience must be completed during your education at GW and submitted for credit in the undergraduate Professional Practice + Internship course or the graduate Practicum + Internship course.
4. Hours completed prior to your enrollment in the GW IA Program may not be counted.
5. Keep track of all your paperwork for submission to your Professional Practice + Internship or Practicum + Internship instructor.

### Submit

1. Internship Contract (page 3) and Internship Analysis (page 4), both for student use
2. Internship Evaluation (page 6) for employer use
3. Time sheets – Must be printed from the employer's time keeping software. If this is not available, keep track of your own hours and activities, and have your immediate supervisor sign the log prior to submission.

### Grading

Refer to your instructor's syllabus regarding how this internship will be graded and assessed as a portion of the overall mark for the course.

### Internship Objectives as established by CIDA 2022 Standards:

#### STANDARD 5: COLLABORATION

a) Students have awareness that multiple disciplines and stakeholders are involved in creating an interior environment.

Students understand:

- b) the terminology and language necessary to communicate effectively with members of allied disciplines.
- c) technologically-based collaboration methods specific to the problem-solving process for built environment disciplines.
- d) the dynamics of team collaboration and the distribution and structure of team responsibilities. 4

e) Student work demonstrates the ability to create environments that are informed by multiple disciplines, stakeholders, and clients in developing design solutions.

#### STANDARD 6: BUSINESS PRACTICES AND PROFESSIONALISM

Students have an awareness of the:

- a) contexts for interior design practice.
- b) impact of regional and global markets on design practices.
- c) breadth and depth of interior design's impact and value.
- d) components and responsibilities of business practice.

Students understand:

- e) types of professional business formations.
- f) elements of project management.
- g) Instruments of Service.
- h) professional ethics and conduct.

The interior design program provides exposure to:

- i) career opportunities an interior design education can afford and the options for advanced study.
- j) role models who are qualified by education and experience in interior design.

The interior design program provides exposure to the role and value of:

- k) legal recognition for the profession.
- l) diversity, equity, and inclusion in workplace practices.
- m) professional organizations.
- n) life-long learning.
- o) public service.

#### STANDARD 9: COMMUNICATION

Students are able to effectively:

- c) express ideas and their rationale in written communication.

The interior design program provides opportunities for:

- f) exposure to evolving communication technologies.<sup>4</sup>
- g) students to develop active listening skills in the context of professional collaboration.

# GW INTERIOR ARCHITECTURE

INTERNSHIP CONTRACT FOR STUDENT USE (provide a copy for your advisor and employer at the beginning of internship; keep the original)

PERSONAL INFO			
Name		Current Address	
Email Address			
Phone Number			
INTERNSHIP INFO			
Company / Firm		Company Address	
Supervisor			
Supervisor Phone			
Supervisor email			
Beginning date:		End date:	
EXPECTED LEARNING OUTCOMES			
<p>1. What skills and/or experience do you expect to gain from your internship? Review these with your supervisor so that he/she is aware of what you would like to learn.</p>			
<p>2. What type of work will you be doing? Discuss this with your supervisor so that you are aware of what he/she is expecting from you.</p>			
<p>3. Other comments on how you think the internship experience will influence your career and/or coursework?</p>			
Student Signature		Date	
Employer Signature		Date	

**INTERNSHIP ANALYSIS:**

Describe and analyze how each of the following internship objectives were met during your internship experience.

- Contribution of Interior Design to contemporary society

- Understanding of the various types of design practices

- Familiarity with business practices – specifically: business development, financial management, strategic planning, collaboration and integration of disciplines

- Awareness of project management, communication and delivery methods

- Understanding of various market sectors and client types

- Awareness of the role and value of legal recognition for the profession

- Exposure to the role and value of professional organizations

- Understand the value and role of life-long learning

Student Signature

Date

# GW INTERIOR ARCHITECTURE

Dear Employer:

Thank you for hosting a George Washington University Corcoran School of the Arts and Design Interior Architecture student as an intern within your firm / company. We are eager for our students to gain initial experience that allows them to learn from and contribute to the profession.

Students will earn academic credit for this internship; they will also be required to enroll in a course that will augment their understanding of the business of interior design. The workplace supervisor is asked to provide a positive learning environment for the student and to expose them to as many aspects of the profession as possible. Please note that no more than 15% of the student's time should be occupied with clerical and administrative duties.

Prior to the start of the internship, we encourage the student to speak to you about what's expected from them during their time at the firm. Also, he/she should voice their thoughts about what they would like to learn from the internship. At the end, we request an assessment of the student and his/her work from you; they will provide this Internship Evaluation form. We would greatly appreciate it if you could return it to the student ten days prior to the end of the semester so that he/she can receive credit for this experience. Please confirm this date with the student.

Below is a list of learning objectives our program has identified for the internship experience. Your effort to expose them to these areas of the Interior Design profession would be greatly appreciated.

- *The impact of a global market on design practices*
- *The breadth and depth of interior design's impact and value*
- *Components of business practice*
- *Various types of business formations*
- *The elements of project management*
- *The instruments of service: contract documents, transmittals, schedules, budgets, and specifications*
- *Professional ethics and conduct*
- *Various career opportunities an interior design education can afford and the options for advanced study*
- *Exposure to role models who are qualified by education and experience in interior design*

If you have any questions, please contact our graduate or undergraduate advisor. We hope you will enjoy having a GW IA student work with you and we look forward to a continued relationship with your firm / company.

Sincerely,

Interior Architecture Program  
The Corcoran School for the Arts and Design  
The George Washington University  
500 17<sup>th</sup> Street NW; Flagg Building  
Washington, DC 20006

Catherine Anderson  
Graduate Faculty Advisor  
[catand@gwu.edu](mailto:catand@gwu.edu)

Melina Misri  
Undergraduate Faculty Advisor  
[mmisri@gwu.edu](mailto:mmisri@gwu.edu)

# GW INTERIOR ARCHITECTURE

INTERNSHIP EVALUATION FOR EMPLOYER USE (seal and return to student upon completion of internship hours)

COMPANY DATA								
Company / Firm		Supervisor						
Supervisor email		Supervisor Phone						
Student Name		# of Hours per Week						
Start Date		End Date						
INTERNSHIP ASSESSMENT								
1. Would you hire this intern for a full-time position (if this opportunity arose)? Why or why not?								
2. Overall impression of the intern's experience and contribution to the firm:								
		1	2	3	4	5	N/A	
Attitude	Professionalism							
	Acceptance of criticism							
	Interest in job							
	Willingness to learn							
	Punctuality							
Work Habits	Reliability and thoroughness							
	Initiative							
	Communication / Social skills							
	Ability to work on a team							
	Ability to work independently							
Other	Creativity							
	Technical skills							
	Problem-solving skills							
Supervisor Signature		Date					Final Grade	