

INTERIOR ARCHITECTURE FIELD EXPERIENCE AND INTERNSHIP MANUAL – 2017

For: IA 394: Field Experience and IA 396: Advanced Field Experience

COURSE DESCRIPTION	(IA 394) 3 credits. Supervised program of applied design practice at approved cooperating design practice site. (IA 396) 1-12 credits. Supervised program of applied design practice at approved cooperating design practice site. 3 cr max count toward design electives.
INSTRUCTOR	Katja V. Marquart, MFA
CONTACT INFO	Office: Rm 320 CPS; Phone: (715) 346-4090; email: kmarquar@uwsp.edu

MATERIALS This course is a fully online course and requires reliable access to the D2L course site for the duration of the field experience. The Internship Manual is the only required course material. Individual internship sites may require other materials to perform work duties.

COURSE LEARNING OUTCOMES (IA 394 and IA 396):

An essential part of the Interior Architecture curriculum is the required professional experience in the field that is organized in cooperation with design firms. This design field experience allows you to be involved with or observe all (or as many as possible) phases of the design process. At the end of this course students will achieve the following learning outcomes:

University Experiential Learning Outcomes:

1. Complete an approved experiential learning project.
2. Reflect on the experiential learning project in order to gain further understanding of their university education, and an enhanced sense of one's personal responsibility as a member of a larger community.

IA 394 and IA 396 Course Learning Outcomes:

1. Students will apply professional skills in a workplace setting in order to practice their design skills.
2. Students will conduct on-site observations and will participate in workplace activities, as a way to experience the interior design profession and to realize how the profession fits within the greater whole of the design industry.
3. Students will be able to describe and document the design process and different facets of practicing interior design, and develop their own professional goals.

Phases of the design process include the following activities:

- Client contact
- Specification writing
- Programming
- Furniture and equipment selection
- Space planning
- Visual presentation, Verbal presentation
- Drafting
- Plan and timeline for implementation
- Detailing
- Construction and Installation
- Finish selection
- Post-occupancy evaluation

EVALUATION CRITERIA

Your grade in this course is based upon your performance and professionalism as an intern in the field as well as your successful completion of all course requirements. Your final course grade will be determined using the following structure:

Course Requirement	%
Journal Exercises	25%
Weekly Discussions	10%
Field Experience Evaluation	40%
Final Reflection Activities	25%

Late work is not accepted, and incompletes are not given either for projects or as a course grade. **Turn in whatever work is complete on the due date to receive partial credit and valuable feedback.** Exceptions *may* be made for extenuating

circumstances, and at the instructor's discretion. Please make arrangements to meet with me (in-person or online) and discuss any circumstances you think may fall into this category as early as possible during the course term.

ADDITIONAL NOTES and EXPECTATIONS

Academic Integrity: In short, all work must be your own; not copied. This means that the entire assignment must be executed solely by you and the work you present is your own. Action against plagiarism will be taken according to UW procedures. For more information, see the University website on academic integrity and student rights:
<http://www.uwsp.edu/stuaffairs/Pages/assessmentServices.aspx>.

Attendance: You are required to work a minimum of 120 hours at an approved field experience site (unless previous arrangements have been approved by the course instructor). All homework assignments related to this course shall be completed outside of scheduled field experience work time (ie: on your own time). You are expected to maintain professionalism during your internship experience and are expected to communicate with your field experience supervisor on a regular basis. Any arrangements for time-off of work must be made between the site supervisor and the student. You are asked to inform the course instructor of any known absences during the field experience which may impact your ability to access the D2L course site.

Participation & Professionalism: Individual participation and professionalism will consist as part of your grade in this course. You are expected to participate in all course activities, and strive to develop productive, professional, and respectful rapport with your field experience supervisor and other colleagues on-site. You will be evaluated separately by your field experience supervisor at the end of the internship course. (See *Field Experience Evaluation* in the manual for more details)

Online Learning Environment: This course utilizes the Desire2Learn courseware found at <https://uwsp.courses.wisconsin.edu/> for all course activities as described in the Internship Manual. Regular and reliable access to D2L is required for this course.

The Field Experience Manual: During your experience, you should take notes for all of the journal assignments given in the manual. You may use the electronic version of this manual to record them, however all journal submissions must be converted to PDF format prior to submission. Submit all assignments to the appropriate D2L dropbox on the IA 394 Course website on D2L <https://uwsp.courses.wisconsin.edu/> which will be activated for you upon the start of the 394 and/or 396 course.

Finally...A note on Deadlines

All assignments are due upon the last course date, unless otherwise noted. This provides you with flexibility to complete work in the order which makes the most sense, given the individual field experience site. However, you are welcome to complete and submit assignments on a weekly basis for ongoing grading through the course.

D2L Discussion Forum: You are required to submit weekly updates to the D2L discussion forum for the duration of this course, and are required to respond to at least one other submission each week. These updates should include information related to your field experience, such as: what you are working on that week, any special activities you did, what you learned that week, what you are looking forward to doing, anything else you would like to share.

**FIELD EXPERIENCE EXPECTATIONS
INTERIOR ARCHITECTURE PROGRAM
UNIVERSITY OF WISCONSIN-STEVENSON POINT**

LEARNING OBJECTIVES:

University Experiential Learning Outcomes:

3. Complete an approved experiential learning project.
4. Reflect on the experiential learning project in order to gain further understanding of their university education, and an enhanced sense of one's personal responsibility as a member of a larger community.

IA 394 and IA 396 Course Learning Outcomes:

1. Students will apply professional skills in a workplace setting in order to practice their developing design skills.
2. Students will conduct on-site observations and will participate in workplace activities, as a way to realize how the profession of interior design fits within the greater whole of the design industry.
3. Students will be able to demonstrate a better understanding of the design process and different facets of practicing interior design, while achieving a greater sense of direction for their own professional goals within the field, through written journal assignments, online discussions, and a final course reflection activity.

EXPECTATIONS OF FIELD SITE SUPERVISOR:

1. Will facilitate and supervise the student's experiences.
2. Will work out a mutually beneficial time/work schedule.
3. Will evaluate the student's performance using the one-page University Evaluation form.

Signature - Field Site Supervisor *Date*

Yes No
NCIDQ Certified?

Print Name of Supervisor: _____

Field Site Firm Name: _____

Address: _____
Street

City State Zip

Phone

Email

Start Date: _____

End Date: _____

EXPECTATIONS OF STUDENT:

1. Will work a mutually beneficial time/work schedule, and will work a minimum of 120 hours per credit earned.
3. Will be responsible for meeting the work schedule times and supervisor's expectations.
4. Keep a daily log and notes on activities and post weekly updates to D2L.
5. Keep a detailed list of projects and professional interior design experiences.
6. Complete field experience journal assignments and final reflection(s) from UWSP Field Experience Manual.

Signature - Student

Print Name

FAX (715-346-4040), Email (katja.marquart@uwsp.edu), Mail, or post to D2L before or at the beginning of internship or field work experience.

**FIELD EXPERIENCE EVALUATION
INTERIOR ARCHITECTURE PROGRAM
UNIVERSITY OF WISCONSIN-STEVENSON POINT**

To be completed by Internship Supervisor. Return this form to the Internship Director near the end of the internship experience or by July 21, 2017, at the latest. FAX (715-346-4040), Email (katja.marquart@uwsp.edu) or Mail to:

Internship Director, University of Wisconsin-Stevens Point, 330 CPS, Interior Architecture, Stevens Point, WI 54481 Telephone: 715-346-4600.

Student Name: _____
please print

Internship Site: _____

Internship Supervisor: _____
please print

Competencies	Low	Average	Above Average	Exceptional	Does not apply
General Design Knowledge					
Drawing/Drafting Ability					
Imagination – Creativity					
Mathematical and Logical Thought					
Oral Expression					
Interest and Enthusiasm					
Ability to Learn					
Capacity for Independent Work					
Interpersonal Relationship Skills and Professionalism					
Potential as a Professional Designer					

Other comments:

Signature of Supervisor

Date

(If applicable) NCIDQ Certificate Holder #: _____

IA 394/396

JOURNAL ASSIGNMENT 1

GENERAL SITE INFORMATION

Name of employer:

Address:

Phone:

Website:

Name of supervisor and email of supervisor:

Type of firm/workplace site (design firm, manufacturer representative, construction, corporate facility design department, etc.):

Type of design work:

Dates of employment:

SETTING OBJECTIVES FOR LEARNING

List your learning objectives (at least 3) for this internship/fieldwork experience. State specific methods of accomplishing each goal. (Discuss these with your site supervisor--revise them if needed.)

Goal #

Method (observation/participation)

1.

2.

3.

IA 394/396 JOURNAL ASSIGNMENT 2

Orientation and/or Training

1. Describe your initial contact with your design site.
(How did you find out about the position and how did you set up the interview?)
2. What were the reactions to or comments given about your portfolio layout and work? What criteria are used in seeking new design personnel? What skills are they looking for? How did your resumé or portfolio help?
3. Outline the orientation/job introduction that you received at your site.
Include Points b, c, and d below for the orientation, even if they are not automatically given.
Research and ask questions.
 - a) Activities of the orientation and staff involved.
 - b) History of the design firm or company.
 - c) Philosophy or mission of the company.
 - d) Type of Interior Design office and type of clients (i.e., facility design office in a firm, independent interior design firm, architectural design firm.
4. What were your first impressions of:
 - a) The interview.
 - b) The business site.
 - c) The orientation program and introduction to the design office.
5. What evaluation or job performance methods are used for employees or designers? How often is an evaluation done and does it affect wages and benefits?
6. Draw an organizational chart for your firm. (an example can be found in D2L Content)
7. Explain the employee benefit program at your site. (e.g., insurance, profit sharing, overtime, discounts, vacation, sick leave, etc.)
8. What are the professional development opportunities provided by the firm?
(Program or course tuition reimbursement, on-site training programs, professional membership dues)

IA 394/396 JOURNAL ASSIGNMENT 3

Design Communication Methods with clients at your field site

Answer all of the questions. If it is not part of your job activities, be sure to interview a designer at your workplace for the information.

1. At your workplace, if you were to train designers to "sell" or "educate" the public about good design, what specific advice would you give your designers to use? (e.g., language, voice, mannerisms, silence, questions, knowledge, etc.) List 3 - 4 guidelines for what makes a good design (number the list).
2. At your workplace, how does a designer determine a client's needs?
3. Describe the design process at your workplace. Trace and list the steps that a design problem goes through from the time of initial client contact through completion. Reminder: This process should relate to the projects at your field site.
4. What types of business promotion, marketing publicity and public relations activities occur at your site? (e.g., promotion brochure, advertising, special events, public service, internship, community service, etc.) List and describe each activity. Explain the purposes and benefits of each.
5. What types of visual presentation methods are used? (e.g., PowerPoint presentations, AutoCAD prints, presentation boards, material boards, data/furniture spreadsheets, sketches, renderings, drawings, etc.) List and describe each technique and explain the value of each. Note if there are different types of presentation methods at different steps in the design process noted in question #3 above.

IA 394/396

JOURNAL ASSIGNMENT 4

Business Communications and Transactions

1. Within your workplace, explain the procedures for formal and informal business communications and transactions. (e.g., contracts, compensation/fees, time log, communications, purchase orders, change orders, telephone communication, etc.)
2. Include any examples of forms that are available. List each example and how it is used.
3. Client/user satisfaction and post-occupancy study: Is there, if any, follow-up on the use of the design and how it works for the client and users? When it does not work well, how are complaints handled at your field site? What are the firm's policies on dealing with complaints? What type of feedback and follow-up is there? Describe an example and include product, delivery, installation, construction, finishing, etc.
4. How is the firm compensated for design services? (hourly, flat fee, percentage, etc.)

IA 394/396 JOURNAL ASSIGNMENT 5

Resources

1. List several of the resources (people, furniture, material, finishes – at least 5) that are used at your field site. For each resource, explain the value of that resource to firm.
2. List 5 specific product lines and/or manufacturers that are most important to your design site. Explain why each holds a position of importance.
3. For your field site, list the criteria used in the selection of resources.

IA 394/396 JOURNAL ASSIGNMENT 6

Profession, Professionalism, Ethics

1. List as many design career options as possible (residential designer, space planner, office planner, sales representative, etc.) Which of these appeals most to you? Why?
2. At your field site, are ethics discussed as an issue? Describe characteristics of professionalism and ethics that you feel are important to your chosen profession.
3. List the agencies and organizations with which your firm and/or supervisor are affiliated. Explain the purpose and benefits of each to your firm. (e.g., ASID, IIDA, AIA, IES, AIKD, Chamber of Commerce, Rotary Club, Lions, etc.)

IA 394/396 JOURNAL ASSIGNMENT 7

Skill Development Evaluation and Course of Study at UWSP

1. From this field experience, list the major skills and competencies needed by an interior design professional. Take your list and organize it according to priority.
2. Evaluate your own skills and competencies using the above list. Summarize your strengths and weaknesses. Be specific.
3. Analyze and evaluate your total course of study at this university as it relates to the same list. What courses best prepared you for this field experience. Make recommendations for IA program additions or changes.

IA 394/396 JOURNAL ASSIGNMENT 8

List at least 3 tips on *domestic* internships that you would share with other students.

- 1.
- 2.
- 3.

List at least 3 tips on *international* internships that you would share with other students. (If applicable)

- 1.
- 2.
- 3.

INTERIOR DESIGN INTERNSHIP – One-Page Summary

Date:

Intern Name:

Name of Firm and City:

Supervisor and Title:

Brief description of firm (size, clients, specialties, etc.):

Description of experience:

Recommendation for others:

Final IA Field Experience Summary and Reflection Activity (IA 394 and IA 396, all students – domestic and international)

Complete this information for a summary and reflection of your IA 394 (or IA 396) field experience. Design a Power Point, Prezi, or Poster to communicate the information. Submission format in PDF only.

Topics to include

- Title Info: Company logo, place of internship, and your name, course, and dates of employment.
- General site information: Company name, address, phone, website, and supervisor name.
- History/Background of the company (including when was it established)
- Design Services that it offers
- Internship expectations and duties on the job – summary. Explain if your objectives matched what you learned.
- Internship Experience – describe a typical day, types of projects that you worked on.
- Advice to others. List at least three points of wisdom or advice that you would like to share with other students (how to get an internship, how to act on the job, what to expect, etc.)
- Reflect upon what you learned through this experience. What have you gained? How have you grown as a student, designer, and citizen of the world? What would you do differently? How will this internship experience affect your future time as an IA student? In your opinion, what is your responsibility as an Interior Designer within the larger community of the design industry?

Please include pictures! Photos of you at work and of the firm and its work always make this presentation more interesting. **Convert the final document file to a PDF and post to D2L.**

Final Interior Architecture Course Reflection for International Field Experience

(Note: This reflection is only required if you are participating in the London Internship Program or another similar international internship)

Write a brief paper comparing/contrasting your domestic internship with your internship abroad experience. Discuss what you learned at each internship, the type of work you did at each location, and what you will take from the collective experience of both internships.

Compare/contrast the experiences of working domestically and working as an international student/employee. Share observations on general cultural differences as well as differences in the workplace culture. Did anything surprise you? What did you learn and how will it benefit your ongoing work as an IA student and a future designer?

Finally, share what you will take away from both experiences and how they have impacted your future as a design professional and your perspective on the global nature of the design industry. In your opinion, what is your responsibility as an Interior Designer within the larger community of the design industry?

Please try to limit this paper to 5 pages. Thanks!