



ID 4301
Interior Design Internship
Manual

Updated 2024

ID 4301 MANUAL - INTERIOR DESIGN INTERNSHIP

Typically, ID 4301 Internship, is offered during Summer semester. However, Internship class may be offered during the Spring and Fall semesters. Depending on which semester you plan to enroll in ID 4301: 1) Fill in an [ID course override form](#) to get the program director's approval; and 2) submit the internship application packet. See the required documents below. The following documents must be completed and submitted to the Online portal by the following deadlines:

FALL enrollment: Submit by 5pm, the second Monday in August

SPRING enrollment: Submit by 5pm, the second Monday in January

SUMMER enrollment: Submit by 5pm, the third Monday in April

1. Internship Rationale (p. 11)
2. Internship Description Form (pp. 12-13)
3. Current Degree Audit
4. Current Resumé

HIGH IMPORTANCE

1. **Supervisor Credentials** – All Interior Design internships must be completed under the supervision of an individual who meets the following requirements:
 - a. Interior Designer – Registered Interior Designer in the state of the internship site (or NCIDQ certified if the state does not offer registration)
 - b. Architect – Registered Architect in the state of the internship site.
2. **150 Hour Requirement** - The internship experience requirement is 150 on-the-job hours completed during the first and last day of class during the 15-week Fall semester in which you are enrolled. Hours must be documented as required in the course syllabus and verified by your internship supervisor. Failure to complete and appropriately document 150 hours will result in a failing grade. Refer to the course deliverables for additional information.
3. **Job Responsibilities & Activities** – It is expected that your internship provide exposure to and participation in a wide range of Interior Design practice activities and responsibilities. The range of responsibility and activity must be discussed during the negotiation phase and detailed on the Internship Description Form. Internships that have singular or narrow ranges of responsibility will be denied.
4. **Proposal Approval** – All Interior Design internships require ID faculty approval in advance of the semester in which you plan to enroll in the ID 4301 course. If your proposal does not meet the published deadlines and requirements, you will be unable to enroll in the course.
5. **Internship Changes** - Students may NOT change internships once the proposal documents are submitted and signed. Select your internship site carefully, and ensure the opportunity is feasible and meets all requirements prior to signing the paperwork.
6. **Extenuating Circumstances** - There are NO incompletes provided for internship courses. All required work must be completed within the allotted session time frame.
7. **Course Registration** – Internships completed without course registration will not count for academic credit. You must register for the course and complete the internship requirements while enrolled in ID 4301.

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FAMILY AND CONSUMER SCIENCES INTERNSHIP PROGRAM

The Internship Manual is designed to assist participants in fulfilling internship requirements of the School of Family and Consumer Sciences, Texas State University. The manual is organized according to the major components of the internship.

The primary objective of the manual is to clarify the School's expectations and student competencies that should be achieved in the internship process. In addition, the manual provides criteria for writing the proposal, final report, and internship evaluation.

Participants are expected to comply with the time schedule and deadlines established by the School in the preparation and submission of proposals, reports, and evaluations. Criteria used by the School in the evaluation of internship requirements and student competencies are included and will be utilized by the persons responsible for reviewing and evaluating the student's proficiency in completing the internship experience.

Current pre-requisites for interior design majors to enroll in ID 4301 are:

- ID 3323, ID 3324 and ID 3326 completed with a "C" or better and Instructor approval

As participants engage in the internship, you are required to follow the recommended guidelines and procedures outlined in *the Interior Design Internship Manual*. Any exceptions must have prior approval from the Interior Design Internship Instructor(s) before the site for the internship is secured.

Your resume, cover letter, and sample of design work and/or leave behind for presenting to the employer should be completed and ready to send to sites within timelines presented for each semester. Students are expected to begin searching for their internship as soon as possible to ensure they have ample time to locate, interview, and submit the completed proposal documents by the deadlines. Deadlines can be found on pages 2, and 8-10.

INTERNSHIP DESCRIPTION

INTERNSHIP OBJECTIVE

The objective of the interior design internship experience is to provide students with the opportunity to apply and use the skill, knowledge and information learned in their academic coursework within the professional workplace.

INTERNSHIP DESCRIPTION

The internship in the School of Family and Consumer Sciences is designed to allow participants to be employed in an educationally oriented practical experience. This experience should be identifiable as being significantly related to a program area within the interior design field.

The School of Family and Consumer Sciences has instituted the internship requirements in an attempt to provide a mechanism to ensure interaction between the student and the working environment. Through the internship process, each participant will have an opportunity to translate theory into operational applications simultaneously with gaining on-the-job experience.

Upon completion of the internship, the participant should be able to evaluate the experience objectively and offer recommendations potentially resulting in positive change for the student and/or School. The evaluation of the internship experience by the supervisor, student, and faculty could result in recommendations for the continuation of and/or the improvement of certain school policies. Recommendations for the school might result in more effective governance procedures, curriculum improvement, and/or the implementation of more effective instructional techniques. Ultimately, at the conclusion of the internship experience, the student should identify personal and professional strengths and weaknesses.

ETHICS

Students participating in an internship must adhere to the [ethics and code of professional conduct](#) as outlined in the statements prepared by the American Society of Interior Designers and the International Interior Design Association. Firm, client, and project confidentiality should be maintained at all times unless prior permission by the site supervisor has been granted to disclose this information outside of the workplace.

EMPLOYEE EXPECTATIONS/DRESS CODE:

Internship sites/firms may provide a separate employee handbook with guidelines for professional conduct and appropriate dress. Student interns are expected to follow any and all written and oral policies for conduct set-forth by the employer. When in doubt, err on the side of being overly professional rather than casual.

INTERNSHIP SELECTION & EXPERIENCE

The student should explore prospective internship sites to identify and compare experiences that might be gained in the employment situation. If in doubt, potential internship sites may be discussed with the program representative prior to seeking an interview. An internship agreement cannot be made with the prospective internship supervisor until the program representative has agreed to the type of employment situation projected by the student. This step should be completed the semester prior to the beginning of the internship. **Embarrassment to both the student and Texas State University may result if the student makes agreements regarding the internship prior to discussion at the university level.**

The internship experience for the Interior Design Program is designed to provide practical experience in a working environment. The internship site is selected by the student and is based on his/her/they professional objectives in collaboration with the program coordinator and internship instructor(s). It is anticipated that the job situation should provide breadth of exposure for the student and be closely related to the academic area of specialization.

1. The selection of the internship is the responsibility of the student participant and should be related to the interior design discipline and profession.
2. The internship site supervisor must be in a firm and be a registered interior designer (RID) or architect (RA) in the state in which they work. If the state in which they work does not require registration or certification; they **MUST** be an NCIDQ certificate holder. The internship will **NOT** be approved unless determined by the program coordinator and internship instructor(s) as an otherwise substantial opportunity and acceptable position fitting both educational standards and the student's career goals.
3. If in doubt, student participants should confer with the program representative to identify an appropriate job experience.
4. The faculty teaching the internship course in question has direct responsibility for approval of the internship.
5. Supervision and evaluation of the internship experience is the responsibility of the firm's internship supervisor and the program representative/course instructor for ID 4301.
6. Students should review the online resources for potential ID internship sites while also being resourceful and self-directed in securing an internship site. A list of internship sites from previous academic years is provided on the program web-page at the [link found here.](#)

POTENTIAL INTERNSHIP OPPORTUNITIES

- Interior Design or Architecture Firm
- Facility Planning & Design within a corporation
- Kitchen & Bath designer
- Product Design Lighting
- Furniture Design
- Historic Preservation
- Department Store with Interior Design Services
- Specialty Store with Interior Design Services
- Home Builder/Contractor with Interior Design Services Interior Design Services for Model Home Builders
- Additional opportunities may be considered on a case-by-case basis and students should discuss those options with the faculty in charge of their summer school course asap.

FALL INTERNSHIP TIMELINE

SPRING Refine resume & self-branding documents

At the end of the Spring semester you should update your portfolio and self-branding documents in preparation for the internship application and interview process.

SPRING Complete documents & prepare for search

By the end of Spring semester all your documents should be complete, and you should have a clear idea of which firms you plan on targeting. Make a list of ideal firms but also have a broader list of options.

SPRING Begin applying for internships & enroll in ID 4301

Most design firms open internship announcements in late winter to early spring and make intern hiring decisions by late March to early April. Plan on applying early but be aware that you might not hear back right away. If you have not heard back after an interview, it is typically acceptable and appropriate to email after one week to check-in.

SUMMER Evaluate offers or continue search

Continue your search during Summer. If you have not received any interview offers you may need to broaden your search. Although your internship should align with your career goals, you might be thinking too narrowly.

AUG Finalize paperwork & submit internship proposal

Your internship documents need to be submitted by 5:00pm the Second Monday in August via [the online portal](#). Once you have received an offer, it can still take time to get the required signatures. Plan for the paperwork process to take between one and two weeks!

AUG Receive approval

Your internship instructor will evaluate proposals and inform you of any deficiencies or questions. Once everything is in order, you will receive approval to enroll in the course.

AUG Begin internship

SPRING INTERNSHIP TIMELINE

Fall Refine resume & self-branding documents

At the end of the Fall semester you should update your portfolio and self-branding documents in preparation for the internship application and interview process.

Fall Complete documents & prepare for search

By the end of Fall semester all your documents should be complete, and you should have a clear idea of which firms you plan on targeting. Make a list of ideal firms but also have a broader list of options.

October Begin applying for internships

Most design firms open internship announcements in late winter to early spring and make intern hiring decisions by late March to early April. Plan on applying early but be aware that you might not hear back right away. If you have not heard back after an interview, it is typically acceptable and appropriate to email after one week to check-in.

November Evaluate offers or continue search & Enroll in ID 4301

Continue your search during Fall semester. If you have not received any interview offers you may need to broaden your search. Although your internship should align with your career goals, you might be thinking too narrowly.

January Finalize paperwork & Submit internship application

Your internship documents need to be submitted by 5:00pm the second Monday in November via [the online portal](#). Once you have received an offer, it can still take time to get the required signatures. Plan for the paperwork process to take between one and two weeks!

January Receive approval

Your internship instructor will evaluate proposals and inform you of any deficiencies or questions. Once everything is in order, you will receive approval to enroll in the course.

January Begin internship

SUMMER INTERNSHIP TIMELINE

DEC Refine resume & self-branding documents

At the end of the fall semester you should update your portfolio and self-branding documents in preparation for the internship application and interview process.

JAN Complete documents & prepare for search

By the end of January all your documents should be complete, and you should have a clear idea of which firms you plan on targeting. Make a list of ideal firms but also have a broader list of options.

FEB Begin applying for internships

Most design firms open internship announcements in late winter to early spring and make intern hiring decisions by late March to early April. Plan on applying early but be aware that you might not hear back right away. If you have not heard back after an interview, it is typically acceptable and appropriate to email after one week to check-in.

MAR Evaluate offers or continue search

Continue your search during March. If you have not received any interview offers you may need to broaden your search. Although your internship should align with your career goals, you might be thinking too narrowly.

APR Finalize paperwork & enroll in ID 4301

Once you have received an offer, it can still take time to get the required signatures. Plan for the paperwork process to take between one and two weeks!

MAY Submit internship application & Receive approval

Your internship documents need to be submitted by 5:00pm the third Monday in April via the online portal. Your internship instructor will evaluate proposals and inform you of any deficiencies or questions. Once everything is in order, you will receive approval to enroll in the course.

JUN Begin internship

INTERNSHIP PROPOSAL DELIVERABLES

The following deliverables are required as part of the online application. Incomplete submissions will not be reviewed. The online portal will only accept PDF documents. The rationale text will be submitted via text boxes in the form. The remaining deliverables must be saved as PDFs prior to submission through the online portal.

INTERNSHIP RATIONALE

In the online form, you will need to answer three questions that explain your rationale for seeking approval for your specific internship. The answers to each question should be between 100-300 words. To keep your answer concise and specific, avoid generalities and speak directly about specific examples, experiences, and responsibilities. The three questions are as follows:

- A. Describe how your academic program has prepared you for this specific internship opportunity.
- B. Describe how this internship opportunity will extend what you have learned in the classroom.
- C. Describe how this specific internship opportunity is related to and will advance your career goals.

INTERNSHIP DESCRIPTION FORM

Interns are required to complete an Internship Description Form (pp. 12-13) which is submitted as a part of the proposal. The employer's signature of approval **must** be on the completed Internship Description Form prior to submission to the instructor/program representative. Once you have all signatures, scan the form and submit as a PDF.

RESUMÉ

Interns are required to complete a resumé to be submitted as part of the proposal. A PDF of your resume must be submitted as part of the online application process.

DEGREE AUDIT

Interns are required to submit a current degree audit. Your final grade will be verified at the end of the semester. **If you earned below a "C" in any ID courses; you will not be allowed to enroll in the course and complete the internship.** For instructions on how to access your degree audit, please visit the [degree audit website](#). You will see a PDF export button in Degree Works (the online degree audit software). Occasionally students have browser issues that prevent the export button from working correctly. You may need to Save or Print to PDF using your browser rather than using the export button. If you need help with the Save to PDF process visit [this website here](#).

ONLINE FORM SUBMISSION

All documents must be submitted via [the online portal](#) prior to the published deadline.

INTERIOR DESIGN INTERNSHIP DESCRIPTION FORM

- | | | |
|----|---|-------------------|
| 1. | Student Information:

Name _____ TXST ID # _____

Present Address _____

City _____ State _____ Zip Code _____

Telephone (cell) _____

E-mail (TXST): _____ | Date _____ |
| 2. | Internship Supervisor:

Name: _____

Interior Designer: <input type="checkbox"/> Architect: <input type="checkbox"/> Registration # _____
Business Telephone (Area Code) _____
E-mail: _____ | |
| 3. | Site of Internship:

Firm _____

Address _____

City _____ State _____ Zip Code _____ | |
| 4. | Job Responsibilities and Expected Activities during Internship
<i>(must be completed with your site supervisor and agreed-upon)</i>

a. _____
b. _____
c. _____
d. _____
e. _____
f. _____
g. _____
h. _____ | |

INTERIOR DESIGN INTERNSHIP DESCRIPTION FORM (Continued)

5. **Employment Period:**

Beginning Date _____
(Timeline of internship needs to be inside the academic semester and cannot fall outside of the semester the student is registered).

Termination Date (Approximate) _____

Title/Job Description of Intern: _____

6. **Signatures:**

Internship Supervisor:

Approval _____ Date _____

Print Name _____

Program Representative/Instructor

Approval _____ Date _____

EMPLOYER'S INTERN EVALUATION

TEXAS STATE UNIVERSITY

Dear Internship Supervisor,

Thank you and your firm for hosting a Texas State Interior Design intern. Your support provides a valuable experience for our interior design students. An important part of the internship experience is the supervisor's evaluation of the intern's performance. Thus, as part of your role as immediate supervisor, we ask that you evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. Remarks are particularly helpful.

The evaluation criteria are provided below for your review. However, the actual evaluation must be submitted by you through an online form that can be [found here](#). The internship evaluation must be complete no later than the intern's last day as declared on the description form signed at the beginning of the semester. Once you have submitted your online evaluation, the evaluation may be discussed with the student if desired or may be kept completely confidential.

If you have questions or concerns regarding the student's performance or the form, please contact the internship course instructor by calling the number referenced below and asking for the supervising faculty member's contact information.

Interior Design Program
School of Family and Consumer Sciences
Texas State University
San Marcos, TX 78666
512-245-4653 (Tel)
512-245-3829 (Fax)

Based on the scale below, indicate how the student performed on each of the following criteria.

- 1 – Unsatisfactory**
- 2 – Below Expectations**
- 3 – Satisfactory/Average**
- 4 – Exceeds Expectations/Above Average**
- 5 – Clearly Outstanding**

	1	2	3	4	5	n/a
1. Has a pleasant, positive demeanor; shows enthusiasm						
2. Is motivated to learn the work and learns quickly						
3. Is dependable and diligent in meeting obligations						
4. Completes assigned tasks correctly and in a timely manner						
5. Shows initiative, proceeds well on his/her own						
6. Demonstrates ability to organize work and self						
7. Demonstrates effective problem-solving skills						
8. Uses good judgment in decision-making						
9. Willing to accept and use suggestions						
10. Willing to ask for help when needed						
11. Demonstrates skill in written communication						
12. Demonstrates skill in verbal communication						
13. Demonstrates appropriate knowledge level of field						
14. Works effectively as a team member						
15. Shows leadership capabilities						
16. Meets conflict with emotional control and self-confidence						

17. Regular in attendance and punctual						
18. Demonstrates a mature and ethical attitude toward clients and the profession						
19. Demonstrates effective use of technology						
20. Demonstrates effective use of graphic communication skills						
21. Please rate student's quality of work.						
22. Please rate student's relationships with peers.						
23. Please rate student's response to supervisors and administrators.						
24. Please rate student's overall level of competence.						
25. Please rate student's academic preparation.						
26. Please rate student's potential as a professional.						

The student's outstanding qualities are:

The qualities that the student should strive most to improve are:

Would you hire this individual at the completion of his/her program or upon graduate if you had a position available?

_____Yes _____No

Has this report been discussed with the student? _____Yes _____No

Total # of hours completed: _____

ADDITIONAL COMMENTS:

INTERNSHIP PROCEDURES CHECKLIST

- I. Planning, Interviewing, and Selecting the Internship
 - A. The student participant MUST attend the scheduled meeting or class with the program representative for orientation to the internship during the semester (fall or spring) or individual meeting with the instructor prior to registering. At this time, the student should know the geographical location desired and have a list and description of business firms that may be potential internship sites. The student must get special permission to register for the internship from the program representative if not present at the scheduled meeting.
 - B. After discussion of the proposed internship sites, the student should complete a resumé and have the Professional Practices instructor approve the format and content of the resumé.
 - C. After the resumé is approved, the student will schedule internship interviews by correspondence and/or telephone.
 - D. If in doubt about the firm or experiences offered during the interview, the student may report interview results to the program representative who advises the student of the feasibility of pursuing an internship with the firm, based on the opportunities the employment will offer the student in gaining the competencies established for the program.
 - E. The student schedules an appointment with the potential employer so that the Internship Description Form may be completed jointly during the appointment. The Internship Description Form should be completed and signed by the employer prior to the student writing the narrative section of the proposal.
- II. The internship proposal must be submitted in the summer semester prior to the beginning of the internship. The proposal is evaluated by the program representative and/or program coordinator.
- III. If the internship is approved, the Internship Description Form is then signed by the program and/or internship instructor(s). Students whose internships are not approved will be notified directly by the instructor of record.
- IV. The student must register for ID 4301 Interior Design Internship.
- V. The student is responsible for notifying the program and internship instructor(s) of changes in address and telephone numbers, any emergency situations, problems with the internship site or conditions, or revisions to the employment contract.
- VI. All internship materials are retained by the program area coordinator who maintains the materials as a part of student records.

VOCABULARY

Competency Area	The program's area of specialization in which the student is majoring within the School of Family and Consumer Sciences.
Employer	The agency, business, firm, or organization with which the employment contract is instituted.
Employment	The job contract as defined on the Internship Description Form.
Internship Supervisor	That person(s) directly responsible for on-the-job supervision of the intern.
Evaluation	The degree of effectiveness of the total internship determined by the intern, program area coordinator and/or internship instructor and employer.
Intern	The student majoring in Family and Consumer Sciences at Texas State University participating in on-the-job work experience.
Internship	On-the-job work experience of the intern that is related to the student's program area.
Program Coordinator	The Family and Consumer Sciences Program Area Coordinator
Program Representative	The Family and Consumer Sciences professor within a program who serves as a consultant for approval of the internship, and/or is directly responsible for working with the intern in planning, coordinating, supervising, and evaluating the internship, and/or is the instructor for the course.
Participant	The student intern participating in the internship.
Proposal	The internship proposal, consisting of the internship rationale, description and proposed experiences form, resume, and degree audit, submitted to the program representative THE SEMESTER PRIOR TO THE BEGINNING THE INTERNSHIP.