

EID 415 COURSE DESCRIPTION & OBJECTIVES

Class meets Tu/Th 11:00 – 12:50
Office hours: MWF 12:30-1:30
Office: Eiben 211
Phone: 381-0045
Email: elizabeth.lockard@chaminade.edu

COURSE DESCRIPTION:

EID 415 Professional Practice Internship – Professional Practice is a course designed to assist and prepare students for internships that reflect their area of interest and/or specialization in the field of Interior Design [or related design field]. Students will research career opportunities in their area(s) of interest and available internship opportunities, locally or abroad. Student's portfolios, resumes, and business stationary are assessed on an individual basis to determine readiness to apply for positions. Students are required to complete 85 hours of documented internship experience in cooperation with the firm of their choice. Compensation for internship hours is at the discretion of the supervising professional/firm.

GOALS AND OBJECTIVES:

Preparing for professional practice includes achieving academic goals and methodically and analytically determining the appropriate internship experience(s) that support individual goals and design strengths. Internships may be instructor-supervised, with visitations to the employment location or job site as needed.

COURSE OUTCOMES:

Student(s) will demonstrate:

- An understanding of the professional work environment
- An understanding of ethical conduct within the workplace
- An understanding of the variety of business practices in the design profession
- Competence in preparing a cover letter & resume
- Competence in preparing a marketable portfolio
- Competence in writing skills and a variety of visual communication skills
- Competence in time management and tracking billable hours and expenses

REQUIRED TEXTS:

The Interior Design Intern, Linda L. Nussbaumer; Fairchild Books; ISBN: 978-1-56367-907-0

RECOMMENDED RESOURCES:

Professional Practice for Interior Designers, Christine Piotrowski; 4th Edition; Wiley; ISBN: 978-0-471-76086-3
Business & Legal Forms for Interior Designers, Tad Crawford; Allworth Press, ISBN: 1-58115-097-0

COURSE REQUIREMENTS & EXPECTATIONS:

- You must be registered and have an active LiveText account.
- Be resourceful using texts, professional journals and magazines, building and design standards, applicable codes and professional and industry experts. Assignments may include (and are not limited to) outside research, class presentation of information and skills application.
- All written work is to be typed or printed via computer in a simple font style and double-spaced. Staple your work when pages are 2 or more with all identification on each page.
- Binders are to have ALL proper identification on front outside cover and spine – corporate identity, designer's name, date, class (EID 415) and semester/year.
- All Exercises, Project & Presentation Materials, and Tubes are to be clearly labeled with designer's name, date, class (EID 415) and semester/year.
- Please see CUH Student Handbook - Code of Conduct and the CUH-EID Code of Conduct.

GRADING:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = < 60%

DELIVERABLES:

Internship preparation materials:	10 %	(cover letter, resume, business cards, job search)
Portfolio Review:	20%	(professional review)
Papers:	10%	(2 reflections / 2 research)
Internship hours fulfilled:	40%	(minimum 85 hrs)
Internship binder:	20%	(papers, evaluations, research, portfolio, work reports)

EID 415 COURSE SCHEDULE

- Week #01:** Course introduction, overview of personal/course objectives
Review application materials, current portfolio
assn: bring in application materials, portfolio; ID paper #1
- Week #02:** Paper presentation #1 (ID profession)
Assess portfolio supplementation
assn: portfolio; design fields paper #2; read ch. 1
- Week #03:** Portfolio (supplementation)
assn: portfolio; reference letter template ; read ch. 2
- Week #04:** Paper presentation #2 (design-related fields)
Review cover letter, resume, portfolio progress
assn: portfolio; goals paper #3; read ch. 3
- Week #05:** Portfolio (refinement)
Review resume and cover letter revisions
assn: contact professional jurors; portfolio finishing touches; read ch. 4
- Week #06:** Paper presentation #3 (short-term & long-term goals and strategies)
Salary/contract negotiations & interviewing strategies
assn: deliver portfolios to jurors; firms & salary paper #4; read ch. 5
- Week #07:** Individual portfolio reviews with professional juror
Mock interviews
assn: contact potential internship firms; read ch. 6
- Week #08:** Paper presentation #4 (firms & salary research)
Reports on individual portfolio reviews
assn: follow-up contact with potential internship firms; read ch. 7
- Week #09:** Internship begins
Mid-term exam (chs. 1-7)
- Week #10:** Interview reports & salary outcomes
assn: read chs. 8, 9, 10
- Week #11:** Internship experience reports
- Week #12:** Internship experience reports
- Week #13:** Internship experience reports
- Week #14:** Internship experience reports
- Week #15:** Review of final binder submission requirements
Final exam (chs. 8-10)
- Week #16:** Final binder due

INTERNSHIP BINDER

Final binder submission materials:

- reflection paper #1 on the ID profession
- research paper #2 on EID positions and related fields
- reflection paper #3 on short-term and long-term goals
- research paper #4 on 3 firms & salary negotiation strategies
- report on salary negotiation outcome with internship firm
- cover letter
- resume
- template for letter of recommendation or reference
- professional portfolio evaluation
- copy of the sheets in your portfolio

Materials needed from your internship position:

- timecards showing hours worked and description of tasks performed
- a summary of your work responsibilities and skills applied/acquired
- the professional mentor evaluation (in a sealed envelope)
- student evaluation of the internship experience (in a sealed envelope)

Binder should be well-organized and have a professional appearance.

WRITING ASSIGNMENTS

Papers should be a thoughtful personal reflection and demonstrate your ability to research; length should be at least 1000 words or longer; submission in digital form by email.

Reflection Paper #1: The ID Profession

Having studied Interior Design for four years now, look back at the beginning of your education and discuss your original perceptions and expectations of the field, and compare them with your perceptions and expectations today. How does the public perceive and value the profession? How does it compare to the perception of other design professions? What would you suggest to raise the profile and appreciation of the profession?

Research Paper #2: Investigation of Designer Positions & ID-related Fields

What is the range of professional positions available for the interior designer? What are other design-related fields for which your training as a designer makes you suited? What skills do you possess that may be applicable to other options? Describe different options for professional engagement and how the design field may evolve in the future.

Reflection Paper #3: Short-term & Long-term Goals and Strategies

Write a paper about your short-term (immediate) goals and your long-term (future) goals. What are your specific interests and how would you like to see yourself participating in the design profession? What are the strategies you would take to achieve those goals? What do you see as your personal strengths & specializations in the field? What do you see as obstacles in achieving those goals, and how might they be addressed?

Research Paper #4: Firms Research & Salary/Contract Strategies

With the immediate goals that you have just expounded on in the previous paper still fresh in your mind, research at least three local firms that would be of interest to you, either in an area that you wish to specialize in, or one that would prepare you for your future goals. What kind of design work do they do? What are some current projects that you find relevant? How would they help you to develop professionally? What are the things you like about the company? What do you see as drawbacks of the company? What salary do they typically pay interns or entry-level designers? You should demonstrate that you have substantial knowledge of the firm and can identify what it is you could bring to the firm as well as what the firm could offer you.

Research salary rates at the various firms if possible, as well as salary rates in general for an entry-level position, junior designer, and senior project designer. Describe your salary negotiation strategy, including the following: asking salary, when to bring up the issue of salary in an interview, how to ask, counter offer, minimum acceptable salary, justification for asking salary (from employer's point of view), alternate forms of compensation, mechanisms/timetables for promotion.

Final paper should be at least 2000 words or longer, submission in digital form.