

## EID 415 COURSE DESCRIPTION & OBJECTIVES

Class meets Tu/Th 11:30–12:50  
Office hours: MWF 12:30—1:30

Office: Eiben 211  
Email: elizabeth.lockard@chaminade.edu

### COURSE DESCRIPTION:

**EID 415 Professional Practice Internship (3cr)** – This course is designed to assist and prepare students for internship positions during their final year of study, as well as for entry into the design profession upon graduation. Students will research career opportunities in their area(s) of interest and/or specialization, locally or abroad. Students' portfolios, resumes, and other professional documentation are refined and assessed 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 and under the supervision of a credentialed design professional.

### 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 LEARNING OUTCOMES:

Student(s) will demonstrate:

- **Professional Work Environment** – An understanding of the professional work environment.  
PO [1][3][5] / CIDA [6] – DEVELOPING
- **Professional Ethics** – An understanding of ethical conduct within the workplace.  
PO [1][3][5] / CIDA [6] – DEVELOPING
- **Business Practices** – An understanding of the variety of business practices in the design profession.  
PO [1][3][5] / CIDA [6] – DEVELOPING
- **Professional Documentation** – Competence in preparing a cover letter, resume, and other professional documentation. PO [1][3][5] / CIDA [6] – DEVELOPING
- **Professional Portfolio** – Competence in preparing a marketable portfolio.  
PO [1][3][5] / CIDA [6] –DEVELOPING

### 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; 4<sup>th</sup> 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:

- Although this is not strictly a lecture course, you are expected to conduct the necessary research in order to complete your assignments.
- You must carry yourself and behave in the utmost professional manner when communicating or corresponding with design professionals, industry professionals, or clients.
- All class assignments must be submitted promptly when they are due and must be professional in their execution and appearance.
- You must become familiar with and comply with professional protocols, procedures, and standards of etiquette.
- Remember, as an intern and impending graduate, you act as an ambassador of the EID program; therefore, always keep in mind that your actions reflect not only on your personal character, but also on the program and the university at large.
- Please abide by the 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:	<b>10%</b>	(cover letter, resume, business cards, job search)
Portfolio Review:	<b>20%</b>	(professional review)
Papers:	<b>10%</b>	(2 reflections / 2 research)
Internship hours fulfilled:	<b>40%</b>	(minimum 85 hrs)
Internship binder:	<b>20%</b>	(papers, evaluations, research, professional documentation, portfolio, work reports, video recording of review)

## 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 quiz (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 quiz (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 & video recording
- copy of the sheets in your portfolio

Materials needed from your internship position:

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

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

## WRITING ASSIGNMENTS

Papers should be a thoughtful, articulate, and well-written personal reflection that also demonstrates your ability to research; length should be at least 1000 words or longer; submission in digital form by email. Papers shall be formatted as follows: single-spaced, times roman 11pt font, 1 inch margins.

### **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 alternatives? 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: determining asking salary and minimum acceptable salary, when and how to bring up the issue of salary in an interview, making a counter offer, 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.