EID 415 COURSE SYLLABUS

Class meets Tu/Th 11:30–12:50   Office: Eiben 211
Office hours: MW 12:30–1:30   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. Portfolios, resumes, and other professional documentation will be assessed to determine readiness to apply for positions, and revised as needed. Professional protocols, ethics, interviewing skills, and business practices will also be covered in the course. In the latter part of the course, 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.

COURSE REQUIREMENTS & EXPECTATIONS:

- This is a seminar course in which students are expected to be actively engaged and contribute to the discussion; the instructor acts as mentor to assist you in your preparations. As a stepping stone into professional life, students are also expected to demonstrate initiative and personal responsibility for their future success.

- Students are expected to conduct thorough research in order to complete the course assignments.

- Students must comport yourself 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.

- Students must receive some form of compensation for your internship work; this may be financial, or an exchange of services, or anything else that has worth to you personally and that the internship firm is able to offer. Understanding the value of your skills and the work that you perform, as well as how to negotiate for those conditions, are an integral part of this course.

- Students 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.

- Should you have to miss a class, please inform the instructor in advance when possible; in any case, you will be responsible to make up any missed work *on your own*. Please make arrangements with one of your classmates to review what was missed in class; do not expect the instructor to review the missed material or make special accommodations due to absence. All projects and exercises must be complete and submitted on time, unless otherwise arranged. In the event of three unexcused absences or three unexcused tardies your course grade will be lowered by one letter grade.

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

GRADING:

A = 90-100%
complete, thoughtful, on-time assignments; attendance, promptness, participation, professionalism

B = 80-89%
some items incomplete, late, or need further revision

C = 70-79%
satisfied course requirements, but lacked in promptness, professionalism, attendance, completeness, etc.

D = 60-69%
gross deficiencies in assignments or deliverables

F = < 60%
required internship hours or majority of assignments and deliverables incomplete

DELIVERABLES:

Internship hours fulfilled:		(minimum 85 hrs; incomplete hours results in failure of the course)
Internship preparation materials:	**25%**	(cover letter, resume, business cards, job search)
Portfolio & professional review:	**25%**	(professional review)
Papers:	**25%**	(2 reflections / 2 research)
Internship binder:	**25%**	(papers, evaluations, research, professional documentation, portfolio, work reports, video recording of review)

COURSE SCHEDULE

Week #01-08: Portfolio development

Week #09: Bring in application materials (cover, resume, thank you, follow-up), portfolio
Review principles for upgrading professional documents; final portfolio
Project scheduling & budgeting exercise

assn: ID paper #1; upgrade professional documents; semester schedule
[Internship begins @ 15 hrs/wk]

Week #10: Paper presentation #1 (ID profession); explain ID to a layperson
Review principles for reference letter template
Contact portfolio reviewers; schedule appointment & delivery

assn: design fields paper #2; upgrade professional docs, draft LoR
[Internship hours]

Week #11:   Spring Break

Week #12: Paper presentation #2 (design-related fields); LoR template due
Review NCIDQ & LEED exam procedures; fee structures/services/contracts

assn: goals paper #3; revise professional documents
[Internship hours]

Week #13: Paper presentation #3 (short-term & long-term goals and strategies)
Review salary/contract negotiations; individual reports

assn: firms & salary paper #4
[Internship hours]

Week #14: Review interviewing strategies
Mock interviews (video)

assn: 30-second bio; paper #4
[Internship concludes]

Week #15: Paper presentation #4 (firms & salary research)
Review of final binder submission requirements

assn: supervisor & student evaluations; compile binder materials
Final binder due

Week #16: Senior Portfolio Exhibit

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/compensation negotiation outcome with internship firm
- cover letter, follow-up letter, thank you letter
- resume
- template for letter of recommendation or reference
- professional portfolio evaluation & video recording
- hard copies and digital files of the sheets in your portfolio

Materials needed from your internship position:

- a brief summary of your work responsibilities and skills applied/acquired
- timecards showing hours worked and description of tasks performed daily
- 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? How do you explain what ID is to someone who misunderstands it?

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.

Refer to numerous and diverse sources to substantiate your research: websites, employees/alumni, clients, actual projects, etc. Final paper should be at least 2000 words or longer, submission in digital form.