

## EID 415 COURSE SYLLABUS

Class meets Tu/Th 2:30–3:50  
Office hours: M/W 12:30-1:30  
Office: Eiben 212

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Zoom meeting #: 920 2188 7441  
Zoom passcode: EID415

### 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. 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. 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] / CIDA [6] – DEVELOPING
- **Professional Ethics** – An understanding of ethical conduct within the workplace.  
PO [1][3] / CIDA [4][6] – DEVELOPING
- **Business Practices** – An understanding of the variety of business practices in the design profession.  
PO [1][3] / CIDA [4][6] – DEVELOPING
- **Professional Documentation** – Competence in preparing a cover letter, resume, and other professional documentation. PO [1][5] / CIDA [6][9] – MASTERING
- **Professional Portfolio** – Competence in preparing a marketable portfolio.  
PO [1][3][5] / CIDA [6][9] – MASTERING

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 (BINDER):

Internship materials:	<b>P/F</b> (timecards showing minimum 85 hrs and evaluations required to pass the course)
Professional documents:	<b>25%</b> (resume, cover, follow-up, thank you, recommendation letter)
Portfolio:	<b>25%</b> (hard copies, digital copies)
Papers:	<b>25%</b> (2 reflections / 2 research)
Class exercises:	<b>25%</b> (elevator speech, bio statement, scheduling exercise, contract exercise, services exercise, proj mgmt exercises, contract template, mock interview)

## INTERNSHIP BINDER

### Papers:

- 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 and salary negotiation strategies

### Professional Documentation:

- Resume
- Cover letter
- Follow-up letter
- Thank you letter (mentor and/or portfolio reviewer)
- Letter of recommendation template

### Class Exercises:

- Scheduling spreadsheet
- EID elevator speech
- Bio statement
- Scope of services exercise
- Contracts & fees notes
- Budgeting spreadsheet
- Services contract template
- Mock interview questions
- Report on salary/compensation negotiation outcome with firm (if applicable)

### Internship Materials:

- Summary of your work responsibilities and skills applied/acquired
- Timecards showing total hours worked and description of tasks performed daily
- Professional supervisor 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)

### Portfolio:

- Hard copies of the sheets from your portfolio
- Digital files (JPGs) uploaded to shared folder
- Portfolio evaluation from mentor

Binder should be well-organized and have a professional appearance (sheet protectors are not necessary).

## 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.

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.

<b>EID 415</b>	<b>COURSE SCHEDULE</b>	<b>Assignment:</b>
<b>Week #01:</b>	Course Introduction Overview of personal/course objectives Scheduling exercise	Bring in portfolio & prof documents Scheduling matrix
<b>Week #02:</b>	Topic: Professional documents format (resume, cover letter) Review portfolio status	Resume (first draft) Cover letter (first draft) Portfolio redlines
<b>Week #03:</b>	Topic: Professional documents format (follow-up, thank you, recommendation) Review portfolio revisions	Resume (first revision) Cover letter (first revision) Portfolio development
<b>Week #04:</b>	Identify portfolio reviewers; contact Review portfolio progress Review documentation progress	Resume (second revision) Cover letter (second revision) Portfolio redlines
<b>Week #05:</b>	Scheduling of portfolio evaluations Review portfolio revisions Review documentation progress	Resume (third revision) Cover letter (third revision) Portfolio redlines
<b>Week #06:</b>	Review portfolio revisions Review documentation progress	Portfolio redlines
<b>Week #07:</b>	Review final portfolio Review final documentation	Deliver portfolio to mentor Portfolio evaluation with mentor
<b>Week #08:</b>	Discussion of portfolio evaluations Final portfolio revisions	Start paper #1 (ID) Read articles Elevator speech: What is E+ID?
<b>Week #09:</b>	Topic: NCIDQ & LEED exams Summarize paper #1 Elevator speeches	Review ID standard contracts Submit paper #1 Start paper #2 (design fields)
<b>Week #10:</b>	Topic: Contracts, services, fee structures Exercises: Contract/ Scope of services & fee	Complete exercises Read future-proof article
<b>Week #11:</b>	Topic: Project Budgeting & Scheduling Exercises: Budgeting/Sched spreadsheets Summarize paper #2	Complete exercises Submit paper #2 Start paper #3 (goals & strategies)
<b>Week #12:</b>	Topic: Interviewing strategies Summarize paper #3	Read handouts (interview) Submit paper #3 Write bio statement Start paper #4 (firms)
<b>Week #13:</b>	Topic: Salary & contract negotiations	Read handouts (salary) Prepare mock interview questions
<b>Week #14:</b>	Bio statements Mock Interviews (video)	Submit paper #4 Internship binder due