



# Chaminade University OF HONOLULU

## Course Syllabus

[Chaminade University Honolulu](#)

3140 Waiālae Avenue - Honolulu, HI 96816

**Course Number:** EID 415

**Course Title:** Portfolio Preparation and Internship

**Department Name:** Environmental and Interior Design

**College/School/Division Name:** School of Humanities, Arts and Design

**Term:** Spring 2024

**Course Credits:** 3

**Class Meeting Days:** Monday/Wednesday

**Class Meeting Hours:** 4:30 - 5:50 PM

**Class Location:** online/hybrid

**Instructor Name:** Catherine Almazan

**Email:** [Catherine.almazan@chaminade.edu](mailto:Catherine.almazan@chaminade.edu)

**Office Hours:** Thursday/Friday 5 to 6PM, by appointment via Zoom

## School & Department Information

### School of Humanities, Arts & Design

Office Location: [Henry Hall, Room 206

Phone: [\(808\) 739-4633](tel:(808)739-4633)

## Course Description and Materials

### University Course Catalog Description

This course prepares students for successful entry into the design profession by combining portfolio development with real-world experience. Students will assemble a comprehensive portfolio showcasing their technical, creative, and analytical skills through expert guidance in graphic techniques, project organization, and layout for both print and digital formats. Additionally, students will refine professional documentation, including resumes and cover letters, while mastering essential professional skills such as interview techniques, business practices, ethics, and industry protocols.

The course includes an 85-hour internship, providing hands-on experience with a design firm under the supervision of a credentialed professional. By the end of the course, students will have a polished portfolio, enhanced professional readiness, and valuable industry connections.

### Course Prerequisites

Passing the CUH-EID comprehensive exam and practicum or consent of instructor, EN 102, COM 101

## Course Overview

The instructor in this course serves as a mentor, guiding students in their preparations for a professional career in design. Organized in a seminar format to foster active engagement and discussion, the course emphasizes understanding the value of professional skills, the nature of design work, and appropriate terms of employment. These objectives are explored through research, presentations, and effective communication.

Students will also assemble a comprehensive portfolio that showcases their best technical, creative, and analytical abilities. Through instruction in graphic techniques, project organization, and layout design for both book and digital formats, students will create a customized portfolio template that can evolve with their careers. The course equips students with the tools and knowledge needed to transition confidently into the design profession.

## Class Format

This is an online/hybrid course wherein one meeting is onsite, and the other day will be done online synchronously or asynchronously. However, the hybrid nature of this class will push you to take an active role in the learning process. The online meeting will be used for activities or homework to support your learning. During online meetings, the instructor will also be available via Zoom conference (30 minutes) for student to ask questions and to go over key points of the prior week's lecture (if needed).

## Time Allocation

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in a minimum of 45 hours of engagement, regardless of varying credits, duration, modality, or degree level. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. Terms that have alternative lengths, such as 10 week terms, should have an equivalent amount of faculty instruction and out-of-class student work to meet each credit hour. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit. The number of engagement hours may be higher, as needed to meet specific learning outcomes.

### *Specific Credit Situations*

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

### *How This Course Meets the Credit Hour Policy*

This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend the following hours per class activity:

Activity	Hours	Details
Class meetings	40	
Exercises	25	for assigned exercises and assignments: assessment of design works; branding; logo creation; graphic composition study, reflection papers
Portfolio preparation and interview	70	researching and designing and refining the overall portfolio; Portfolio interview with the professional; refining the work based on the comments; finalizing the portfolio submission
Total	135	

### Required Learning Materials

Nussbaumer, Linda L. *The Interior Design Intern* / Linda L. Nussbaumer, Ph. D., CID, ASID, IDEC. Fairchild Books, Condé Nast Publications, 2011. *EBSCOhost*, research.ebsco.com/linkprocessor/plink?id=23bafedf-10db-3a6a-9222-b362da2ff829.

### Recommended Items

[behance.net](http://behance.net)

Knackstedt, Mary V.. *The Interior Design Business Handbook: A Complete Guide to Profitability*. United States, Wiley, 2013.

Mitton, Maureen. *Interior Design Visual Presentation a Guide to Graphics, Models, and Presentation Methods*. Fifth edition. Newark: John Wiley & Sons, Incorporated, 2018.

Piotrowski, Christine M. *Professional Practice for Interior Designers*. Sixth edition. Hoboken, New Jersey: John Wiley & Sons, Inc., 2020. Print.

### Course Website:

<https://chaminade.instructure.com/courses/37252>

## Learning Outcomes

### Program Learning Outcomes (PLOs)

Upon completion of Environmental+Interior Design, the student will be able to:

1. Professionalism – understand, apply and participate in ethical design practices on a personal, project, peer and industry-wide level. (CIDA 5,6,9)

2. Process – ability to identify problems/challenges and demonstrate an understanding of the complete design process from inception to installation, execute documentation supporting design decisions and effect comprehensive, creative, focused and functional design solutions. (CIDA 4,5,7,8,9,11,13,14,15,16)
3. Principles & Priorities – integration of pedagogy, research, historic contexts, theory, and interdisciplinary collaboration to effectively and creatively analyze, evaluate and execute best design practices resulting in functional and aesthetically inspiring design. (CIDA 8,9,10,11,12,13)
4. Public & Environmental Protection – demonstrate an understanding of the concepts, resources and implications of design decisions relative to the human interaction, technological impact and ecological balance of the built environment. (CIDA 4,7,12,13,14,15,16)
5. Presentation – demonstrate ability to communicate design concepts and problem solving justifications through written, oral and a variety of visual media. (CIDA 6,9)

### Course Learning Outcomes

By the end of our course, students will:

1. Identify the characteristics of the professional work environment. (CIDA 6)
2. Describe codes of ethical conduct within the workplace. (CIDA 4, 6)
3. Recognize the variety of different business practices in the design profession. (CIDA 4, 6)
4. Demonstrate competence in preparing a cover letter, resume, and other professional documentation. (CIDA 6, 9)
5. Demonstrate competence in preparing a marketable portfolio. (CIDA 6, 9)
6. create effective visual and clear written communication of one's collective design work [CIDA standard 9] [PO 2, 3, 5] -

### Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

### Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Ōlelo No'eau 1430) Education is the standing torch of wisdom

- Educate for Adaptation and Change (Aina) ‘A’ohe pau ka ‘ike i ka hālau ho’okahi (‘Ōlelo No‘eau 203) All knowledge is not taught in the same school

### Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3
<b>Marianist Vaues</b>	5	3	2, 4
<b>PLOs</b>	2,5	3	1, 4
<b>Native Hawaiian Values</b>			

### Technical Assistance for Canvas Users:

- Search for help on specific topics or get tips in [Canvas Students](#)
- [Live chat with Canvas Support for students](#)
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this [video to get you started](#)
- [Online tutorials](#): click on “Students” role to access tutorials
- Contact the Chaminade Helpdesk for technical issues: [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu) or call (808) 735-4855

### Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua ‘Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua ‘Ike’s website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua ‘Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

### Assessment

The course assessments comprise the following:

25%	Professional Documents (resume, cover letter, follow-up/thank you letter)
50%	Portfolio and social media presence
25%	Reflection papers and employer’s intern evaluation

A student will receive a grade of INC until internship is completed and submitted to the department chair for evaluation.

### Grading Scale

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student’s daily work, class participation, quizzes, tests, term papers, reports and the final examination. They are interpreted as follows:

- Outstanding scholarship and an unusual degree of intellectual initiative
- Superior work done in a consistent and intellectual manner
- Average grade indicating a competent grasp of subject matter
- Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work
- Failed to grasp the minimum subject matter; no credit given

## Course Policies

### Attendance

Students are expected to regularly attend all their registered courses. Student should notify their instructors by email when illness or other circumstances prevents them from attending class. Student must make arrangements to complete missed assignments on their own; this is not the responsibility of the instructor. Three unexcused absences or tardies may lead to a grade reduction for the course. Six unexcused absences may result in being withdrawn from the course by the instructor.

### Late Work

Any assigned coursework not submitted by the prescribed deadline will be considered late. Any unexcused late submissions will be marked down by one letter grade. Should you be unable to complete an assignment on time, you should contact the instructor in advance to discuss the circumstances.

### Changes to the Syllabus

While the provisions of this syllabus are as accurate and complete as possible, your instructor reserves the right to change any provision herein at any time. Every effort will be made to keep you advised of such changes, and information about such changes will be available from your instructor.

### Instructor and Student Communication

Questions for this course can be sent to messages sent via Canvas or emailed to the instructor at [catherine.almazan@chminade.edu](mailto:catherine.almazan@chminade.edu). Online, in-person and zoom conferences can be arranged. Response time will take place up to 48 hours.

### Cell phones, tablets, and laptops

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to use laptops or tablets during online classes as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

## Important Information

### Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

### **Title IX**

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator, Roxana Jimenez at (808) 739-8530, [titleix@chaminade.edu](mailto:titleix@chaminade.edu), or [compliance@chaminade.edu](mailto:compliance@chaminade.edu). If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

### **CUH Alert Emergency Notification**

To get the latest emergency communication from Chaminade University, students’ cell numbers will be connected to Chaminade’s emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

### **Assessment for Student Work**

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

### **Student with Disabilities Statement**

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and

once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at [ada@chaminade.edu](mailto:ada@chaminade.edu) each semester if changes or notifications are needed.

### Kōkua ‘Ike: Tutoring & Learning Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua ‘Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check [Kōkua ‘Ike’s](#) website for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click on Account > TutorMe. For more information, please contact Kōkua ‘Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305

For further information, please refer to the Student Handbook: <https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf>

### Schedule (May be subject to change. Always check for updates.)

Modules	Week		Topic/Activity	Assignments Due
Module 1: Foundations and Portfolio Development	1	M W	Course Introduction & Overview of Interior Design Profession	-
	2	M W	Introduction to Portfolio Development: Project Selection	Initial project list
	3	M - No class W	Graphic Techniques: Renderings, Plans, and Layouts	Draft 1: Portfolio layouts
	4	M W	Branding Your Portfolio: Personalization and Cohesion	Branding concept draft
	5	M W	Resume and Cover Letter Writing for Interior Design	Draft 1: Resume and cover letter
	6	M W	Internship Preparation: Research & Applications	Internship proposal
Module 2: Internship Preparation and Experience	7	M - No class W	Securing and Starting Your Internship	Confirmed internship placement/ Internship description form
	8	M W	Internship Week: Logging Hours & Documenting Experience	
	9	M W	Internship Week: Reflecting on Challenges & Successes	Reflection paper



	10	M W	Portfolio Refinement: Incorporating Internship Work	Draft 2: Portfolio
Module 3: Portfolio Refinement and Career Readiness	11	M W	Interview Skills: Mock Interviews and Feedback	-
	12	M W	Finalizing Portfolio: Peer and Instructor Reviews	Draft 3: Portfolio
	13	M W	Portfolio Presentations: Class Critiques	
	14	M W	Final Portfolio Presentation & Career Planning	Final portfolio (digital/print)
	15	M W	No class	
	16	M W		Reflection paper, Employer's intern evaluation, Intern's daily journal portfolio