ID 4301 (WI)
Interior Design Internship Manual
2017
ID 4301 MANUAL - INTERIOR DESIGN INTERNSHIP

The semester before you plan to enroll in ID 4301, the following documents must be completed and submitted in the order listed to the course instructor by 5pm on the third Monday in April.

1. Internship Proposal (pp. 9-11)
2. Internship Description Form (pp. 12-13)
3. Current Transcript
4. Current Resumé

Since all course submissions will be retained by faculty (not be returned to the student) and contain confidential information, please place the above documents in a large (9 x 12), SEALED manila envelope. In the upper right hand corner of the envelope; place your name, submission date, and email address before submitting. There will be a box in the main ID suite (201) where you will submit your envelope on the due date and the faculty teaching internship will collect your submissions from there to begin the review process.

Coursework Submissions (refer to syllabus for grading detail):

1. Internship Proposal
2. A minimum of four journals documenting all 150 hours of required on-the-job experience. Journals will be submitted according to the scheduled outlined in the course syllabus (see pp.14-15).
3. A Final Report (see pp. 16-20). The instructor will notify you of the submission method and due date on the course syllabus/TRACS site. The Final Report includes the Employer Evaluation Form (pp. 17-18) and a copy of your Thank You Letter (p. 19).

HIGH IMPORTANCE:

1. Enrollment in summer internships requires ID department/faculty approval. If your proposal does not meet the required criteria, you will not be approved to enroll in the internship course.
2. All ID Internships are now required to be completed during the 10-week, full summer session. There are options in terms of how quickly you must meet course requirements (outlined in the course syllabus) to accommodate different internship scenarios, but there are no longer options to register for one of the 5-week summer sessions.
3. There are NO incompletes provided for summer internship courses. All required work must be completed within the allotted summer session timeframe.
4. The internship experience requirement is 150 on-the-job hours. Hours must be completed by the end of the summer session for which you are enrolled or students will receive a Failing grade. Hours must be documented and verified by your internship supervisor. Refer to the Final Report deliverables for additional information.
5. Writing quality and professionalism are expecting in all documents submitted for course grading. Proofread and be thorough in all reports and written documents you submit for faculty review.
6. Spelling, sentence structure, grammar and punctuation as well as content will be graded, as this is a writing intensive course.
7. Student may NOT change internships once the proposal documents are submitted and signed. That is why you must do your research ahead of time on the internship site carefully, and foresee any problems early on that may need to be worked out with the site supervisor BEFORE the first day of your internship.

11. Remember, you must register for this course!
# TABLE OF CONTENTS

- Family and Consumer Sciences Internship Program ................................................... 5
- Internship Description .................................................................................................... 6
- Internship Selection & Experience ............................................................................... 7 - 8
- Internship Proposal ...................................................................................................... 9
  - Format ......................................................................................................................... 10
  - Title Page Example ..................................................................................................... 11
  - Internship Description Form ....................................................................................... 12-13
- Internship Daily Journal .............................................................................................. 14
- Daily Journal Heading Format ....................................................................................... 15
- Final Internship Report & Required Documents .......................................................... 16
- Employer’s Intern Evaluation Form ............................................................................... 17-18
- Internship “Thank You” Letter ..................................................................................... 19
- Internship Instructor’s Evaluation Criteria ..................................................................... 20
- Internship Procedures Checklist ................................................................................... 21
- Vocabulary ..................................................................................................................... 22
The Internship Manual is designed to assist participants in fulfilling internship requirements of the School of Family and Consumer Sciences, Texas State University – San Marcos. The manual is organized according to the major components of the internship.

The primary objective of the manual is to clarify the School’s expectations and student competencies that should be achieved in the internship process. In addition, the manual provides criteria for writing the proposal, journal, final report, and internship evaluation.

Participants are expected to comply with the time schedule and deadlines established by the School in the preparation and submission of proposals, reports, and evaluations. Criteria used by the School in the evaluation of internship requirements and student competencies are included and will be utilized by the persons responsible for reviewing and evaluating the student’s proficiency in completing the internship experience.

Current pre-requisites for interior design majors to enroll in ID 4301 are:
- All 3000 level courses or lower including (ID 2325, ID 3321, 3322, 3323, 3324, 3325 and 3326), completed with a “C” or better
- ENG 1310 and 1320
- COMM 1310
- MATH 1315 or 1319
- A minimum Texas State GPA of 2.25

It is also recommended that the student complete TECH 4313 (Advanced Architectural Design – CAD/REVIT) before the internship, particularly if seeking experience in a commercial or architectural firm.

As participants engage in the internship, you are required to follow the recommended guidelines and procedures outlined in the Interior Design Internship Manual. Any exceptions must have prior approval from the Interior Design Internship Instructor(s) before the site for the internship is secured.

Your resume, cover letter, and sample of design work and/or leave behind for presenting to the employer should be completed and ready to send to sites within the first two week of February. Design firms typically fill internship positions for summer months prior to the spring in March. Students are expected to begin searching for their summer internship as soon as possible to ensure they have ample time to locate, interview, and submit the completed proposal documents by the April deadline.
INTERNATIONAL DESIGN

INTERNATIONAL OBJECTIVE
The objective of the interior design internship experience is to provide students with the opportunity to apply and use the skill, knowledge and information learned in their academic coursework within the professional workplace.

INTERNATIONAL DESCRIPTION
The internship in the School of Family and Consumer Sciences is designed to allow participants to be employed in an educationally oriented practical experience. This experience should be identifiable as being significantly related to a program area within the interior design field.

The School of Family and Consumer Sciences has instituted the internship requirements in an attempt to provide a mechanism to ensure interaction between the student and the working environment. Through the internship process, each participant will have an opportunity to translate theory into operational applications simultaneously with gaining on-the-job experience.

Upon completion of the internship, the participant should be able to evaluate the experience objectively and offer recommendations potentially resulting in positive change for the student and/or School. The evaluation of the internship experience by the supervisor, student, and faculty could result in recommendations for the continuation of and/or the improvement of certain school policies. Recommendations for the school might result in more effective governance procedures, curriculum improvement, and/or the implementation of more effective instructional techniques. Ultimately, at the conclusion of the internship experience, the student should identify personal and professional strengths and weaknesses.

ETHICS
Students participating in an internship must adhere to the ethics and code of professional conduct as outlined in the statements prepared by the American Society of Interior Designers http://www.asid.org/about/ethics/ and the International Interior Design Association. Firm, client, and project confidentiality should be maintained at all times unless prior permission by the site supervisor has been granted to disclose this information outside of the workplace.

EMPLOYEE EXPECTATIONS/DRESS CODE:
Internship sites/firms may provide a separate employee handbook with guidelines for professional conduct and appropriate dress. Student interns are expected to follow any and all written and oral policies for conduct set-forth by the employer. When in doubt, err on the side of being overly professional rather than casual.
INTERNSHIP SELECTION
& EXPERIENCE

The student should explore prospective internship sites to identify and compare experiences that might be gained in the employment situation. If in doubt, potential internship sites may be discussed with the program representative prior to seeking an interview. An internship agreement cannot be made with the prospective internship supervisor until the program representative has agreed to the type of employment situation projected by the student. This step should be completed the semester prior to the beginning of the summer internship. Embarrassment to both the student and Texas State University-San Marcos may result if the student makes agreements regarding the internship prior to discussion at the university level.

The internship experience for the Interior Design Program is designed to provide practical experience in a working environment. The internship site is selected by the student and is based on her/his professional objectives in collaboration with the program coordinator and internship instructor(s). It is anticipated that the job situation should provide breadth of exposure for the student and be closely related to the academic area of specialization.

1. The selection of the internship is the responsibility of the student participant and should be related to the interior design discipline and profession.

2. The internship site supervisor must be in a firm and be a registered interior designer (RID) or architect (RA) in the state in which they work. If the state in which they work does not required registration or certification; they MUST be an NCIDQ certificate holder. The internship will NOT be approved unless determined by the program coordinator and internship instructor(s) as an otherwise substantial opportunity and acceptable position fitting both educational standards and the student’s career goals.

3. If in doubt, student participants should confer with the program representative to identify an appropriate job experience.

4. The faculty teaching the internship course for the summer in question has direct responsibility for approval of the internship.

5. Supervision and evaluation of the internship experience is the responsibility of the firm’s internship supervisor and the program representative/course instructor for ID 4301.

6. Students should review the online resources for potential ID internship sites while also being resourceful and self-directed in securing an internship site. A list of internship sites from previous academic years is provided on the program web-page at the following URL: http://www.fcs.txstate.edu/degrees-programs/id/id_internship/contentParagraph/00/content_files/file0/ID%20internship%20sites%202011.pdf
POTENTIAL INTERNSHIP OPPORTUNITIES

- Interior Design or Architecture Firm
- Facility Planning & Design within a corporation
- Kitchen & bath designer
- Product Design Lighting
- Design Furniture Design
- Historic Preservation
- Department Store with Interior Design Services
- Specialty Store with Interior Design Services
- Home Builder/Contractor with Interior Design Services Interior Design Services for Model Home Builders
- Additional opportunities may be considered on a case-by-case basis and students should discuss those options with the faculty in charge of their summer school course asap.
INTERNSHIP PROPOSAL

SUBMISSION OF THE INTERNSHIP PROPOSAL

A proposal, consisting of the Internship Description Form and a 2-3 page narrative describing the proposed experience, a transcript and a resumé, must be submitted to the program representative the semester prior to the beginning of the internship by the pre-determined deadline. The Internship Description Form should be completed in a joint conference between the intern and the employer.

PROCEDURE

The typed proposal, including the internship description, is evaluated by the program representative according to the following criteria:

1. A clear identification of the internship accompanied by a statement supporting its significance.
2. The relationship to the program area and to the participant’s area of specialization.
3. A description of the anticipated job experiences.
4. The overall appropriateness and general feasibility of the proposed experience.
5. Quality of writing.

The program representative gives notification of any proposals that do not meet the requirements necessary modification, or rejection of the proposal to the student prior to the end of the semester preceding the planned internship. Students will be notified if there are problems with their proposal before they are allowed to proceed with the internship.
The following organizational plan is suggested for the participant to ensure that the narrative in the internship proposal will satisfy the evaluative criteria.

**TITLE PAGE**

See sample title page on page 11.

**NARRATIVE**

The narrative should clearly state job activities with an explanation of the proposed activities in assisting the intern to fulfill stated objective and development of competencies in the major. The narrative must:

A. Describe the proposed experiences.
B. Relate the proposed experiences to academic preparation and background.
C. Relate projected experiences to career goals.
D. Defend the value of the proposed internship by defining those experiences that are additional to classroom activities.
E. Indicate internship experiences that will enable the intern to achieve competencies in the major.

The procedures or methodology should be clearly identified and outlined in order to expedite the internship experience. The procedure or methodology defined will assist the person(s) directly responsible for supervising the internship and should include the experiences that will be gained, time allocation, and responsibilities to be assumed.

**INTERNSHIP DESCRIPTION FORM**

Interns are required to complete an Internship Description Form (pp. 12-13) which is submitted as a part of the proposal. The employer’s signature of approval *must* be on the completed Internship Description Form prior to submission to the instructor/program representative.

**RESUMÉ**

Interns are required to complete a resumé to be submitted as part of the proposal. Edit and limit to one page. **This must be in full color; no black and white copies.**

**TRANSCRIPT**

Interns are required to submit a current unofficial transcript as part of the proposal. **Highlight all 11 (eleven) required courses and grade received for the course within the transcript (see p. 5).** If you are enrolled in the course during the spring semester preceding your internship; your instructors must provide your current grade in the course at the time of the proposal submission. Your final grade will be verified at the end of the semester. **If you earned below a “C” in any ID courses; you will not be allowed to enroll in the course and complete the internship.**

**SUBMISSION**

Place the four documents: (1) the Internship Proposal, (2) the Internship Description Form, (3) the resumé, and (4) the transcript, in a SEALLED 9” x 12” manila envelope. In the upper right-hand column, place a label with your name, date submitted and contact email. Submit to the program representative/course instructor by the deadline during the semester before enrollment in the internship.
(Required Format for Internship Proposal Title Page)

*(title)* INTERNSHIP PROPOSAL

Site Location Name
Site Contact Name
Site Location Address
Site Contact Phone, Web, and email address

*by* Mary Doe ID #123456

Interior Design Program

School of Family and Consumer Sciences

Texas State University – San Marcos

DATE
INTERIOR DESIGN INTERNSHIP DESCRIPTION FORM

1. **Student Information:**
   
   Date: ____________________

   Name ________________________ ID # ____________________

   Present Address ________________________________

   City __________________ State _________ Zip Code ______

   Telephone (h) ____________________(cell) ____________________

   E-mail: __________________________

2. **Internship Supervisor:**

   Name: ____________________________

   Interior Designer: [ ] Architect: [ ] **Registration #**

   Business Telephone (Area Code) __________________________

   E-mail: __________________________

3. **Site of Internship:**

   Firm ____________________________

   Address ____________________________

   City __________________ State _________ Zip Code ______

4. **Job Responsibilities and Expected Activities during Internship**
   *(must be completed with your site supervisor and agreed-upon)*

   a. ____________________________

   b. ____________________________

   c. ____________________________

   d. ____________________________

   e. ____________________________

   f. ____________________________

   g. ____________________________

   h. ____________________________
5. Employment Period:

Beginning Date ____________________________________________________________
(must start no later than the first day of the summer session class you are enrolled)

Termination Date (Approximate) ____________________________________________

Title/Job Description of Intern: ____________________________________________

6. Signatures:

Internship Supervisor:

Approval ___________________________ Date _______________________

Print Name ____________________________________________________________

Program Representative/Instructor

Approval ___________________________ Date _______________________

 Each student participating in the internship program will type daily records of their work day comprised into a weekly journal in full narrative style. A minimum of four journals in total will be submitted over the course. These journals will be read and graded only by the course instructor. The journal is a measure of the professional responsibility which the student has assumed and therefore will be a major consideration in determining the student’s final grade.

The journal will be submitted according to the course syllabus/TRACS sites dates and will:

A. record the student’s perception of and reaction to the job occurrences, experiences, and observations;

B. include an evaluation of the occurrences, experiences, and observations;

C. record the student’s suggestion for improving the employment situations and experiences;

D. indicate student attributes and competencies applicable to effective job performance;

E. indicate student deficiencies that inhibit effective job performance, as well as suggestions for working toward proficiency in these areas;

F. be typed in a neat, legible, clear and concise manner on standard size typing paper; and submitted through TRACS only.

G. Journal #5 — this assignment is required ONLY for students due to changes in hours previously agreed upon by the site supervisor and is therefore unable to complete the 150 hours with the dates/weeks covered in journals 1-4. It will be graded and averaged with Journal Week 4. **Journal #5 is not a “make-up” journal** if you do not submit any of the first four journals or submit by the required deadline.
DAILY JOURNAL FORMAT (required heading for EACH journal entry)

Student Name_________________________ Total Hours for Week __________

Site Name______________________________ Cumulative Hours* __________

Report for week of ____________________

Activities and Experiences Completed:

(In this space you will record your entry. You may combine the week into a single full entry for the report week or separate out by date. If the latter, please indicate the date with each entry – June 1st, 20XX).

*CALCULATING CUMULATIVE HOURS

This line facilitates the instructor in keeping track of the number of hours the student has completed toward the required 150 hours throughout the internship. “Cumulative Hours” means the hours so far accumulated on the job when the report is submitted. For example, if the student is working around forty hours per week, the first report will record 40 hours, but the second report will record 80 hours, and so on.

When you are calculating hours for each journal entry, note that each work week starts with Monday and extends through Sunday. The student intern should report the hours worked each day, and then total the hours for the week. Hours for a given day should be reported and rounded to the nearest quarter hour and reported in a decimal form (i.e. 15 minutes is .25 of an hour, 30 minutes is .5 of an hour, and 45 minutes is .75 of an hour). It is important that lunch hours and breaks be subtracted from total clock hours for a given day. Firms may implement an online or computer format for tracking hours; you may use this as an alternate method for recording and tracking hours in your journals.)
The final internship narrative report and evaluation is required at the end of the internship experience and summarizes the experience from a thoughtful, introspective perspective. The length of the report is a minimum of 1200 words, typewritten, double-spaced pages. The final report is narrative, not bulleted. The final report should speak to your learning goals, internship goals, learning activities, importance of experiences, academic reflection, and may include documentation/samples of your internship work as evidence of your internship. You are expected to demonstrate a critical analysis of the internship in the final report.

Use the format for your Proposal cover page on page 11 of this manual for the Final Report replacing "Internship Proposal" with "Final Report." Unless noted otherwise by your faculty in charge, all Final Report documents must be submitted digitally to the course TRACs site along with a copy of your thank you letter, intern’s evaluation of internship, signed time log of total hours completed (150 hours minimum, signed and dated by your site supervisor) and the supervisor’s evaluation of intern. These final documents comprise 50% of the final course grade. (Note: If your supervisor does not wish to share their final evaluation of you with you personally, that must be respected. Refer to the instructions for sending supervisor’s evaluation separately on page 17.)

Remember that the final report includes documents graded on spelling, grammar, and punctuation as well as the content. The final report must include information on your internship experience, reflection of what was learned and observed, as well as specific information of how your skills were used in daily activities required during the internship. This report summarizes and critically analyzes and assesses the experience and value gained.

Checklist of Documents:

- Final report and evaluation of internship experience
- Thank you letter (copy)
- Supervisor’s evaluation of the intern
- Time log/report showing all dates/times worked, total hours (must total a minimum of 150 hours), signed and dated by site supervisor

Important Requirements:

- A report that is not submitted according to the deadlines established in the syllabus will receive a failing grade.
- Any missing documents will constitute an incomplete final report and deductions will be made accordingly.
- Failure to complete the required 150 hours will result in a failure of the course.
- Students who earn below a “C” in the course may be required to repeat the course as deemed necessary by the instructors, program coordinator and/or FCS School Director.
EMPLOYER’S INTERN EVALUATION FORM

TEXAS STATE UNIVERSITY – SAN MARCOS

Student Name ____________________________ Work Period __________________

Employer _______________________________ Phone Number __________________

INSTRUCTIONS: The student should give this form to the internship supervisor at the beginning of the internship period! The immediate supervisor should evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. Remarks are particularly helpful. The evaluation may be discussed with the student if desired, or be completely confidential. Please either give the form to the student one week prior to the end of the internship, so that it may be submitted with his/her final report. If this deadline is missed or inconvenient or you prefer to NOT share the evaluation with the student personally, you may fax or email the evaluation form directly to the intern’s instructor at 512-245-3829 (ask the student for the faculty email if you prefer that method).

Based on the scale below, indicate how the student performed on each of the following criteria.

1 – Unsatisfactory  
2 – Below Expectations  
3 – Satisfactory/Average  
4 – Exceeds Expectations/Above Average  
5 – Clearly Outstanding

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>n/a</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Has a pleasant, positive demeanor; shows enthusiasm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is motivated to learn the work and learns quickly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is dependable and diligent in meeting obligations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Completes assigned tasks correctly and in a timely manner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Shows initiative, proceeds well on his/her own</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Demonstrates ability to organize work and self</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Demonstrates effective problem-solving skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Uses good judgment in decision-making</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Willing to accept and use suggestions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Willing to ask for help when needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Demonstrates skill in written communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Demonstrates skill in verbal communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Demonstrates appropriate knowledge level of field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Works effectively as a team member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Shows leadership capabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Meets conflict with emotional control and self-confidence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Regular in attendance and punctual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Demonstrates a mature and ethical attitude toward clients and the profession</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Demonstrates effective use of technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Demonstrates effective use of graphic communication skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Please rate student’s quality of work.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Please rate student’s relationships with peers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Please rate student’s response to supervisors and administrators.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Please rate student’s overall level of competence.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Please rate student’s academic preparation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Please rate student’s potential as a professional.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The student’s outstanding qualities are:

______________________________________________________________________________

______________________________________________________________________________

The qualities that the student should strive most to improve are:

______________________________________________________________________________

______________________________________________________________________________

Would you hire this individual at the completion of his/her program or upon graduate if you had a position available?

_______ Yes  ______ No

Has this report been discussed with the student?  ______ Yes  ______ No

Total # of hours completed: _________________

Signature of Supervisor: _______________________________________________________

NOTE: If you have questions or concerns regarding the student’s performance or the form, please contact the internship course instructor by calling the number referenced below and asking for the supervising faculty member’s contact information.

Interior Design Program
School of Family and Consumer Sciences
Texas State University – San Marcos
San Marcos, TX 78666
512-245-2155 (Tel)
512-245-3829 (Fax)

ADDITIONAL COMMENTS:

The Texas State University ID Program wishes to thank you & your firm for providing a valuable experience for our interior design students!
“THANK YOU” LETTER

Each intern, near the completion of the internship, will prepare a formal “Thank You” letter to the employer/supervisor. A copy of the letter must be included with the intern’s final report, thus it must be composed before sending the report. The actual letter may be given to the supervisor on the last day or mailed at the end of the internship period.

Pay attention to formality, spelling, and legibility when preparing the thank you letter.
INTERNSHIP INSTRUCTOR’S EVALUATION CRITERIA

Each intern’s performance and fulfillment of the course requirements will be evaluated in terms of the following criteria. (See syllabus for component values.)

I. Initial Proposal
The content and writing of the initial proposal and the degree to which objectives have been achieved will be considerations in the evaluation of the total internship.

II. Journal
   A. Organizational Assessment for Expression
      As previously stated, the written journal should be organized in the form of a daily record of occurrences, experiences, and observations. The journal should represent the student’s candid expression of the internship and will be kept as confidential as possible. The journal should reflect the student’s perception of, reaction to, and evaluation of these occurrences, experiences, and observations. A part of the evaluation of these daily events should include suggested improvements in both the work situation and personal areas. This daily record is to be submitted to the course instructor after each week of work. Refer to the syllabus and TRACS course for detailed information on the submission process.
   B. Submission
      The course instructor will evaluate journals according to conformity to the proposed format, promptness in submission, thoroughness, thoughtfulness and quality of writing. Refer to the syllabus and TRACS course for detailed information on the submission process.

III. Employer Evaluation Form
The Employer Evaluation Form will be completed by the employment supervisor and given to the intern in a sealed envelope to be included with his/her Final Report, or faxed to the course instructor by the employment supervisor, to arrive no later than the specified date.

IV. Internship Final Report and Related Deliverables
The Intern’s Final Report will be completed by the intern before the termination of the internship and submitted digitally no later than the specified time and date in the syllabus. If the instructor prefers another submittal method, the instructions will be posted in the syllabus and on TRACS.
INTERNSHIP PROCEDURES CHECKLIST

I. Planning, Interviewing, and Selecting the Internship
   A. The student participant MUST attend the scheduled meeting or class with the
      program representative for orientation to the internship during the semester (fall
      or spring) prior to registering. At this time, the student should know the
      geographical location desired and have a list and description of business firms that
      may be potential internship sites. The student must get special permission to
      register for the internship from the program representative if not present at the
      scheduled meeting.

   B. After discussion of the proposed internship sites, the student should complete a
      resumé and have the Professional Practices instructor approve the format and
      content of the resumé.

   C. After the resumé is approved, the student will schedule internship interviews by
      correspondence and/or telephone.

   D. If in doubt about the firm or experiences offered during the interview, the student
      may report interview results to the program representative who advises the
      student of the feasibility of pursuing an internship with the firm, based on the
      opportunities the employment will offer the student in gaining the competencies
      established for the program.

   E. The student schedules an appointment with the potential employer so that the
      Internship Description Form may be completed jointly during the appointment.
      The Internship Description Form should be completed and signed by the
      employer prior to the student writing the narrative section of the proposal.

II. The internship proposal must be submitted the spring semester (third Monday in April by
    5 pm), prior to the beginning of the internship. The proposal is evaluated by the program
    and/or internship coordinator.

III. If the internship is approved, the Internship Description Form is then signed by the
     program and/or internship instructor(s). Students whose internships are not approved will
     be notified directly by the instructor of record.

IV. The student must register for ID 4301 Interior Design Internship.

V. The student is responsible for notifying the program and internship instructor(s) of
   changes in address and telephone numbers, any emergency situations, problems with the
   internship site or conditions, or revisions to the employment contract.

VI. The Daily Journal is the most important communication vehicle between the participant
    and the coordinator/instructor. Late work is NOT accepted! Late Journal submissions
    will receive a grade of 0.

VII. The Intern’s Final Report, the Employer Evaluation, and a copy of the Thank You letter
     to the employer/supervisor be completed to be received by the internship
     coordinator/instructor no later than the specified date. Late work is not accepted.

VIII. All internship materials are retained by the program area coordinator who maintains the
      materials as a part of student records.
## VOCABULARY

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency Area</td>
<td>The program’s area of specialization in which the student is majoring within the School of Family and Consumer Sciences.</td>
</tr>
<tr>
<td>Employer</td>
<td>The agency, business, firm, or organization with which the employment contract is instituted.</td>
</tr>
<tr>
<td>Employment</td>
<td>The job contract as defined on the Internship Description Form.</td>
</tr>
<tr>
<td>Internship Supervisor</td>
<td>That person(s) directly responsible for on-the-job supervision of the intern.</td>
</tr>
<tr>
<td>Evaluation</td>
<td>The degree of effectiveness of the total internship determined by the intern, program area coordinator and/or internship instructor and employer.</td>
</tr>
<tr>
<td>Intern</td>
<td>The student majoring in Family and Consumer Sciences at Texas State University – San Marcos participating in on-the-job work experience.</td>
</tr>
<tr>
<td>Internship</td>
<td>On-the-job work experience of the intern that is related to the student’s program area.</td>
</tr>
<tr>
<td>Internship Coordinator</td>
<td>The Family and Consumer Sciences Program Area Coordinator</td>
</tr>
<tr>
<td>Program Representative</td>
<td>The Family and Consumer Sciences professor within a program who serves as a consultant for approval of the internship, and/or is directly responsible for working with the intern in planning, coordinating, supervising, and evaluating the internship, and/or is the instructor for the course.</td>
</tr>
<tr>
<td>Participant</td>
<td>The student intern participating in the internship.</td>
</tr>
<tr>
<td>Proposal</td>
<td>The written proposal, consisting of the internship description and proposed experiences, submitted to the program representative THE SPRING SEMESTER PRIOR TO THE BEGINNING OF THE SUMMER INTERNSHIP.</td>
</tr>
</tbody>
</table>