



ID 4301 (WI)
Interior Design Internship Manual
2013-2014

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. 5-7)
2. Internship Description Form (p. 8-9)
3. Current Transcript
4. Current Resumé

Since all course submissions will be stored and not be returned to the student, please place the above documents in a large (9 x 12) manila envelope. In the upper right hand corner of the envelope; place your name, ID#, date, section enrolled (Summer I or Summer II) and the year before submitting.

The internship experience requirement is 150 on-the-job hours. Hours must be completed by **Tuesday of Week 5** (See Calendar) to avoid a grade of Incomplete or Failing. Your weekly schedule of hours is up to the site supervisor and you. It may vary from week to week; however, the intern must communicate in the preparation of the proposal that 150 hours are required and the length of the summer course so that an adequate schedule can be created with the supervisor and intern to complete these requirements on time.

The following coursework submissions are required:

1. Four journals covering all 150 hours, each submitted weekly to the instructor no later than the following week **by 4 P. M. Tuesday**. (pp. 14-15) The current method for submissions is through TRACS.
2. A final report (see pp. 16-19 for contents.) The instructor will notify you of the submission method.
3. Employer Evaluation Form (pp. 17-18), which must accompany the Final Report.
4. Internship Evaluation (See guide for writing, p. 19.) Submit with the Final Report.
5. A copy of your "Thank You Letter" (p. 20). Submit with the Final Report.

Items 2 – 5 (Final Report, Internship Evaluation, Employer Evaluation, and the copy of your Thank-You letter) must be submitted together in one packet to the instructor by:

4 P.M. on Friday of Week 4.

HIGH IMPORTANCE:

1. Enrollment in summer internships requires Departmental Approval. If you do not meet the criteria, you will not be provided approval to enroll in the internship course.
2. If your internship starts on or before the Summer I session; **you must enroll in the Summer I section** NOT Summer II; if you do not enroll in Summer I in this instance; your internship will be denied and you will not be given approval to enroll in the course.
3. If your internship starts on or a few days before the Summer II session; you must enroll in the Summer II session only.
4. **Your internship may NOT start after the Summer II sessions begin.** It is your responsibility to communicate to the sites when seeking internship of the both the start and end dates of the course sessions. If you start an internship after day one of

the Summer II session and are unable to complete the 150 hours by the deadline of the course; you will receive an “F”. **There are NO incompletes provided for summer internship courses.**

ADDITIONAL INSTRUCTIONS AND HELPFUL HINTS

5. Remember the neatness, craftsmanship, and presentation of all reports are important.
6. The reports must be typed and completed to the best of your ability.
7. The reports will not be returned.
8. Proofread and be thorough in all reports.
9. Spelling, sentence structure, grammar and punctuation are graded.
10. 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!**

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FAMILY AND CONSUMER SCIENCES INTERNSHIP PROGRAM

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 Program Coordinator and the Interior Design Internship Instructor(s) before the site for the internship is secured.

All internships must be completed within the registered academic summer term.

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.

INTERNSHIP DESCRIPTION

INTERNSHIP 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.

INTERNSHIP 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 Family and Consumer Sciences discipline.

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.

INTERNSHIP SELECTION

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 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.**

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 require 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 program representative 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.

INTERIOR DESIGN INTERNSHIP EXPERIENCE

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.

INTERNSHIP OPPORTUNITIES

- Corporate Office Design
- Facility Planning & Design
- Government
- Healthcare
- Hospitality
- Institutional
- Transportation (such as airport terminal design)
- Manufacturing plants
- Residential
- Kitchen & bath designer
- Product Design
- Lighting Design
- Furniture Design
- Historic Preservation
- Interior Design Firm
- Architectural Firm
- Department Store with Interior Design Services
- Contract or Commercial Design Firm
- Lighting Designer
- Specialty Store with Interior Design Services
- Furniture Industry or Designer
- Home Builder/Contractor with Interior Design Services
- Interior Design Services for Model Home Builders

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

The sites listed are pre-approved but not exhaustive of site possibilities. Students are highly encouraged to speak to the program coordinator and internship instructor(s) in determining the suitability of a site and ensure the location meets the requirements to be considered. Students are always encouraged to find and investigate appropriate new sites to gain internship experience anywhere in the country and overseas.

INTERNSHIP PROPOSAL

SUBMISSION OF THE INTERNSHIP PROPOSAL

A proposal, consisting of the Internship Description Form and a two to three page narrative describing the proposed experience, a transcript and a resumé, is submitted to the program representative the semester prior to the beginning of the internship by the assigned 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 proceeding with the internship.

INTERNSHIP PROPOSAL FORMAT

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. Stapled this document and highlight all ten courses and grade received for the course within the transcript. 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 **9" x 12"** manila envelope. In the upper right-hand column, place a label with your name, ID#, date, and the summer session you plan to enroll. 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. _____

INTERIOR DESIGN INTERNSHIP DESCRIPTION FORM (Continued)

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 _____

INTERNSHIP DAILY JOURNAL

Each student participating in the internship program will type daily records of their work day comprised into a weekly journal in full narrative style. 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 weekly and cover Monday – Sunday daily work experiences, each entry labeled by day of the week and date. It must be recorded in the Daily Journal Format (see page 15) and should:

- 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. be received by the Program Representative each **Tuesday by 4 PM** for the duration of the internship **through TRACS only**. The TRACS method has been adopted to permit express feedback on writing quality for students, and to conserve resources. E-mail or postal service is not permitted unless given express and explicit permission due to the unlikely circumstance of the unavailability of the Internet.
- H. 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 has no point value, but will be weighted and averaged with Journal Week 4. The deadline for this journal is not negotiable. Additionally, **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.

**Specific and more detailed instructions will be provided on the course TRACS site.

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 later, please indicate the date with each entry – June 1st, 20XX).

CALCULATING 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 forty hours, but the second report will record eighty 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.

FINAL INTERNSHIP REPORT & REQUIRED DOCUMENTS

The final internship narrative report and evaluation is required at the end of the internship experience and summarizes the experience. 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 cover page on page 11 of this manual; replace internship proposal with “Final Report.” Staple the report in the upper left-hand corner. Do NOT staple any of the remaining documents required below to one another.

A printed report must be submitted along with a copy of your thank you letter, intern’s evaluation of internship, signed time log of total hours complete (150) signed and dated by your site supervisor and the supervisor’s evaluation of intern. These final documents comprise 50% of the final course grade. All items must be sent in a 9x12 manilla envelope. Instructions for sending supervisor’s evaluation separately or faxed is indicated 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 failing of this portion of the course requirements.
- Incompletion of 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 give the form to the student in a sealed envelope early in the fourth week so it may be submitted with his/her final report. **If this deadline is missed or inconvenient, please fax directly to the intern's instructor at 512-245-3829, no later than Wednesday of the fifth week.** Thank you.

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

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

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: _____

Site Supervisor's signature: _____ Date _____

NOTE: If you have questions or concerns regarding the student's performance or the form, please contact the internship course instructor at:

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 “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. **Intern Personal and Professional Development**

The internship also will be evaluated according to the degree to which the program's competencies have been achieved by the intern. When possible, competencies developed will be evaluated jointly by the employment supervisor and the intern.

IV. **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.

V. **Internship Research Paper/Evaluation**

The Intern's Final Report will be completed by the intern before the termination of the internship and hand-delivered or Fed-Ex/overnight delivered to be received by the course instructor 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.

VII. **Thank You Letter**

With the Final Report, the Intern will include a copy of the "Thank You" letter mailed or given to the employer/supervisor no later than the specified date.

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 4 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). After submitting the Internship Proposal in April, the student must check the list for approval prior to the beginning of the internship.
- 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. Failure to send a Daily Journal to be received each Tuesday will result in automatic failure for the course.
- VII. The Intern's Research Paper/Evaluation, the Employer Evaluation, and a copy of the "Thank You" letter to the employer/supervisor and the Final Report must be completed to be received by the internship coordinator/instructor no later than the specified date.
- VIII. All internship materials are retained by the program area coordinator who maintains the materials as a part of student records.

VOCABULARY

Competency Area	The program's area of specialization in which the student is majoring within the School of Family and Consumer Sciences.
Employer	The agency, business, firm, or organization with which the employment contract is instituted.
Employment	The job contract as defined on the Internship Description Form.
Internship Supervisor	That person(s) directly responsible for on-the-job supervision of the intern.
Evaluation	The degree of effectiveness of the total internship determined by the intern, program area coordinator and/or internship instructor and employer.
Intern	The student majoring in Family and Consumer Sciences at Texas State University – San Marcos participating in on-the-job work experience.
Internship	On-the-job work experience of the intern that is related to the student's program area.
Internship Coordinator	The Family and Consumer Sciences Program Area Coordinator
Program Representative	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.
Participant	The student intern participating in the internship.
Proposal	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.