

# ID 400: Interior Design Internship Syllabus

West Virginia University  
Davis College of Agriculture, Forestry and Consumer Sciences  
Division of Design and Merchandising

## Academic Supervisor

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**Prerequisite** Satisfactory completion of second-year skill-building coursework. Written consent of an academic supervisor.

**Objective** To grant advanced students the opportunity to learn and work within a professional environment with practicing interior designers.

**Credit Hours** Students may register for 3-6 semester-hours of credit. Forty hours of work must be completed for each semester-hour of credit. This course is Pass/Fail. To pass and receive academic credit, the student intern must complete the contracted work hours and receive at least an average rating in each of the following:

1. Onsite Supervisor's evaluation (See Evaluation Form)
2. Daily journal (Assignment details below)
3. Paper – summary and analysis of the internship (Assignment details below)
4. Formal presentation (to be scheduled with your Faculty Internship Supervisor upon completion of your internship)

## Protocol

### Originating the Internship

1. See the Internship Checklist online. Follow the steps to obtain an internship and register for internship hours.
2. All work must be completed within one semester or one summer. You must register for the hours in the semester you are doing the work. One semester credit hour = 40 hours of work experience.

### On the Job

1. Keep a daily journal of your activities, impressions and observations (see assignment details below).
2. Keep a weekly time sheet (“**Timesheet Form**” <LINK>) – signed or initialed by your employer.
3. Contact Mrs. Lingle immediately should any problems arise.

4. Without exception, contact Mrs. Lingle by e-mail at the mid-point of internship and inform her generally of your progress.

### **Wrap-up**

1. Prepare a typed summary and analysis of the internship (see assignment details below).
2. Make a 15-20 minute presentation of your experience (see assignment details below).
3. Deliver the "Site Supervisor Evaluation" form <LINK> to your approved onsite supervisor and request that it be returned to the academic supervisor by fax or mail.
4. Submit the journal, time sheets and written analysis to the Faculty Internship Supervisor and schedule your presentation and evaluation appointment before the end of the semester.

## **Assignments**

### **Daily Journal**

You are to keep a daily journal of your experiences throughout your internship. This journal may be in any format or size. Consider choosing a format/size that is easy to transport (so you can have it at work with you), but is also easy to write in and manage (don't have it too small to comfortably write in). Below are some options for formats:

- Bound journals
- Spiral bound notebooks
- Three-ring binders
- Sketchbooks (only those with permanent bindings or spiral bound – no sketchbooks with pages that easily tear out)
- Custom books/binders that are appropriate

In your journal you will record your activities, impressions, and observations of the design business you are supporting. You can share sketches, your thoughts about what you enjoy doing, those activities that are most challenging, and questions you may have regarding methods of working. You may also want to record methods or approaches to use in class, or to share with colleagues and professors. Resources, companies, and products that are especially useful may also be identified.

This journal is to be a resource for you, not just for design products, but to help you determine the areas of the design profession most attractive and interesting to you personally. Your experiences may help to guide you in future job choices, so record all of your impressions as a future reference.

The journal is to be submitted to the Faculty Internship Supervisor along with the timesheets and paper at the end of your internship experience. The date for submission will be negotiated with your Faculty Internship Supervisor.

### **Paper**

At the end of your internship, you are to write a paper summarizing and analyzing your work experiences. You should discuss what the organization you worked for does, your responsibilities, your thoughts about your activities, what you learned, and how your classroom experiences helped to prepare you for the internship. Providing suggestions for improving student preparation for internships is also encouraged. You may want to include pictures in your report to document any work you produced or activities you participated in during your internship. Your journal entries will be most helpful in writing the paper, and you should review your journal before beginning this assignment.

The paper should be a minimum of 4-6 pages and should discuss what you have observed and learned over the course of the semester. It must be well written and coherently organized. Proofread your work before turning it in to catch ALL typos and incorrect grammar. The paper should be typed in 11 or 12 point font with no greater than 1.5 line spacing. There should be a cover page with the title of the paper, your name, and information about your internship placement (company name, location, number of hours worked, and name of your supervisor). The cover page is not included in your total page count. The date for submission will be negotiated with your Faculty Internship Supervisor.

### **Presentation**

Each student is to make a 15-20 minute presentation of your work experience. The presentation will highlight many of the points made in your paper, and should include an overview of the company you worked for, your activities, responsibilities, and what you learned from the experience.

You should provide visual aids for your presentation (i.e. PowerPoint, I-Movies, etc.). If using PowerPoint, your slides should support your verbal presentation, but not be a written narrative of what you are saying. Provide illustrations of your work whenever possible. You should dress professionally and practice your presentation to assure that you are well prepared.

All internship presentations will be scheduled with your Faculty Internship Supervisor; several presentations will be scheduled during a particular timeframe (i.e. from 1-3 on a Friday, 9 presentations will be scheduled). You will be expected to attend all presentations scheduled within your timeframe. Visitors will be invited to attend all presentations.