

# Interior Architecture

## DS 601-001 Internship Syllabus

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### SYLLABUS

Spring 2017

(Jan 17<sup>th</sup> – May 12<sup>th</sup>)

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Office Hours: Tuesdays and Thursdays 3 – 4 pm or by appointment

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#### **COURSE DESCRIPTION:**

An Interior Architecture internship is a structured career development and learning opportunity for students to gain professional design experiences supplemental to their formal academic program. An internship includes both observation and participation in the functions of a design organization under the direction of an interior designer, architect, or similarly trained professional who supervises the internship from the work site. The internship is completed under the supervision and in consultation with University faculty and staff. The course is designed to enhance the experience by compelling the student to analyze the experience through various assignments. Students take DS601 for 3 credits (150 hours total). With the combination of classroom knowledge and internship experience, you will have a true advantage in the job market.

#### **COURSE LEARNING OUTCOMES:**

1. To gain professional work experience by working with interior design/architecture practitioners.
2. To develop problem-solving skills through first-hand observations and involvement with design projects.
3. To apply academic knowledge/skills to specific design tasks and develop an understanding of design processes and business practices.
4. To develop professional competencies in written and oral communication.
5. To expand awareness of career opportunities and establish professional contacts in interior design.

#### **COURSE FORMAT**

This course will primarily be administered through Learn@UW. You will be able to find all course materials on this site under the Contents tab. You will also be uploading the majority of your assignments into the Dropbox on Learn@UW. There will be some additional group internship meetings throughout the semester so please make sure to check your wisc.edu email account regularly as well as the “Course News” section on Learn@UW for more information.

#### **ACCOMMODATIONS STATEMENT**

Students who need any accommodations on the basis of disability should notify the instructor as soon as possible. We will work together to develop strategies for adapting assignments to meet both your needs and the requirements of the course. The McBurney Disability Resource Center (608-263-2741) provides resources for students with disabilities. You will need to provide documentation of disability to them in order to receive official university services and accommodations.

#### **ACADEMIC MISCONDUCT**

Academic integrity is critical to maintaining fair and knowledge-based learning at UW-Madison. Academic dishonesty is a serious violation and will not be tolerated in this course. This course follows the UW System Chapter 14 Code of Conduct. Please visit <http://students.wisc.edu/doso/docs/UWS14.pdf> for examples on what constitutes as academic misconduct. All violations will be taken seriously and appropriate action will be taken.

## **COURSE REQUIREMENTS & GRADING**

The grading criteria are based on 550 possible points and the percentage scale is used to determine a final letter grade per University standards.

<b>Grade</b>	<b>%</b>		<b>Grade</b>	<b>%</b>	
<b>A</b>	95	100	<b>C</b>	79	76
<b>AB</b>	94	90	<b>D</b>	74	70
<b>B</b>	89	86	<b>F</b>	69	0
<b>BC</b>	85	80			

The assignment descriptions and documents students will need for completing this course will be posted under the Contents tab of Learn@UW. The assignments and point distributions are listed below. **Due dates for assignments can be found in the Course Schedule on Learn@UW.**

<b>#</b>	<b>Assignments</b>	<b>Points</b>
1	Orientation/ VIA Survey of Character Strengths	20
2	Facilities and Environment Research	30
3	Products Research	30
4	Journal Submission #1	20
5	Clients and Services Research	30
6	Supervisor Evaluation – Midterm	80
7	Journal Submission #2	20
8	Internship Meeting	25
9	Design Process Research	30
10	Project Management Research	30
11	Journal Submission #3	20
12	Collaboration in Design	30
13	Internship Meeting and Final Presentation	60
14	Supervisor Evaluation – Final	80
15	Thank You Letter to Supervisor	20
16	Time Sheet	20
17	Final Book	35
	<b>TOTAL POINTS POSSIBLE</b>	<b>580</b>

### **POLICY ON LATE ASSIGNMENTS AND/OR INCOMPLETE INTERNSHIPS**

Assignments are due by 11:59pm on the due date. If you cannot submit an assignment by the due date, contact the Internship Coordinator **before** it's due. If you ask for an extension, be ready to supply an alternative due date.

Late assignments will automatically be penalized prior to evaluation using the following criteria:

- 10% if turned in within 24 hours after the due date and time.
- 15% if turned in within 24 – 48 hours after the due date and time.
- 20% if turned in within 48 – 72 hours after the due date and time.
- The most you can earn on an assignment turned in after 72 hours from the due date and time is 50%.

**NOTE:** All internship hours have to be completed by the last day of classes. If you are not able to complete the hours by this time, you will receive an Incomplete for the class which will be changed into a grade after your hours are completed and your assignments are graded.

If you get fired or let go from your internship site before the semester is over, your grade will be lowered as you have not completed the requirements for this course. These situations will be handled on a case-by-case basis.

## Facilities & Environment Research

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Please answer the following questions in a Word document and submit them in the dropbox in Learn@UW. Any sketches or supplemental documents should be scanned and included with the dropbox submission. See the course schedule for the due date.

1. Describe where the firm is located: include any distinctive geographic or urban features.
2. Describe the physical layout of the firm. Provide a description of the physical spaces. Use sketches to illustrate the layout and the relationships between areas within the firm. These sketches should include a block diagram with the relative sizes of the spaces and the strength of the adjacencies. Circulation must also be considered in the diagram.
3. Describe how the firm is organized or divided into departments and how the work is assigned.
4. How do people work? Together in an open space, closed offices...large studios. What is the chain of command?
5. Note any areas that appear to be incongruent with the adjacent functions. These may be due to the restrictions of the building envelope, the company's growth or downsizing.
6. Share any surprises or unusual findings as you evaluated your internship organization's facilities and environment.

## Products Research

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Please answer the following questions and submit your answers in a Word document to the dropbox in Learn@UW. See the course schedule for the due date.

1. Research the firm's resource library. List and describe a total of six (6) product lines in terms of their pricing, sustainable practices, and range of products. If possible, be sure to include at least one each of the following lines: flooring, furniture, textile, and lighting.
2. Describe how the firm deals with the pricing these products.
3. Share any surprises or unusual findings you uncovered as you evaluated the organization's product lines.

If you are not in a design firm and/or don't have access to this information, please use the Resource Library in Nancy Nicholas Hall to complete this assignment.

## Clients & Services Research

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Please answer the following questions and submit your answers in a Word document to the dropbox in Learn@UW. See the course schedule for the due date.

1. Describe the type of clients and projects the firm has.
2. How does the firm secure its clients? What marketing techniques are used? Include examples of brochures, advertisements, websites, magazine articles, etc.
3. What kind of presentations does the firm do to get a job? Or present a design solution? Even if you are not in a design firm, please explain how the organization works to create a design solution for the clients.
4. Describe the kind of services the firm offers clients.
5. How does the firm communicate with clients and vendors? Formal letters, phone calls, emails, faxes, etc.? What methods are used for what purposes?
6. Does the firm conduct post-occupancy evaluations? If so, please explain. How is this documented? If they do not perform these evaluations, please explain why not.

# Design Process Research

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Please answer the following questions and submit your answers in a Word document to the dropbox in Learn@UW. See the course schedule for the due date.

1. Describe how the firm conducts design programming. If the firm is willing to share these, include examples of items such as questionnaires, client profile forms, interview questions...
2. If available, ask to help with programming or look at a completed program and document your findings. Even if you can't look at a completed program, find out how they document information and what is included and include that.
3. If you are able to work on a program, describe any programming tasks you have observed, assisted with or completed on your own. Even if you haven't completed programming tasks during this internship, share any programming tasks you've done outside this internship (if applicable).
4. If the firm you are working for is more informal, interview your supervisor on how do they gather information before design begins.
5. Have you participated in any site analysis, including site measurements, and listing of existing conditions? Explain how the firm conducts these activities.
6. What are the other design steps the firm goes through, and how are they sequenced? How often are they interacting with the clients and how do they get approval to move to the next stage of design?

# Project Management Research

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Please answer the following questions and submit your answers in a Word document to the dropbox in Learn@UW. See the course schedule for the due date.

1. What types of forms does the firm use to keep track of inventory and orders?
2. Describe the type of client file that firm uses and give a brief description of its contents.
3. Describe the types of fees and compensation systems that the firm uses. For example, retail, cost plus percentage markup, a flat fee, or hourly rate for services rendered.
4. How does the firm bill the client for services rendered? How do they order merchandise or materials purchased for the job? How do they bill these?
5. How does the firm keep track of the project? For example, how do they monitor fees and the schedule? Do they have contracts and addendums to contracts?
6. During construction, how does the lead designer stay connected and ensure quality control and design intent?

# Collaboration in Design

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Please answer the following questions and submit your answers in a Word document to the dropbox in Learn@UW. See the course schedule for the due date.

1. What types of collaborations exist within your site? These could be between different departments, vendors, other designers/artists, etc. How does your team fit within a larger whole?
2. What have you learned about effectively communicating in an interdisciplinary environment?
3. How has technology affected the collaborative environment? Has it helped communication? Have there been challenges?
4. Describe team structures and how they've been applied at your site.
5. What types of leadership models have you witnessed, were they effective and how do differing types of leadership change the dynamics of the collaborative experience?
6. How has your work this semester demonstrated your ability to effectively collaborate with multiple disciplines in developing design solutions?



# Final Presentation (PowerPoint & Oral Presentation)

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As part of the internship course, we require a final presentation. **The dates for the Final Presentations are listed in the Course Schedule in Learn@UW.**

You will be required to make a Final Presentation and attend a presentation session if:

- You reside in Dane County, Wisconsin during this internship

**OR**

- Your internship site is in Dane County, Wisconsin

The information and instructions below provide you with details about how to complete the final presentation assignment.

## **POWERPOINT CONTENT**

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You will prepare a PowerPoint presentation to summarize your internship. Overall, think of the presentation as a way to “sell” your internship to the audience and include a summary of the project you worked on during your internship. Although we want to hear a little bit about what you did at your internship, the majority of the presentation should show your audience that you’ve had a chance to reflect on your experience, what you learned as a result of it, and how that will impact your future career choices. Listed below is an outline of what to include in each of the five sections of your PowerPoint presentation:

1. **The Basics:** Who you are, where you interned, BRIEF description of your responsibilities.
2. **Your Project:** While you are not assigned to complete a specific project for the course, please talk about one major aspect of the internship you completed. Talk about what you did, what you learned, and how it turned out.
3. **Top 5:** Summarize your internship experience by outlining the top 5 most important things you learned during your internship. You should synthesize your ideas into broad professional skills or insights about your major and ideas you obtained from your internship. Use your creativity ... exhibit a sense of humor ... have fun with it ... while expressing an analytical thought process.
4. **Reflections:** Think about some of the following questions and use them a guide to organize this portion of your presentation. Think of this as a chance to provide your peers, instructors, and future interns with an inside look at the value of your internship. How you want to convey this information to us is up to you, so feel free to be creative (include pictures, create a "top ten" list, make a slide show of your thoughts set to music, etc.). You are not expected to answer every question (and time will not allow for this!), but use the questions as a guide. Please be honest with your reflections while also remaining respectful of the company and the experience:
  - Company culture - what did you learn about the company by working there that you think makes it unique? What kind of a person (qualifications, ability, personality, etc.) would fit in?
  - What did you like? What didn't you like? What kind of improvements could be made to this

- company's internship program and how?
  - What did you learn from this internship?
  - Why did you choose this internship and if you had it to do all over again, would you choose it again?
  - What kind of an impact did you have on this company and/or your coworkers?
  - What was your supervisor like? Did you make any connections with people at your internship site that you think will be beneficial in your future?
  - How have you changed/grown personally over the course of this internship?
  - Was there something you struggled with during your internship that you worked at improving? How?
  - Did your major classes prepare you for this internship? Do you think your internship will in turn help you with your future classes? How?
  - What were your goals/expectations going in to this experience? Were they met? Exceeded? Did they change along the way?
  - What advice would you give another intern looking to work with this company?
  - What advice would you give to your supervisor(s) at this company when working with future interns?
  - What kind of an impact did you have on this company and/or your coworkers?
5. **Company Contact Information:** If another student is interested in getting involved with this company, how could they? Who could they contact?

**NOTE:** You can spend as many or as few slides on each of these sections, as long as all the information is included in the 20 slides. You can also have a little variety in terms of how the information is presented (i.e., you don't have to talk about these items in order if you don't want).

## **POWERPOINT SETUP**

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For this assignment, you are required to follow the Pecha Kucha Format. Pecha Kucha is a presentation methodology in which 20 slides are shown, and each slide is exhibited for **only** 20 seconds. You can have a reference slide in addition to your 20 slides if necessary.

To set your slides to 20 seconds each, please use the following instructions:

1. When in PowerPoint, click "Transitions" on the top menu bar.
2. In the "Transitions" tab, go to "Advance Slide," and uncheck the "On Mouse Click" box if it is checked. Instead, check the "After" box (located on the top far right of the screen) and input 20 seconds.
3. Rather than doing this for every slide, you can click the "Apply to All" button located to the left of the "After" box.
4. Test and rehearse your presentation.

The duration of the presentation should be **6 minutes and 40 seconds** in length.

The use of visual aids is required. If you are using images that are not your own, please cite them.

The presentation must be uploaded to Learn@UW **prior** to your presentation date/time.

## FINAL PRESENTATION EVALUATION

Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

<b>Overall Presentation</b>	Very Good		Good	Needs Improvement		Not Applicable
1. Presentation was well organized.	5	4	3	2	1	N/A
2. Visual aids were provided and were effective.	5	4	3	2	1	N/A
3. Presentation was effective in conveying information.	5	4	3	2	1	N/A
4. Presentation followed Pecha Kucha format (20 slides of 20 seconds each)	5	4	3	2	1	N/A
5. Presentation contained good intro and conclusion.	5	4	3	2	1	N/A
6. Student's volume, diction, and speed were appropriate.	5	4	3	2	1	N/A
<b>Must Include Information</b>	Very Good		Good	Needs Improvement		Not Included
6. Explained the BASICS (who they are, where interning, etc.)	5	4	3	2	1	0
7. Explained the PROJECT	5	4	3	2	1	0
8. Explained the TOP FIVE (lessons learned)	5	4	3	2	1	0
9. Included REFLECTIONS	5	4	3	2	1	0
10. Provided COMPANY CONTACT INFO	5	4	3	2	1	0

**Total Points:** \_\_\_\_\_

One area the student performed well:

One area for student improvement:

# Journal Submission

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Please answer the following questions for each week and submit your answers in a Word document to the dropbox in Learn@UW. See the course schedule for the due date.



What did you work on?

What did you learn that was new?

What were some challenges?

What did you find rewarding or inspirational?

What new connections did you make, if any?

# Thank You Letter

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As your internship comes to a close, it is important to thank your supervisor for providing you with a valuable internship experience. Please compose a thank you letter to your supervisor, email it first to me and then to your supervisor after we have reviewed it together. This letter is a very important part of the course since it helps sum up your experience and keeps the door open for further interaction with the company you worked for. Hopefully, during your internship you will have met lots of great people and worked on many interesting projects. You should have made lots of connections and learned a lot about the field. It is important to recap some of these experiences and thank your provider for their time and effort.

If you are continuing on in your internship beyond the conclusion of the semester, please simply submit a thank you letter in Learn@UW that you plan to send once your internship is complete.

Completed thank you letters should be submitted as a Word document via the dropbox in [Learn@UW](#).