



IDEAR INTERNSHIPS

@ Buff State Interior Design

Employer Handbook

Idëar Internships at Buff State Interior Design provide the students with avenues to further enhance their strong theoretical and design education with the practical experience from the field. The program strives to instill high professional and career goals in the students.

The mission of Buffalo State Interior Design is to create a globally diverse and contemporary program that helps students compete and collaborate with their peers from other schools and design field.

Contact Buffalo State Interior Design Department at 716-878-5252. You can also send inquiries to the Internship Coordinator Bhakti Sharma at sharmab@buffalostate.edu

THE IDEAR INTERNSHIPS

Thank you for considering our student as an intern with your firm. When you hire our student as an intern, you can expect someone who has completed seven semesters of rigorous education accredited by the Curriculum of Interior Design Accreditation (CIDA). With your training and guidance, a student can learn to apply the skills acquired at the College to real-world solutions. The internship taken in the last semester of the curriculum allows for your company to observe students' work ethics, skill set, and design ability in order to assess potential long-term relationship with them.

Definitions:

The internships must meet certain criteria:

- The Internship consists of 135 contact hours.
- An appropriate experienced mentor who will partner with the student to help them further explore and hone their skill set must supervise the internship.
- The students earn academic credits for the internship. This is an unpaid internship.
- You and a prospective intern agree upon a schedule with a different number of hours or weeks as long as it *does not exceed the maximum number of 135 contact hours*.

Duties of the Internship Sponsor:

- Discuss and identify objectives of the student's internship.
- Inform the student regarding your expectations for accomplishment, behavior and work standards.
- Meet with the student to review the Objectives Outline and your expectations.
- Sign attached student work contract and mail it to Bhakti Sharma at the beginning of the internship.
- Fill out the Internship Sponsor's Evaluation and mail it to Bhakti Sharma at the end of the internship.
- Please note that there is no Internship Coordinator on campus during the summer months.

Internship Work Contract:

- The student and employer work together on the contract (attached). This contract outlines the intern's duties; professional development goals, required work hours, and start and end dates.
- The student may not begin the internship until the student, employer, and internship coordinator have signed the Internship Work Contract.



Buffalo State Department of Interior Design INTERNSHIP WORK CONTRACT

Please mail form directly to Bhakti Sharma, 1300 Elmwood Avenue, Upton Hall 207, Buffalo, NY 14222

Student Information (filled by student)

Name:	Phone:
Email:	Year of Graduation:
Internship Term:	

Internship Information (filled by employer)

Company Name:		
Supervisor Name and Title:		
Email:	Phone:	Website:
Company Address:		City/ State/ Zip

Work Period

Start Date	End Date
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Short description of the company background including but not limited to its activities, the premises (commercial or residential building), legal status (i.e. corporation, partnership, LLC), and number of employees:

Intern's Responsibilities: (Please feel free to attach additional sheets)

By signing this document, employer and student acknowledge that they have read and will abide by Internship Guidelines.

(Student Signature/ Date) PRINT NAME:	(Employer Signature/ Date) PRINT NAME:	(Coordinator Signature/ Date) PRINT NAME:
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Buffalo State Department of Interior Design INTERNSHIP SPONSOR'S EVALUATION

Please mail form directly to Bhakti Sharma, 1300 Elmwood Avenue, Upton Hall 207, Buffalo, NY 14222

Student Information

Name:	Hours worked per week:
Internship Start Date:	Internship End Date:
Total Internship Hours:	

Evaluation

Please evaluate the Intern according to this numbered grading system: (5 excellent, 4 good, 3 average, 2 fair, 1 poor, NA)

1. What is the student's level of achievement in relation to the three objectives identified by you and the student at the beginning of the internship?

OBJECTIVE 1: _____ GRADE: _____

OBJECTIVE 2: _____ GRADE: _____

OBJECTIVE 3: _____ GRADE: _____

2. How well did the student understand his or her assignments? GRADE: _____

3. How would you rate the quality of the student's work? GRADE: _____

4. Please rate the student's skill set:

Design _____ Drawing _____ CAD work _____

Communication Skills _____ Ownership of Work _____

Dependability _____ Initiative _____

5. What are the strengths of this student in relation to the work?

6. In what areas of the work does the student need improvement?

(Employer Signature/ Date)

PRINT NAME: