



IDEAR INTERNSHIPS

@ Buff State Interior Design

Intern 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

Congratulations on successfully completing seven semesters of rigorous education accredited by the Curriculum of Interior Design Accreditation (CIDA). With your training and guidance, you are now prepared to apply the skills acquired at the College to real-world solutions. Your internship should be a positive experience intended to identify and understand the practices and protocols of the particular company and industry in which you are working while providing you with a platform to apply skills learned in the classroom to a new context.

Definitions:

The internships must meet certain criteria:

- The Internship consists of 135 contact hours and you will need to enroll on a three credit hour course.
- An appropriate experienced mentor who will partner with the student to help them further explore and hone their skill set must supervise the internship.
- This is an unpaid internship.
- You are responsible for internship search.
- Please note that there is no Internship Coordinator on campus during the summer months.
- You may not begin the internship until you, the employer, and internship coordinator have signed the Internship Work Contract provided in the Employer Handbook.
- You may not receive a grade at the end of the semester if the Internship sponsor evaluation provided in the Employer handbook has not been sent to the Internship Coordinator. Please note that the employer should mail the evaluation to the coordinator directly in a sealed envelope.

Internship Objectives:

- You will discuss and identify objectives of your internship with your sponsor.
- You will fill attached form for internship objectives to start a discussion with your employer. You will need to turn in this form along with your internship binder (detailed out later)

Internship Journal:

The purposes of keeping an internship journal are to insure that you receive credit for the hours you worked and to verify the type of experience you receive. Your journal is to include an Objectives Outline with three accomplishments you plan to focus on for your internship. You will often refer to the Objectives Outline as your Internship evolves. You, your Internship Supervisor and your Professional Mentor must review and agree upon these objectives before you

begin. It is essential that you follow your Objectives Outline during your internship and that you discuss any changes with your Internship Supervisor.

Because it will be used for evaluation of your Internship, it is expected to have a professional appearance and be well organized. It must be 8 1/2" by 11". It may be in any format you choose. You may use a computer or handwriting, a three ring binder or a sketchbook. It is to be used solely as a journal and will not contain material from other parts of your life. You are free to share its contents with others if you wish. The journal will include:

- Dates and Hours Worked - include a brief description of what you do each day. It does not hurt to write down names of people you speak with on the telephone or in person.
- Business Cards or other information on people you work with - this may mean others in the business or sales representatives, fabricators or other professionals - anyone who may be able to help you.
- Sketches and notes of work with Professional Mentor - these might be from meetings with others, job site visits or instructional sessions.
- Examples of Business Forms - (Be sure to get permission before collecting someone's business forms, they may not want you to do this.) Examples of forms include: Change Orders, Letters of Agreement, Purchase Orders, Specifications, and Invoices.
- Your personal evaluation of your Internship experience on a weekly basis.
- Your grade for internship will be based upon your Internship Supervisor's evaluation of your performance, your journal and on your compliance with the requirements of the Internship Program.

Good Luck with your internship!



Buffalo State Department of Interior Design INTERNSHIP LEARNING OBJECTIVES

Student Information (filled by student)			
Name:		Phone:	
Email:		Year of Graduation:	
Internship Term:			
Objectives (filled by student)			
Company Name:			
Supervisor Name and Title:			
Email:		Phone:	Website:
Company Address:			City/ State/ Zip
Work Period			
Start Date		End Date	
1. How will this internship help you gain or improve the following skills? a. Design Skills b. Professional Growth c. Industry Awareness d. Other (Please specify)			
2. How will your internship help you with your long-term professional goals			
3. What are your expectations from the internship?			
(Student Signature/ Date)		(Employer Signature/ Date)	



Buffalo State Department of Interior Design INTERNSHIP CHECKLIST

Checklist Items	
	Create resume and portfolio
	Meet with internship coordinator to discuss internship interests and ways to obtain different internship. Be prepared to describe your areas of interest, your preliminary objectives, and the timing of your internship. If there are other design students in the Internship Program, it may be helpful to meet as a group.
	Obtain an internship
	Employer to return Internship Contract before internship begins
	Meet with employer and fill objectives form
	Maintain internship journal; record each day's experience
	Complete 135 hours of internship
	Register in course
	Employer to return filled evaluation form directly to internship coordinator