

# **PRACTICUM INFORMATION HANDBOOK**

## **DEFINITIONS**

**Intern:** an advanced student or recent graduate undergoing supervised practical training.

**Practicum:** on-the-job learning experience undertaken within an academic framework: a supervised, practical application of a previously studied theory.

## **INTRODUCTION**

Practicums provide an opportunity for advanced students to supplement and enhance classroom training with real-world experience, and earn academic credit for the work. Practicums are a vital link between academic training and professional employment because they provide an opportunity for students to apply and test what they have been learning in school. They are the beginning of a life-long, on-the-job learning process, they provide current work experience in the field that can be listed on a resume, and they often lead to permanent employment.

Practicums are an important part of almost any professional training or education. Many professions, including architecture, medicine, teaching and others, require an apprenticeship or internship period before graduates are allowed to take professional exams or practice on their own. Through good internship experiences, students gain invaluable practical exposure in their career fields, while employers benefit from the enthusiasm and hard work of short-term practicum employees.

Two practicum experiences are required for the three-year Interior Design degree at BCC. Each one requires registration for three quarter credits, and a minimum of 150 hours work experience in the field. Practicums may, but do not necessarily, involve monetary compensation.

The information in this packet describes the Interior Design Practicums in detail. It contains the information that students need to know to complete the credits and includes a **Practicum Checklist** that can be used for quick reference. It is important to note here that all practicum activities should be done in collaboration with the faculty Practicum Advisor. This written information does not replace the advice, supervision and approval of the Interior Design department faculty.

## THE WORK *Practicum?*

*“Exactly what do I do for a*

There are such diverse employment opportunities within the field of interior design that there cannot be a prescription for the “perfect” practicum. However, good practicum experiences do have important similarities: a combination of learning by doing and learning by observation, an opportunity for students to experience the world of design from a professional vantage point, and a mutually beneficial learning/working situation for student and employer. The practicum should be tailored to the goals of both parties involved, in order to maximize the value of the experience. The analysis of your long and short term educational and employment goals will enable you to articulate and discuss your needs with the employer. Each practicum requires minimum of **150** clock hours of work under the direct supervision of the employer in order to earn 3 BCC credits. Some firms require a longer time commitment from students, based on the firm’s criteria for practicums.

The specific duties and expectations of a practicum must be determined by the individual employer and student. On a daily basis, part of your time should probably be spent working toward completion of specific short-term projects. This experience will allow you to develop and reinforce skills that you have been learning in class. Drawing, drafting and sample board assembly are good examples. Part of the time should be spent watching, observing and absorbing information about office/work environment and procedures and the specific ways in which other professionals work. Keep your eyes and ears open; try to observe at all levels, from the principals through the support staff. This should give you a better idea of the overall picture or what it might be like to work for, manage or own such a firm. Participation in staff and client meetings, and being a tag-along or “shadow” are good examples.

At the beginning, you may find that you know so little, in spite of all your hard work at school, that even the most menial of tasks will give an opportunity for significant learning. One student who was working at her first practicum in a textile showroom was disappointed when on her first day she was asked to iron and fold memo samples. But she soon discovered that by doing so, she was not only learning the product line, but she was able to study the structure, fiber content labels and “hand” of each fabric. This knowledge proved invaluable a few weeks later when she began assisting designer-clients on the showroom floor. Be open to the likelihood of such a serendipity in your own practicum.

At the other end of the spectrum, particularly in the second practicum, many students have been thrust directly “into the fire” with projects and responsibilities equal to any other employees. They have been expected to meet deadlines and perform up to professional standards in all respects. This can be a bit unnerving at first but it will put your design skills and interpersonal skills to the test. You’ll discover what pressure is like in the real world. Just remember that you are there to learn, and you will be expected to ask questions.

One word of caution: a few employers may think that student interns exist for the purpose of plodding through a backlog of support work that no one else wants to do. Although the chances of this happening are very small, you must protect yourself from being exploited by such an employer. If everyone in the office answers the phone or washes the coffee cups, then pitch in and take your turn. But do not allow yourself to

become a substitute secretary or custodian. Rely on your judgment and finesse as well as the advice of the Practicum Advisor in handling a questionable situation.

To conclude this section, there are two very important things to remember about the practicum in general. The first relates to learning. Each practicum experience should be as diverse and varied as possible, to answer questions you have about working as an interior designer and to prepare you for your professional career. You will be working under the supervision of people with experience, so reach for all the knowledge you can get and try to benefit from others' successes and failures as well as your own. These practicums, like your classroom education, are only what YOU make them. Use them as an opportunity to experiment and learn—these could be the most important classes in the curriculum.

The second relates to **reputation**. As you work in the field on your practicums, you are beginning to build your own reputation in the design community. Equally important, you are being judged as a representative of the Bellevue Community College Interior Design Department. The work you do, your standards, performance and attitude, will reflect on you as well as on the entire program. In many cases, an employer's impression of BCC will be based solely on your performance. For these reasons, you must maintain the highest standards for yourself throughout each practicum.

## **REGISTRATION**

*“What about the paperwork?”*

You may register for a practicum on the advice of the Practicum Advisor, usually after the middle of the second year when you have acquired some skills that will be useful to an employer. This is not a class that you should take too early just to get the credits out of the way. If your skills and knowledge of interior design are more advanced, you will have many more opportunities for practicum employment, and you will be able to learn much more in any practicum. In other words, the more you know, the more you'll learn from the experience.

You are required to register for two practicums, each with its own course number. The first practicum, INDES 185, is available for registration during fall quarter only, and the second practicum, INDES 285, is available for registration during spring quarter only. Along with the formal registration for INDES 185 (first practicum only), each student must complete a **Practicum Information Worksheet**, and return it to the Practicum Advisor.

You arrange to complete each practicum on a schedule that is convenient for you and for the employer. Ideally, you should complete all practicum requirements by the end of the quarter in which you registered. But job opportunities don't always follow our quarterly calendar. So if requirements are not completed by the end of the quarter in which you register, an Incomplete or a “Y” grade will be given.

The final grade for each practicum is either *“Credit or “No Credit”* and letter grades are not given.

## **PERSONAL GOALS**

*“What kind of practicum should I look for?”*

Practicums give students a chance to experience working in the real world of interior design, in a situation that is supportive and non-threatening. Use this special

opportunity to explore the world that's out there, and begin to discover what kind of employment situation is right for you.

One of the exciting things about a good design education, and in fact design in general, is that there are so many ways to apply your knowledge and training in professional situations. And today more than ever, you may not be able to plug into a neatly-defined job that's waiting for you—you may need to create a job or situation that utilizes your unique combination of background, talents and skills, and then define the guidelines for yourself. This requires the ability to apply design methods and critical thinking to your own life. Most employers want people who are well-rounded intellectually and emotionally, and who can solve problems and think for themselves.

In deciding what kind of practicum to look for, you must first analyze a number of things about yourself in light of the information and training you have been gathering in school. Are you goal-oriented with definite expectations for yourself with regard to position or income? Or do you let fate direct your course, enjoying the adventure of the journey more than the attainment of the goal? Do you like taking risks and having responsibilities or do you feel more comfortable following directions and repeating tasks that you know and understand? Do you like working with people and do you obtain satisfaction through knowing that you've been helpful or directly solved someone's problems? Do you like to draw, draft or make models? Are you a detail person who can persevere until even the most pesky problem has been solved? Or do innovative ideas flow endlessly from your drawing pen but sticking it out 'til the end seems boring? Perhaps you like to be on the move, meet new people all the time, and sales seems appealing...

Here are several approaches to try when thinking about choosing a firm or situation. You might try working in an area or for a firm that you have always thought would be your first choice. This approach lets you verify your ambition firsthand and you're likely to make interesting discoveries. You may find that it is exactly what you had hoped and you do indeed want to do the same thing when you graduate. Or you may find that it is not at all what you had expected and in that case you've learned what you don't want to do. An example of this might be working for a well-known or prestigious design firm.

You might want to work in an area that you think you'd never want to work permanently but you know that limited exposure would be good for you. It is possible that you might discover you like whatever it is but in any case you'll know what it's like to be on that side of the fence. This will make it much easier for you to work with people who are in that position later. An example might be working in sales, in a showroom or a sample library.

You might not be sure what area of design you think you like (or dislike). In that case, you might want to find a practicum that will offer you the broadest range of experiences and exposures possible. That way, you will have a better chance of discovering something that really makes you excited. An example might be a very large firm where you could experience architecture, corporate interiors, hospitality design, retail design, CAD, sales and marketing, etc.

Page nine of the Interior Design Handbook lists a number of areas where you might begin your research into specific areas for employment. You should give yourself plenty of time to investigate possibilities in a broad way before you actually begin searching in earnest for the right firm of situation for your practicum.

## RESEARCH

*“How do I find the right practicum?”*

After you have decided on the general area, category or firm type for a practicum, you will need to make a connection with the RIGHT firm. This process is much like any other job-hunting experience, and its success will probably rely heavily on your ability to network.

Begin with the people you know. If you have a relative or friend who is involved in the design industry, call him or her and inquire about work possibilities. Join ASID, IIDA, or NWSID as a Student Member, and attend the professional meetings as well as student functions. Participate in seminars and special events at the Seattle Design Center and Lenora Square, and attend presentations sponsored by suppliers and vendors. Check the yellow pages of the telephone books for this area and look under as many design-related categories as you can think of. The Practicum Advisor or Interior Design Program Chair may also be able to help with leads and suggestions. Ask each person you meet or talk to for ideas, suggestions or referrals. If someone is not in a position to hire a practicum student right now, he or she may know of another person who is able to. You are ultimately responsible for finding your own practicum and for making arrangements with the employer.

In your conversations with prospective practicum employers, you will probably need to introduce and explain the practicum program and perhaps, the BCC Interior Design program as a whole. BCC has an excellent reputation in the Puget Sound area but there will be people out there who haven't heard of us. Refer to this handbook for guidance as you outline employer and student responsibilities and expectations. Make sure to explain that you are doing the practicum for college credit, that 150 hours minimum of work are required, and that the employer will be expected to complete a short, confidential evaluation when the practicum is completed. You may make arrangements for the employer to contact the Practicum Advisor (425-564-2623) to clear up questions that you can't answer yourself.

When the employer indicates an interest in hiring you for a practicum experience, you should make arrangements for a meeting or interview.

## INTERVIEWS

*“Is this the best place to do my Practicum?”*

Interviewing for a practicum is very much like interviewing for any other job. The employer will want to find out what skills and talents you can offer the firm and you will want to find out what training and experience the firm is willing to offer you.

All of the basic rules and suggestions about preparation and conduct for job interviews apply to the practicum interview.

1. You will be expected to provide a Resume, or *Curriculum Vitae*, of your education, work experience and skills. If you don't have a current resume or are unsure about format or content, consult reference books on resume writing or seek advice from the Counseling & Advising Center in B-234. The Professional Practices II class (INDES 181) covers resume writing as well as

how to conduct yourself in an interview, so it may be a good idea to do your first practicum after taking that class.

2. You will probably be expected to show a portfolio or examples of your work. This is particularly true if the job involves drafting, presentation drawing or rendering, model building or materials and finishes board construction. Select the finest examples of work that illustrate the full range of your skills and organize the portfolio or folder carefully so that you will have ready access to anything that is requested. The Professional Practices II class (INDES 181) covers development, selection and organization of your portfolio.
3. You will need to prepare yourself, both mentally and physically, for making the best possible first impression on the employer. Do some additional research on the firm ahead of time. Gather general information about the work the firm does and specific information about projects they have been working on. Try to find out how many and what type of employees they have and whether the office environment is “strictly business” or more casual. This information will help you to ask intelligent questions and to dress appropriately. Designers tend to notice details, so make sure your overall appearance is neat, clean, crisp, pressed, polished and brushed, as applicable.

Careful attention to these details of preparation will ensure maximum self-confidence when you walk through the door to meet your prospective employer.

The interview should accomplish the following:

1. clarify the meaning and purpose of the practicum for both you and the employer
2. identify your duties and responsibilities during the practicum—what you will be asked to do on a daily basis and with whom you will be working
3. explain the employers responsibilities, including the Employer Evaluation Form
4. determine what hours and days of the week you will be expected to work, and for how long – some employers may want to commit to more than **150** clock hours.
5. identify what kind of compensation will be offered, if any.

During the interview, you will probably spend most of the time explaining things about yourself and answering questions. You will also need to ask enough questions of your own to verify that the situation is indeed what you were looking for. The job or practicum interview should be a two-way interchange and learning experience. **Make sure to tell the prospective employer what you want to learn from doing from the practicum.** And most important, maintain a friendly but professional demeanor; try to stay relaxed, and don’t forget to smile once in a while!

One of the differences between a practicum interview and a job interview is that both the student and the employer know that this practicum employment is probably short-

term with limits on commitment from both sides. There will be much less anxiety about verifying your proven professional skills, conditions of permanent hiring, salary and benefit packages, etc. Compensation will certainly need to be discussed. It would be nice if all employers could pay practicum students. Most large and some small firms do pay, but many small firms cannot afford the overhead expense. Don't turn down a practicum experience just because there won't be any monetary compensation. If you like what you see and the people you'll be working with, your most valuable compensation will be the education you receive. You can ask for expense reimbursement for parking fees, gas money, etc.

Some employers may tell you immediately whether or not you have been accepted for practicum employment. Others may be interviewing several students for the same position and will need to let you know the results. If the interview did not include a tour of the office, you might ask if the interviewer has time to show you around. In any case, be sure to thank the interviewer for his or her time and interest.

## **LETTER OF PROPOSAL**

*“How will I know if my Practicum is approved?”*

The Letter of Proposal is a short, business letter that informs the Practicum Advisor of the arrangements you have made with the employer. It permits the Practicum Advisor to review what you plan to do for each of your practicums and becomes part of your practicum file. You must submit a Letter of Proposal to the Practicum Advisor prior to beginning any practicum work. Usually, you will be working with the Practicum Advisor as you pursue the interview process so this letter is just a written confirmation of what you both already know. It will also help you to organize your own thoughts and goals with regard to the work experience.

After submitting your Letter of Proposal, check with the Practicum Advisor in a few days to make sure that it is acceptable. Do not proceed with any practicum work until your proposal has been approved.

The Letter of Proposal must contain the following information:

1. your name and telephone numbers (or a way to contact you)
2. the class (185 or 285), quarter and year for which you are registered
3. employer information, including firm name, supervisor name, address and telephone number
4. a brief description of why you chose this firm and what you expect to be doing and learning in this practicum, relative to your education and career objectives
5. your signature.

As with all business communication, the format and content should be clear, concise and direct, and the letter must be typed or meticulously hand-lettered in block architectural lettering.

## **LETTER OF CONFIRMATION**

*“Is everything set-up with the employer?”*

The Letter of Confirmation is a short business letter to the employer that confirms, in writing, the arrangements and conditions you have made for the practicum. This letter should be a follow-up to any oral agreement made during the interview or on the telephone and it should probably restate your understanding of what you have agreed to do, what the employer has agreed to do, and confirm the timetable and schedule that you have decided upon. The content and form of this letter may be similar to the Letter of Proposal.

It is your responsibility to make arrangements with the employer. If an employer has questions or concerns about practicum requirements, please have him or her contact the Practicum Advisor.

## **TIME LOG**

*“What did I actually do during the practicum?”*



You are required to keep a log or timesheet of your activities and work during the **150** hours of each practicum. The log will document the hours as they accumulate and it will also initiate a lifelong, professional habit of itemizing the work that you do for clients and jobs. You never know when or how you may be asked to account for the time spent on a project so you should always be prepared.

Many employees have established procedures for accounting and for keeping track of employee hours and hours billable to specific jobs. If that is the case, you should use the system as the other employees do. If the employer does not have such a mechanism in place, a Day Timer or other personal calendar system will simplify your record-keeping. You should probably keep track of time increments in tenths or quarters of hours. Entries may be brief but should include enough information to allow you to reconstruct all the specifics—be accurate, concise and meticulous. Make sure to identify the client or job, the work you performed, and the amount of time spent.

The log should be submitted (along with your Self-Evaluation) in as simple a format as possible. Photocopies of actual timesheets or calendar pages are great. You do not need to retype information entered on your timesheets unless you wish to summarize the various types of duties you performed calculate the percentage of time spent on various tasks.

## **SELF-EVALUATION**

*“What have I learned through this experience?”*

The Self-Evaluation is a frank, critical and thoughtful look at what you have learned in your practicum experience. It is your opportunity to review where you have been, what you are learning, and even where you are going as you complete each practicum experience.

A good starting point is your Letter of Proposal: re-read it to remind yourself of what you envisioned this practicum would be. Based on your expectations, was the practicum a success? Did you learn the things you thought you would, or better, did it exceed your expectations? Were the people you worked with helpful? Were you given opportunities to learn by observing and by doing? Whether the answers to these questions are yes or no, you need to analyze the results and explain your feelings. If it was a good experience, why was it so? If it was a disappointment, what were you able to learn in spite of it? It might help if you are able to answer the question, “would I like to continue working at this firm or would I recommend this firm to another student for a practicum?”

By putting your reactions and feelings into writing, you identify, clarify and remember what you have learned.

## **EMPLOYER EVALUATION**

*“How do they think I did?”*

When you have fulfilled the required hours for your practicum, the employer needs to complete an evaluation of your work. The Practicum Advisor will send a letter and an evaluation form to the employer on your instruction to do so. The employer must then complete the form and send it back to the Practicum Advisor.

The completed evaluation form itself is confidential but the Practicum Advisor may want to discuss all or part of the results with you and will get in touch with you to arrange an appointment if necessary. For your information, an example copy of the blank **Student Performance Evaluation** form is included with this handbook.

It is important to note here that any references or recommendations for work that you request from the Practicum Advisor or Program Chair will take into consideration not only your grades, academic performance and student activities, but also the evaluations of your work in the practicum experiences. It will be difficult to recommend you for work if your practicum evaluations are not satisfactory—yet another reason to do your very best.

## **CREDIT**

*“Have I passed the course?”*

To receive credit for the practicum, the Practicum Advisor must have the following items complete and approved:

1. Letter of Proposal
2. Log or Timesheets showing 150 hours of work
3. Self-Evaluation
4. Employer Evaluation

To receive credit during any particular quarter, all required documentation must be in the Practicum Advisor’s office by the tenth week of the quarter. Incompletes may be made up at any time.

### **Note to graduating students:**

If you were allowed to participate in the commencement ceremony with an Incomplete or “Y” grade in a practicum course, you will **not** receive a diploma until you have completed the practicum and received credit for the course. If you do not finish by the middle of the following summer quarter, you will need to formally re-apply for graduation by submitting the appropriate form to the Graduation Office.

## **EXAMPLES**

The following pages are **unedited student examples** of the:

Letter of Proposal

Letter of Confirmation

Timesheets

Self-Evaluation

You may find these examples helpful as you organized and complete the written requirements for the Practicum. There are several acceptable formats included, but they are provided as guidelines only. You may borrow ideas or disregard them and design your own documents, as you see fit.

August 2, 2001

Connie Wais  
Interior Design Department  
Bellevue Community College  
Landerholm Circle  
Bellevue, WA 98007-6484

RE: Practicum Proposal

Dear Connie:

This past week I was interviewed at Hunt Ellsworth in downtown Seattle for a practicum. I heard about Hunt Ellsworth from Susan Cebuhar, my supervisor at The Insiders.

Hunt Ellsworth is a dealership for commercial office systems. They are a young firm that has doubled their sales force in the last year and is looking to expand their design department in the future. My job would be helping their interior designer with space planning, working drawings, pulling and filing samples, and anything else needed. My career goal is to go into commercial design, and I see this as an opportunity to become familiar with commercial products and the world of commercial design. It may also be a good networking ground since this firm has contact with many commercial design firms such as Callison. My practicum at the Insiders was purely residential, so the chance to do my second practicum with a commercial firm is perfect.

I have accepted this practicum offer and will begin August 16, 2001. The contact at Hunt Ellsworth is:

Phyllis Frisbold  
Hunt Ellsworth  
999 Third Ave., Suite 2550  
Seattle, WA 98101  
467-9267

Sincerely,

xxxxxxxxxx

*Proposal*

Letter of Proposal

July 23, 2001

Connie Wais, Chair, Interior Design Program  
Bellevue Community College  
3000 Landerholm Circle SE  
Bellevue, WA 98007-6484

Dear Ms. Wais,

I am registered for Indes 185 for the fall quarter of 2001. I have discussed the possibility of a practicum with Marlene Newman of Miller's Interiors at 1811 130<sup>th</sup> Ave. N.E. in Bellevue. Her telephone number is 425-883-9755.

I have chosen a small firm that specializes in residential design in order to have the opportunity to learn some basics and to actively participate in client meetings. Marlene seems to be genuinely concerned that the practicum include opportunities to learn by sitting in on customer meetings with her.

During the time that I would be working for Marlene, I would be learning the following:

- a. Manual pricing
- b. Product knowledge, gained by setting up a newly expanded showroom.
- c. Customer service both in the showroom and in customer meetings.
- d. Possible work with color board if needed.

I can be reached at xxx-xxxx or messages can be left at xxx-xxxx.

Sincerely,

xxxx x. xxxxxxxx

**EXAMPLE:** *Letter of Confirmation*

March 7, 2001

Ms. Dixie Dursteler  
The Insiders  
2020 124<sup>th</sup> Ave., N.E.  
Suite C-203  
Bellevue, WA 98005

Dear Ms. Dursteler:

Thank you for the opportunity to complete my first practicum at The Insiders.

There are several things I would like to gain more experience in while working for you. I hope to become familiar with the various companies that are represented in your sample room and also learn more about ordering fabric, furniture and carpet.

I would also like to assist in other areas such as drafting, color boards or any other activities that would allow me to utilize my skills to their fullest extent.

Yours truly,

xxxxx x. xxxx

xxx/x

October 20, 2002

<b>PRACTICUM LOG</b>
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Hunt Ellsworth Inc.

Wednesday, 8/16/02 (2.5 hrs)

Today was my first day at Hunt Ellsworth. I met everyone. Drafted two system layouts using the Knoll Morrison and Magna Softwalls II systems for the same 4-station layout. Layout was provided, I simply drafted it.

Friday, 8/18/02 (4 hrs)

For one hour I sorted fabric samples by manufacturer and put them away. For 3 hours I did space planning for the Sigma Phi fraternity on bed placement in sleeping dorms. Sat in with the sales rep as he met with furniture rep regarding furniture for fraternity living room.

Tuesday, 8/22/02 (4 hrs)

Drafted floor plan of Sigma Phi living room – 2 hrs. Filed fabric samples and catalog paraphernalia.

Wednesday, 8/23/02 (4 hrs)

Made changes to workspaces for Alaska Airlines-Anchorage office – 45 min. Pulled samples of chairs and desks for a naturopathic doctor's office – 2 hrs. Filed a little.

Thursday, 8/24/02 (4 hrs.)

Enlarged floor plans for Alaska Airlines and put title blocks on all drawings in preparation for electrical and installation plans – 4 hrs.

Tuesday, 8/29/02 (4 hrs.)

Drafted floor plan and elevation of president's office for Active Voice. Did floor plan of office for NC Machinery. Began putting electrical symbols on plan I prepared Thursday for Alaska Airlines. I am learning a lot about conventions and symbols for showing electrical components.

Wednesday, 8/30/02 (4 hrs)

Pulled fabric samples for two chairs from St. Timothy and Gunlocke catalogs – 30 min. Finished electrical and installation plans for Alaska Airlines, 6 pages total – 3 hrs.

Thursday, 8/31/02 (4 hrs)

Drafted working drawings for a custom table for Shoel Rives using a sketch by Phyllis – 2.5 hrs. Drafted floor plan and elevation of president's office for Sony – 1 hr.

Tuesday, 9/12/02 (4 hrs)

Spent entire time pulling fabric samples for bank offices—high end, rich, tailored fabrics.

Thursday, 9/14/02 (4 hrs)

Looked for more fabric samples for bank offices. Also looked for samples for the Naturopath's office.

Tuesday, 9/19/02 (2.5 hrs)

Visited a lawyer's office with a sales rep and measured it. Worked out and drew up five space plan options. Filed samples.

Wednesday, 9/20/02 (2.5 hrs)

Did several space plans for a waiting room/TV area for Olympic Racquet Club. Filed samples.

Thursday, 9/21/02 (2.5 hrs)

Using only a photo and list of dimensions, did custom drawing (elevations and isometric) for a credenza to match an existing desk. Very challenging design problem, as I had to figure out what details to include to make it coordinate with the desk.

Friday, 9/22/02 (2.5 hrs)

Drafted floor plan for Told Development offices.

Tuesday, 9/26/02 (2.5 hrs)

Pulled fabric samples for Told Development.

Wednesday, 9/27/02 (2.5 hrs)

Spent time pulling more fabric samples for Told. Filed awhile. Met with a rep selling plant containers.

Thursday, 9/28/02 (2.5 hrs)

Made changes to floor plan for Told Development.

Friday, 9/29/02 (2.5 hrs)

Colored different options for the new Company truck. Spent the rest of the time filing catalog paraphernalia.

Tuesday, 10/3/02 (2.5 hrs)

Selected new fabric samples for Told Development. Did a couple space plan options for president's office at Active Voice.



Wednesday, 10/4/02 (2.5 hrs)

Began installation plans for Washington Natural Gas. using Knoll Morrison system.

Thursday, 10/5/02 (2.5 hrs)

Finished installation plans for Wash. Nat'l Gas. Filed.

Friday, 10/6/02 (2.5 hrs)

Drew floor plan of work station for Alaska Airlines. Filed.

Tuesday, 10/10/02 (2.5 hrs)

Began installation plan and electrical plan for Horizon Air.

Wednesday, 10/11/02 (2.5 hrs)

Finished Horizon Air project. Filed.

Thursday, 10/12/02 (2.5 hrs)

Did installation plan for Management Systems. Began a floor plan of American Airlines. Filed

Tuesday, 10/17/02 (2.5 hrs)

Did installation and and electrical plan of another office area for Horizon Air. Did layout of system furniture for Bayridge.

Wednesday, 10/18/02 (2.5 hrs)

Filed catalog information. Good way to become familiar with product lines.

Thursday, 10/19/02 (2.5 hrs)

Visited the offices of American Pacific and discussed proposed changes with Phyllis. Looked for fabrics with a Japanese bent for their offices (owned by a Japanese company).

Friday, 10/20/02 (2.5 hrs)

Looked for fabrics for American Pacific. Began layout for Mobile Data of conference room, but didn't have time to finish – Phyllis finished.

Tuesday, 10/24/02 (2.5 hrs)

Looked for fabrics for Mobile Data and got prices for fabrics.

Wednesday, 10/25/02 (2.5 hrs)

Last day. Made some more fabric selections for American Pacific.

Total Hours: 150.5

FIRST PRACTICUM MONTH MAY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	HRS
<p>S = Seminahmoo Client                      LS = Lake Samammish Client                      SO = Small Office Client</p>			<p><b>10</b> 9-12:30/1:30-5:30</p> <p><b>Drafted bath to add decorative shelving in corners. S.</b></p>	<p><b>11</b> 9-12:30/1:30-5:30</p> <p><b>A.M.</b>                      Finished designing bath</p> <p><b>P.M.</b>                      Began designing upholstery headboard.                      Modifying design from a catalog</p>	15
<b>14</b>	<p><b>15</b> 9:00-12:30/2:00-5:30</p> <p>In-house meeting so I spent time searching for fabrics for client and organized the fabric books in the sample room.                      Familiarized self with brands they handle – work on bed design.</p>	<b>16</b>	<p><b>17</b> 9:00-12:30/1:30-5:30</p> <p><b>A.M.</b>                      Spec. out patio furniture to determine best one to fit budget – S.</p> <p><b>P.M.</b>                      Began sketching designs for custom D/R table pedestal bases – using faux stone as material.</p>	<p><b>18</b> ½ Hr. Design Center</p> <p><b>A.M.</b>                      Combined with school related search for fabrics. Upholstery samples for S – client AST                      Jack L. Larson                      Stroheim Romann – Design Tex</p>	15
<b>21</b>	<p><b>22</b> 9:00-12:00/1:00-5:30</p> <p><b>A.M.</b>                      Design Center.                      Return samples. Choose more fabrics for S – client with Dixie.                      Noon meeting cancelled.</p> <p><b>P.M.</b>                      Dixie gone.                      Sort sample library.                      Familiarize self with wallpaper books.                      Observed client presentation by 2 designers.</p>	<b>23</b>	<p><b>24</b> 9:00-11:30/1:00-5:00</p> <p><b>A.M.</b>                      Work on furniture designs.                      Dixie and I make visit to new client office in Bellevue. Measured and took notes on what she wanted – no time limit.                      Dixie asks me to do art, furniture and w/c selection.</p> <p><b>P.M.</b>                      Work on furniture designs for S – client tables – faux stone.</p>	<p><b>25</b> 1:00-5:00</p> <p><b>A.M.</b>                      Own time – Floor Supply – South end.                      Rework an existing furniture space plan for S – client to balance out custom designed tables. Also involved relocating lighting and electrical outlets.                      Susan – shares information on measuring carpet.</p>	18.5
<b>28</b>	<p><b>29</b> 9:00-12:00/1:00-5:30</p> <p><b>A.M.</b>                      Rework space plan of another room of S - Residence</p> <p><b>P.M.</b>                      Research furniture and lighting catalogs for pieces to go in – SO clients space. Make copies of cut sheets for Dixie's OK.                      Choose wallpaper for same.</p>	<b>30</b>	<b>31</b>	<b>1</b>	7
					Total 55.5

FIRST PRACTICUM MONTH JUNE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		HRS
						7	9:00-11:30/1:45-4:00	8	9:00-1:00	8
<p>S = Semiahmoo Client                      LS = Lake Samammish Client                      SO = Small Office Client</p>						<p><b>A.M.</b>                      Worked on more furniture choices for SO – client. Called rep. to verify validity of prices. Will call back – reps. Not always prompt.</p> <p><b>P.M.</b>                      Refine drawings in progress for both clients. Sketched wall treatment.</p>		<p>Assembled and made copies of all drawings for Dixie to take to Semiahmoo for her meeting with the client during the weekend. Ordered vinyl flooring. Graduation.</p>		
11	9:00-2:00	12	9:00 no lunch 5:45	13	9:00-12:30/1:30-5:30	14	9:15-11:15/12:15-5:30			28.45
<p>Review what goes where in S. house.                      Review Ross Bendixon’s catalog – meeting at his studio at noon.                      Hope to use several of his pieces plus a sculpture or 2. Talked lead time – 4 months. He’s swamped – OK with Dixie. House still in construction.                      Good discount to designers – does faux – jobs out.</p>		<p>Wrap up furniture for S. house. Again.                      Meeting set up with client – no show.                      Worked on samples, drawings. Answered phones.                      Lots of odds &amp; ends caught up.</p>		<p>All day looking for W/P samples                      Short conversation with commercial designer. Discussed Susan’s job – color and material choices. Wanted our opinions.                      Straightened up books as I was looking – messed up fast.</p>		<p>Sample room – choose W/P samples for LS client                      More time at drafting table with furniture.                      90 hours completed to satisfy the Practicum requirements.</p>		<p><b>COMPLETED 1<sup>ST</sup> PRACTICUM</b></p> <p>Carry Over from Pract. #1</p>		<p>TOTAL                      91.45</p> <p>1.45</p>

October 30, 2000

## **EVALUATION OF WORK EXPERIENCE**

Hunt Ellsworth, Inc.  
August 16 – October 24, 2002

My experience at Hunt Ellsworth was a very good introduction to the commercial world of design. Hunt Ellsworth is a dealership that sells furniture systems and office furniture to businesses and offers design help along with the products they market. I helped their one designer, Phyllis Frisvold, with her overload work. This involved a lot of drafting, some space planning, pulling of fabric selections, and filing.

This practicum benefited me in the following ways:

1. I became more familiar with the symbols and conventions for electrical and installation plans and with the necessary notations on drawing in order for installers to understand what needs to be done. Phyllis was particularly competent in this area.
2. I became familiar with manufacturers of commercial fabrics and what to expect from different manufacturers—high end, low end, contemporary, traditional, etc.
3. I became familiar with names of furniture manufacturers and panel system manufacturers.
4. I developed more confidence in my ability to choose suitable fabrics.

I have asked Phyllis to call me when some of the installations are complete in order to visit some of the sites I helped with. I am particularly anxious to see some of the fabric choices I helped to make actually on furniture.

**Example: SELF-EVALUATION**

May 28, 2002

Indes Practicum II  
January 25 to March 8, 2002

Sinclair, Cown & Moseley  
800 118<sup>th</sup> Suite D  
Bellevue, Wa 98005

The practicum entailed working with Evette Cowen and Jackie Moseley on both residential and commercial projects for a total of 96.5 hours

The distribution of hours and work performed are as follows:

	<u>Hours</u>	<u>Percentage</u>
<u>Conference</u> clients and design staff	5.5	5%
<u>Drafting</u> plans and elevations	15.0	16%
<u>Designing &amp; rendering</u> Space plans (commercial and residential), furniture plans, color renderings (2) for a Seattle bldg foyer, material, furniture & color selection for a living room, wallpaper selections, etc.	37.0	38%
<u>Estimating</u> Carpet, window treatment, baseboard and cove moulding for commercial space, techline furniture rqmts for three separate spaces	9.0	9%
<u>Material selection/shopping</u> Selection of techline furniture, furniture-color- mats for a living room, obtained specs and cost for carpet pad-ceiling tile-ceramic tile, carpet selection and color plans for strike offs	6.0	6%
<u>Other</u> Meeting with reps, filed trips, filing, pricing samples in sample library, returning samples	25.0	25%

Total: 96.5 hrs

One of my major objectives with this practicum was to experience the process of starting a major project. The building project for the griffins offered this opportunity. I was able to work with Evette on the preparation of the bid, contract negotiations and preparation, original budget estimates, initial client meetings and selection of materials and colors.

I had hoped to gain more experience in visiting and working with showrooms. However, this opportunity did not occur. But, I was able to gain ample exposure to the process of reps visiting the office to present materials (an exposure I did not get in my first practicum).

In all, I was able to work on a variety of projects. It was a good learning experience for me and in turn i felt I made a contribution as well. Everyone in the firm is most professional and quite wiling to share knowledge and provide guidance.

This firm would be a good one for either a first or second practicum as they are most interested in knowing your wants and needs and they strive to provide you with experience in those areas.

I was most pleased that over 50% of my time was spent designing, rendering, selecting and estimating materials.

November 1, 2000

Connie Wais  
BCC Interior Design Chairperson  
3000 Landerholm Circle SE  
Bellevue, WA 98007

**RE: Practicum with Puget Power Facilities Planning**

Dear Connie,

I've completed my final student internship with Puget Power/Facilities Planning as of October 4, 2000 and I've decided to stay on as a part-time consultant with Hana, Jane and Carol until the end of 2000. Please send an evaluation form to Puget Power to Kathy Cross, Facilities Coordinator, and she will fill out an evaluation and review of my 90 hours.

The following goals and objectives were met:

1. To learn the numerous roles of each of the design personnel and to see how they interact and communicate on any given project.
2. To familiarize myself with all the tools needed to accomplish a drafting project. Examples include learning the Kroy machine, the vacuum frame process, running bluelines from mylar originals, making zerox copies from the originals, using a pin bar with the mylar sheets on the drafting projects.
3. To interview personnel within Puget Power who have a specific design problem that needs solving, to show them some alternative ways of working with the problem and to draft up some ideas on flimsy for their perusal and approval.
4. To become familiar with all the components involved in the specifications; i.e. Floor plans, furniture/component plans, reflected ceiling plans, panel plans, power/communication and computer plans, construction/demolition plans, vicinity and location maps.
5. To utilize my space planning skills, including lighting and three-dimensional drafting techniques.
6. To become an active participant in the weekly meetings where each of the design projects are issued and discussed in detail by all the teams involved.
7. To be constantly learning new technical information to add to my drawing and design skills.

The attached daily log will show how the above listed goals and objectives were met. Each day challenged me with a new learning experience or reinforcement of a detail learned the previous day.

Overall I would evaluate my experience with Puget Power as a wonderfully rewarding design practice. The staff I worked with on a daily basis were extremely helpful, knowledgeable and willing to share their technical expertise with me. I would highly recommend this practicum for any of the students in the 270 series, especially anyone with a commercial emphasis or interest.

Sincerely,

**EXAMPLE: Student Performance Evaluation by Employer**

**\* Bellevue Community College Interior Design Program**

Student Performance Evaluation for the Practicum

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

Employing organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of person supervising student: \_\_\_\_\_

Work period: From \_\_\_\_\_ To \_\_\_\_\_

Total number of hours worked: \_\_\_\_\_

**EVALUATION FACTORS:**

mark appropriate boxes

**COMMENTS:**

	exceptional	very good	acceptable	unacceptable	
<b>ABILITY TO LEARN</b> (grasps concepts quickly, accepts and follows directions)					
<b>CREATIVITY</b> (incorporates creative process, originates new ideas)					
<b>INITIATIVE</b> proceeds well on own, completes assigned work on time)					
<b>COMPETENCE &amp; QUALITY OF WORK</b> (skills, knowledge, overall performance)					
<b>RELATIONSHIPS</b> (effective in working with others, cooperative, tactful)					
<b>RELIABILITY</b> (dependable, punctual)					
<b>PERSONAL APPEARANCE</b> (professionally appropriate, neat)					
<b>INTEGRITY</b> (honest, obeys professional ethics)					
<b>DESCRIPTION OF WORK ACTIVITIES:</b> e.g. drafting, color boards, filing samples, etc.					
1.					
2.					
3.					
4.					
5.					

Would you recommend this student for employment? \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please add any additional comments on the back. Your responses are confidential.



## **PRACTICUM CHECKLIST**

An overview of steps to complete the Practicum

1. **Analyze** and **establish** professional and career goals—decide where you think you'd like to work, or determine an area of design about which you need to learn more.
2. **Register** for Practicum credits: INDES 185 is offered in the fall only; *INDES 285* is offered in the spring only. Practicum experiences are usually most beneficial if undertaken during the third year.
3. Complete the **Practicum Information Worksheet**, and submit it to the Practicum Advisor. This will initiate your "Practicum File."
4. **Research** available practicums, both on your own and in the job book in L114. Discuss possibilities with the Practicum Advisor and contact prospective Practicum employer(s) to set up **interviews**.
5. After an agreement is made between the student and the employer, confirm the Practicum approval with a **Letter of Proposal** to the Practicum Advisor.
6. Confirm practicum arrangements with a **Letter of Confirmation** to the employer, as necessary.
7. Complete a minimum of **150 hours** of work with the employer. Document activities by keeping a simple log or timesheet of hours spent and work performed (use the employer's format if available).
8. Write a **Self-Evaluation** of the Practicum and submit it to the Practicum Advisor. Include a copy of the time log.
9. The Practicum Advisor will send a confidential **Student Performance Evaluation** form to the employer.
10. When the Employer Evaluation is returned, the Practicum Advisor and the Student may meet to discuss the Practicum as needed, and **credit** will be given for the course.

Note: The Practicum does not necessarily need to be completed during the quarter of registration. If requirements are not completed, you will be given a "Y" grade, and you will have up to one year to fulfill the course requirements. Refer to the BCC Catalog for further explanation of the "Y" grade.

**PRACTICUM INFORMATION WORKSHEET**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Quarter you first entered the program: \_\_\_\_\_

Quarter you expect to graduate: \_\_\_\_\_

Previous education: (school, location, degree, year, GPA)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recent employment or volunteer activity: (firm name, location, position, dates)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interested in what types of Practicum experiences: (commercial, residential, architectural, sales, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_