

STUDENT PRACTICUM MODULE

Bellevue College Interior Design

INDES 185, Practicum I
INDES 285, Practicum II
INDES 485, Practicum

Academic Year 2011-2012

Practicum Advisor

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INSTRUCTIONS

Please read the Practicum Module carefully. **To save paper, you are not required to print it, but you are required to read it.** The Practicum Module details specifics about the practicum process and requirements. If your practicum opportunity falls outside the suggested guidelines or if you have any questions, please contact the Practicum Advisor for assistance.

Please plan to attend the quarterly practicum meeting that is held on the first Friday of each quarter (fall, winter & spring quarters only) in room L-113 (crit room) from 12:30 to 1:30 PM. Please review the Practicum Module before the meeting and come prepared to ask questions.

DEGREE STRUCTURE

Bellevue College currently offers students a 3-year AA degree in Interior Design. Students seeking this degree must complete two practicum courses, INDES 185 & INDES 285. The 3-year AA degree will eventually be phased out, but all students currently enrolled in this degree will be allowed to complete it over the next few years.

As of January 2010, Bellevue College began offering a BAA degree in Interior Design. This degree is an additional 2-year course of upper-division study for students who have already completed an associate's degree in Interior Design or the equivalent. Students applying for and accepted into this upper-division degree track must complete one practicum course, INDES 485.

As of June 28, 2010 Bellevue College began offering a 2-year AA degree in Interior Studies. Students seeking only the 2-year AA degree are not required to complete a practicum course.

Notes:

The practicum process and requirements remain the same regardless of the degree the student is pursuing or which practicum course the student is registered for.

WHICH PRACTICUM COURSE SHOULD I REGISTER FOR?

DEGREE YOU ARE SEEKING	WHAT IF I WANT TO TAKE INDES 185 or 285?	WHAT IF I HAVE ALREADY TAKEN INDES 185 or 285?	WHAT IF I WANT TO TAKE INDES 485?
NEW 2 YR. AA	Do not take them. An internship is not required for this degree.	You gain the experience, but the credits aren't needed for your degree.	You won't be able to register for INDES 485 because you have not been accepted into the BAA program. Admittance into the BAA program is a prerequisite for taking INDES 485.
3 YR. AA	Go ahead and take them – both are required for this degree. These classes will not be available after spring 2013.	Good – both INDES 185 & INDES 285 are required for your degree.	You won't be able to register for INDES 485 because you have not been accepted into the BAA program. Admittance into the BAA program is a prerequisite for taking INDES 485.
NEW 4 YR. BAA	Do not take them – they are not required for this degree.	The credits for both classes will count toward your degree, but only one class will count as a substitution for 485. However, you will need to take a substitute upper division class to meet your upper division credit requirement of 30 credits.	INDES 485 is the class that you need in order to fulfill the BAA requirements. Admittance into the BAA program is a prerequisite for taking INDES 485.

DEGREE & ADVISING QUESTIONS

See the Interior Design Program website at <http://bellevuecollege.edu/artshum/interiordesign/> for details about both the AA and BAA degree offerings.

Please send any questions relating to the BAA degree to baaid@bellevuecollege.edu.

Please make an appointment with an advisor if you have additional questions not answered on the department's website.

DEFINITIONS

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

Practicum: also called an internship, it is an on-the-job learning experience undertaken within an academic framework; a supervised/mentored, practical application of a previously studied theory.

Employer: a business organization, person or firm that employs workers and/or hosts student interns.

Supervisor/Mentor: a supervisor/mentor is a person responsible for guiding another individual in a developmental capacity where the more experienced person helps the less experienced person develop in a specified competence or field of study.

INTRODUCTION

Practicums provide an opportunity for advanced students to supplement and enhance classroom training with real-world experience while earning 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. Practicums provide current work experience in the field that can be listed on a résumé 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 Bellevue College. Only one practicum experience is required for students accepted into the BAA program. Each practicum experience requires registration for three quarter credits, and a minimum of 150 supervised/mentored hours work experience in the field. Practicums may, but do not necessarily, involve monetary compensation.

The information in this module describes the Interior Design Practicums in detail. It contains the information that students need to know to complete the credits and includes a **Practicum Action 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 or Practicum Advisor.

THE WORK

“Exactly what do I do for a Practicum?”

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 a minimum of 150 clock hours of work under the direct supervision of the employer in order to earn 3 Bellevue College 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 and 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 or client meetings and “shadowing” professional mentors as they go about their business 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. 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 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 employee. 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 that you are 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, answer questions you have about working as an interior designer and 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 of 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 College Interior Design program. 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 BC's Interior Design program will be based solely on your performance. For these reasons, you must maintain the highest standards for yourself throughout each practicum. Think of your practicum as your first professional experience and treat it thusly. You must shift your paradigm to "your practicum as your career," rather than "just as a class you have to complete to earn your degree." Many employers note students' lack of dedication and reliability. This again reflects on both you and the college.

REGISTRATION

"When should I register?"

You may register for a practicum on the advice of the Practicum Advisor, usually after the middle of your second full 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 practicum courses to earn your 3-year AA degree, each with its own course number (INDES 185 & INDES 285). BAA students are required to register for only one practicum course (INDES 485). The practicum courses, INDES 185, INDES 285 and INDES 485, are available for registration at the beginning of fall, winter and spring quarters. The courses are not offered for summer registration, although you may complete your internship hours during the summer. Along with the formal registration for your practicum courses, each student must create and maintain a student profile in CONNECT.

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 do not always follow our quarterly calendar. If requirements are not completed by the end of the quarter in which you register, you will receive a "Y" grade. This is a special type of incomplete with a longer timeframe for completion than the standard "I" incomplete. However, because it is an incomplete, it will affect your financial aid and/or international student status.

The final grade for each practicum course is either "Pass" or "Fail" and standard letter grades are not given. "Y" grades are given to students with internships still in progress.

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, work with computers, select finishes and materials, or make models? Are you a detail person who can persevere until even the peskiest 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 a sales position 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.

Or, 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. 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 or situation for your practicum.

RESEARCH

“How do I find the right practicum?”

After you have decided on the general area, category or type of firm 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 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. All leads received by the Department Chair and/or the Practicum Advisor will be posted to the department’s listserve and also through the career center’s internship management system called CONNECT. Also, 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 BC Interior Design program as a whole. BC 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 supervised/mentored work are required, and that the employer will be expected to complete a short, confidential online evaluation in CONNECT when your practicum is completed. To clear up questions that you can’t answer for the employer yourself, you may make arrangements for the Practicum Advisor to contact the employer by emailing cwais@bellevuecollege.edu

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 Résumé, or Curriculum Vitae, of your education, work experience and skills.** If you don’t have a current résumé or are unsure about format or content, consult reference books on résumé writing or seek advice from BC’s Center for Career Connections. To make an appointment, please

call (425) 564-2279. The Professional Practices classes (INDES 267 & INDES 480) cover résumé writing as well as how to conduct yourself in an interview, so it may be a good idea to do your practicum after taking either of these courses.

- 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. You should also be prepared to explain why you selected certain projects to represent your skills, describe the project goals and restrictions, and be able to explain how your design decisions achieve a successful outcome. The Professional Practices classes (INDES 181 & INDES 480) may help with the 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 employer’s responsibilities, including the Employer Evaluation. Please ask your employer to register their organization in the CONNECT system and to create an employer profile. The employer needs to register in CONNECT in order to access & submit your evaluation. Employers may access CONNECT through the following link:
<https://bellevue-csm.symphonicity.com/employers>.
- 4. Determine** what hours and days of the week you will be expected to work, and for how long – some employers may want you to commit to more than **150** clock hours.
- 5. Establish** 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 by doing” during 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 even though some small firms may offer a stipend at the end of your internship, some smaller, or sole proprietor 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.

REQUIRED DOCUMENTS

“What paperwork do I have to complete?”

In order to receive a passing grade for your Practicum, you must satisfactorily complete and submit the following items:

1. Register in **CONNECT** and set up your student profile.
2. Submit a **Letter of Proposal** to the Practicum Advisor. (before you begin your practicum)
3. Send a **Confirmation Letter** to your employer. (optional, but strongly encouraged)
4. Submit a **Time Log** detailing your 150 required hours and activities.
5. Complete the **Student Evaluation Surveys** in CONNECT.
6. Submit a written **Self Evaluation** reflecting on your practicum experience.
7. Your employer must complete an **Employer Evaluation** in CONNECT

**** Items 1-3 should be completed and submitted prior to the start of your practicum hours.***

**** Items 1-6 must be submitted to the Practicum Advisor and approved before your final practicum requirement, the employer evaluation, will be requested from the employer.***

If all documents and evaluations are satisfactory, a passing grade for the Practicum course will be issued. Please read below for detailed information about each of the requirements listed above. Please refer to the document format examples toward the end of this module for more information.

CONNECT

“What is CONNECT and how do I access it?”

CONNECT is a web-based data management system used at BC’s Center for Career Connections. The Interior Design program is teaming up with the career center to provide you with new ways to search for internships and manage your practicum. **Creating a Student Profile in CONNECT is required for all practicum students.** The CONNECT system will store all of your internship documents. Previously we managed our interns using paper files, but we’re now paperless.

Students can post résumés and cover letters for employers to review. Students will also be able to search for open internship and job opportunities. All postings received by the department will be entered in the CONNECT database. We will also continue posting current items via the department listserve. You may even continue using CONNECT after you graduate and when you are beginning your professional job search. Students will upload all internship documents through CONNECT and complete two Student Evaluation Surveys online.

Students aren’t the only ones who will be using CONNECT; employers will use it too! Employers will be able to search for internship and employment candidates online. **All employers will be required to create an Employer Profile in CONNECT in order to complete your online practicum evaluation.** Students and employers will both be able to access the system from anywhere they have Internet access.

For more information about using CONNECT, please see the section titled USING CONNECT near the middle of this module.

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. You may already 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 uploading your Letter of Proposal to your Student Profile in CONNECT, notify the Practicum Advisor via email that you have made a submission. You will receive confirmation of acceptance from the Practicum Advisor within a few days. Do not proceed with any practicum work until your proposal has been approved.

The Letter of Proposal must contain the following information:

- 1. Your Contact Info:** your name, telephone number, email address & SID#.
- 2. Class Info:** INDES 185, 285 or 485 plus the quarter and year (i.e. F’10) for which you are registered.

3. **Employer Contact Information:** including firm name and address plus your supervisor's name, telephone number(s) and email address.
4. **Rationale:** a brief description of why you chose this firm.
5. **Learning Objectives:** what you expect to gain from this practicum, relative to your educational and career objectives.
6. **Your Signature:** for electronic submissions, please use your SID number as your signature.

As with all business communication, the format and content should be clear, concise and direct. The letter must also be carefully formatted, typed and proofread.

For more information about writing your Letter of Proposal, please see the section titled DOCUMENT EXAMPLES near the end of this module.

LEARNING OBJECTIVES

“How do I identify my learning objectives?”

A learning objective is basically what you hope to learn during your practicum and how you hope to learn it. Learning objectives provide a common understanding between the learner and the employer about what is to be learned. A learning objective is your destination or goal during your practicum. You may end up learning more than was expected or something completely unexpected during your 150 hours, but you need to define your minimum level of achievement before you begin.

Learning objectives should be specifically stated, workable and clear. Specifically stating your learning objectives communicates to your employer what you hope to accomplish during your time with them. A workable learning objective is one that can be realistically achieved by the completion of your experience. A clearly stated learning objective ensures everyone is on the same page before the internship begins and gives both students and employers a set of expectations to fall back on. A learning objective state states **what** you want to learn **AND how** you will learn it.

For example, if you wanted to learn more about fabrics:

You wouldn't write: “I want to learn about fabrics.”

You might write: “I would like to become more familiar with textiles by filing samples and helping to maintain the materials library and by attending meetings with manufacturer reps.

You should be able to develop the general idea of your learning objectives on your own, but please also take the opportunity to discuss your expectations and goals with your employer. You may find that they are extremely useful in helping you define specific, achievable objectives that are mutually beneficial. Your learning objectives should include not only your goals, but also how you intend to achieve them. Developing well-defined and articulate learning objectives will give you meaningful substance to reflect upon in your written Self Evaluation. Your learning objectives should be included in both your Proposal

Letter to the Practicum Advisor and your Confirmation Letter to your employer. At the end of your internship hours, you should assess and reflect upon your learning objectives in your written self-evaluation.

Proposal letters that do not include clearly stated and well-defined learning objectives will not be approved by the Practicum Advisor and will be returned to the student for revision.

For more information about writing your personal learning objectives, please see the example Learning Objectives Worksheets near the end of this module. To print a Learning Objectives Worksheet, please go to the myBCC.net class site for this course.

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 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.

Writing a Confirmation Letter to your employer is optional, but strongly encouraged. It is a respectful way to thank your employer for their time, the opportunity they are offering you and it is also a great way to clarify your learning objectives.

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

For more information about writing your Confirmation Letter, please see the section titled DOCUMENT EXAMPLES near the end of this module.

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. Completing the hours with one employer is preferred, however, in the event you are unable to complete the 150 hours with a single employer, it is acceptable to complete the hours with more than one employer. Please contact the Practicum Advisor for instructions.

Many employers 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 their 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 or journal 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. Most importantly, be specific about your activities. You should also include routine activities like organizing samples or delivering documents.

The log should be submitted in as simple a format as possible and without exception, must be totaled. Remember, you will be uploading all of your documentation to CONNECT so photocopies of actual timesheets or calendar pages are not acceptable unless scanned and submitted in .jpg or .pdf format. Due to file size constraints in CONNECT, scanned copies are often difficult to submit. Excel spreadsheets, however, are an excellent way to track your time and activities.

For more information about formatting your Time Log, please see the section titled DOCUMENT EXAMPLES near the end of this module.

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 learned, 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? What were your learning objectives? Did you learn the things you thought you would, or better, did it exceed your expectations? Did you achieve your learning objectives? 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? Even if it was a not so good experience, you probably learned something and you should write about those things too. Have you identified a type of design work you do not wish to do in the future? Maybe you thought you would enjoy cranking out documents and drawings, but found that you really missed the relationship aspects of working with clients. Ask yourself, is there anything I could have done better or that I would have changed? It is also helpful 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. The Self Evaluation documents your professional growth in a meaningful way and should be a thorough and personal reflection upon your experience during your practicum.

For more information about writing your Self Evaluation, please see the section titled DOCUMENT EXAMPLES near the end of this module.

EMPLOYER EVALUATION

“How do they think I did?”

When you have fulfilled the required hours for your practicum and uploaded your required documents to CONNECT, please notify the Practicum Advisor via email. Please refer to the **REQUIRED DOCUMENTS** section in this handbook for a listing of required documents and formatting requirements. Your practicum documents must be uploaded to your Student Profile in CONNECT and must also be approved by the Practicum Advisor before your evaluation will be requested from the employer. Assuming your documents are satisfactory, it is now time for your direct supervisor to complete an evaluation of your work. Upon your notification and approval of your practicum documents, the Practicum Advisor will send your employer a link to the CONNECT portal for completing their evaluation of your practicum experience. The employer will then complete the evaluation and submit it through CONNECT. The Practicum Advisor will review all submitted evaluations.

The completed evaluation itself is kept 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. If the employer has checked the box giving permission for the evaluation to be shared with the student, the Practicum Advisor may share its contents with you by request. For your own information, an example of the Employer Evaluation criteria is included in the **myBCC HANDOUTS** section at the end of this module.

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.

NOTE: All employer evaluations are now completed online through CONNECT. In order to complete your evaluation online, your employer will need to create an Employer Profile in CONNECT. Be sure to discuss this requirement early on with your employer so when the time comes their account is already set up and ready to go.

RECEIVING COURSE CREDIT

“Have I passed the course?”

To receive credit for the practicum, you must submit and have the Practicum Advisor approve the following:

1. Student Profile in CONNECT.
2. Letter of Proposal.
3. Confirmation Letter. (optional, but strongly suggested)
4. Time Log.
5. Student Evaluation Surveys completed in CONNECT.
6. Self Evaluation.
7. Employer Evaluation completed by employer in CONNECT.

IMPORTANT: To receive credit during any particular quarter, all required documentation must be to the Practicum Advisor by the 10th week of the quarter. An in progress “Y” grade will be issued to all students not completing their practicum requirements within the quarter they are registered. 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 receive a diploma, you have not officially graduated. If you do not finish your practicum requirements by the graduation deadline for the quarter you applied for graduation, you will need to formally re-apply for graduation by submitting the appropriate forms to the Graduation Office. Please contact the Graduation Office for all graduation deadlines.

It is your responsibility to notify the Practicum Advisor that you are graduating so that your file may be completed in as efficient and timely manner as possible.

NOTE TO STUDENTS WITH FINANCIAL AID & OTHER PROGRAM STATUSES:

Receiving a “Y” grade at the end of the quarter may place you on probation. In order to avoid this, please submit your required documents for processing by or before the 10th week of the quarter.

It is your responsibility to notify the Practicum Advisor that you are receiving financial aid or are registered through another BC program so that your file may be completed in as efficient and timely manner as possible.

[Please see the PRACTICUM ACTION CHECKLIST on the following page for a quick reference to completing your practicum requirements.](#)

PRACTICUM ACTION CHECKLIST

✓ COMPLETED	THINGS TO DO
	Analyze and establish your 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.
	Create a Student Profile in CONNECT and upload your initial résumé . This will initiate your "Practicum File."
	Register for Practicum credits: INDES 185, INDES 285 and INDES 485 are offered for registration during fall, winter and spring quarters only. Practicum experiences are usually most beneficial if undertaken during the third year.
	Research available practicum opportunities, both on your own and through the career center using CONNECT. Discuss possibilities with the Practicum Advisor as needed and contact prospective employers to set up interviews .
	After an agreement is made between the student and the employer, confirm the Practicum approval by submitting a Letter of Proposal containing your learning objectives to the Practicum Advisor by uploading it to your student account in CONNECT. Notify the Practicum Advisor of your submission via email.
	Confirm your practicum arrangements with a Letter of Confirmation to the employer. This step is optional, but strongly encouraged. Upload your Letter of Confirmation to your student account in CONNECT. Notify the Practicum Advisor of your submission via email.
	Ask your employer to create an Employer Profile in CONNECT . This is an important step and, if completed early, will help speed up the processing of your practicum file when it is time to request the Employer Evaluation at the end of your practicum hours.
	Complete a minimum of 150 hours of supervised/mentored work with the employer. Document your activities daily by keeping a simple log or timesheet of hours spent and work performed. You may use the employer's format if available.
	Submit your Time Log and your Self Evaluation by uploading them to your student CONNECT account. Notify the Practicum Advisor of your submission via email.
	Complete the Student Evaluation Surveys in CONNECT. Directions for doing so are located in the CONNECT section of this module.
	Write a meaningful Self-Evaluation reflecting on your practicum experience and submit it to the Practicum Advisor by uploading it to your student account in CONNECT. Notify the Practicum Advisor of your submission via email.
	The Practicum Advisor will send a link to a confidential Student Performance Evaluation to the employer after your documents are approved. The employer must have an Employer Profile in CONNECT to complete your online evaluation.
	When the Employer Evaluation is returned, the Practicum Advisor and the Student may meet to discuss the Practicum as needed. If all documents and evaluation are satisfactory, credit will be issued for the course.

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

USING CONNECT

The following pages contain directions for:

- How to register & create your student profile in CONNECT.
- How to add your internship to your student profile.
- How to reset your password.
- How to get résumé help.
- How to upload documents.
- How to complete the online internship evaluation.

All students and employers are required to create profiles in our CONNECT system. A separate employer module will be provided to each individual company hosting a Bellevue College intern design intern. Please discuss the CONNECT employer profile requirement with your prospective employer.

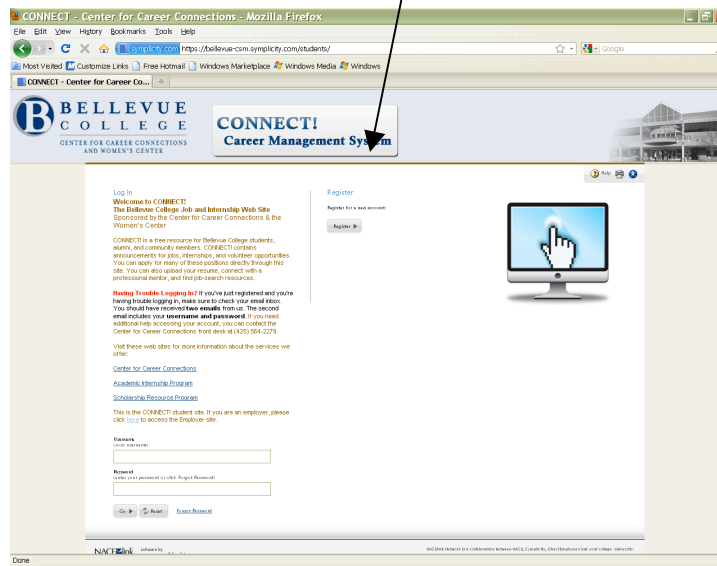
Important CONNECT reminders:

- ✓ Both student and employer profiles take 24 hours for approval to be granted.
- ✓ All practicum documents must be typed and uploaded to your Student Profile in CONNECT. Please notify the Practicum Advisor via email each time you make a submission that requires review. Failure to notify the Practicum Advisor of submissions will result in delayed processing of your employer evaluation request and final practicum grade.
- ✓ You will not be able to submit any of your internship documents until your résumé is uploaded to CONNECT. Please upload your most general design oriented résumé. Michael Reese from the Center for Career Connections will approve all résumé and cover letter submissions. You will be contacted by the career center if your résumé needs fine-tuning. Please allow a minimum of 24 hours for the career center to approve your résumé. After your résumé is approved, you may begin uploading your practicum documents. Only your initial résumé requires career center approval.
- ✓ Each student must upload a current résumé and have it approved by the career center BEFORE other practicum documents may be uploaded. Please upload only your résumé and cover letter and allow them to go through the 24 hr. approval process BEFORE uploading any of your other practicum paperwork. The Practicum Advisor will review and approve all practicum documents. Documents will show as approved in CONNECT only after they are reviewed by the Practicum Advisor. The Practicum Advisor will email you if your documents are approved or if they require revising.

HOW TO REGISTER IN CONNECT

To register and create your student profile:

1. Go to <https://bellevue-csm.symplicity.com/students>.
2. To begin creating your profile, click on the **REGISTER** icon on the upper middle to begin.



CONNECT LOGIN SCREEN

3. Simply enter your information and follow the directions on the screen to submit your profile. After that, you will need to poke around a little and investigate all the tabs and menu items available to you. Important areas to locate in CONNECT are where to upload documents and where to search for internships.
4. You will be sent a confirmation email to activate your account. Please follow the activation instructions that are sent to you.
5. Please upload your best and most generalized résumé and cover letter to the system. After you submit your résumé, it needs to be approved by the career center. This may take a few days. After your initial résumé is approved, you are free to post as many variations of it as you would like. If your résumé needs a little sprucing up, the career center will contact you.

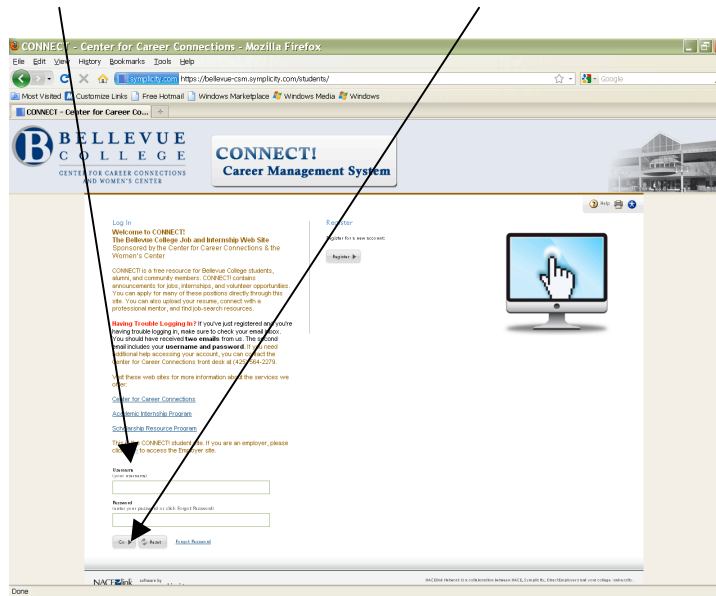
IMPORTANT: You will not be able to submit any of your internship documents until your résumé is on file. It will take approximately 24 hours for the career center to approve your résumé. After your résumé is approved, you may begin uploading your other practicum Documents. Only your initial résumé requires career center approval. All other practicum paperwork requires approval of the Practicum Advisor.

If you require additional assistance with your login or password, please contact the Practicum Advisor directly.

HOW TO LOG IN TO CONNECT

To log in to your student profile:

1. Go to <https://bellevue-csm.symplicity.com/students>.
2. Enter your **user name** and **password**, then click on the **GO** icon on the lower left to log in.



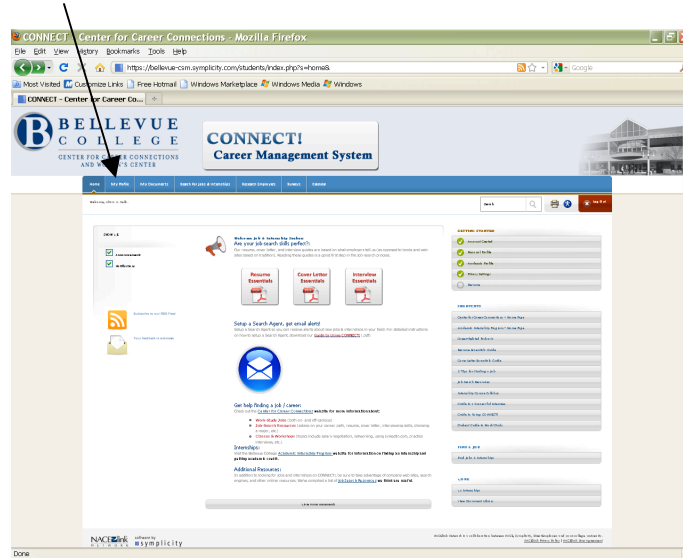
CONNECT LOGIN SCREEN

If you require additional assistance with your login or password, please contact the Practicum Advisor directly.

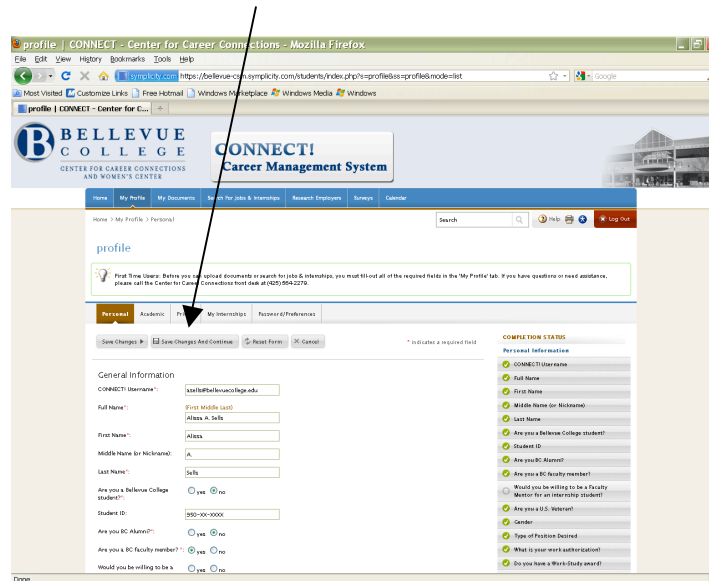
HOW TO ADD YOUR INTERNSHIP TO YOUR STUDENT PROFILE

To create your student profile & add your internship:

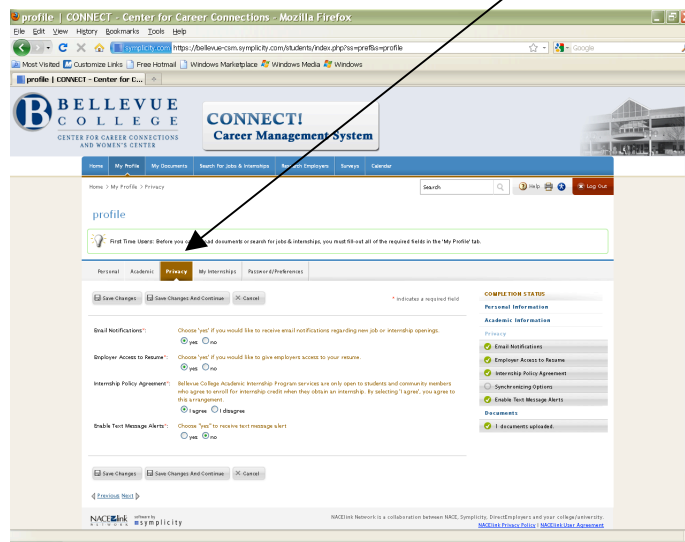
1. Log in to CONNECT at: <https://bellevue-csm.symplicity.com/students>.
2. Click on the **MY PROFILE** tab on the CONNECT Student Home Page.



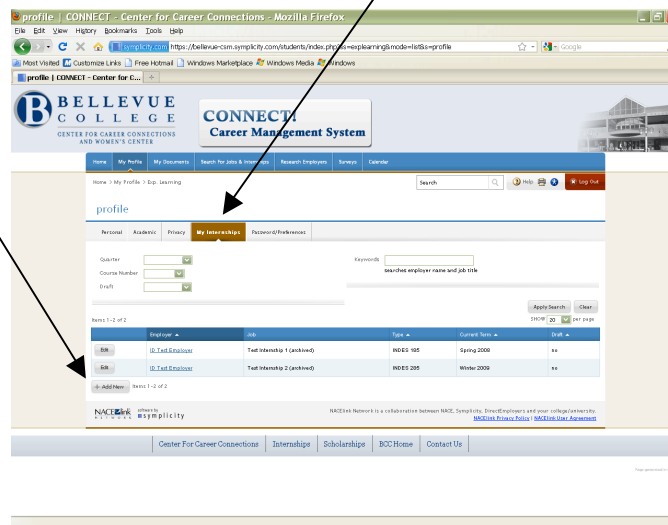
3. If you haven't already, create your **STUDENT PROFILE** by filling out the form and saving it. Using **SAVE CHANGES & CONTINUE** will take you to the next step.



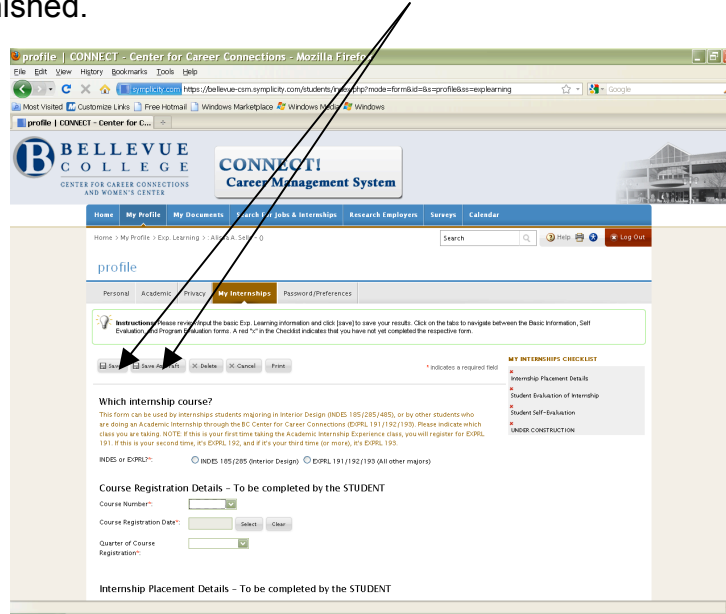
- Then choose your privacy settings by clicking on the **PRIVACY** tab. Remember to **SAVE** after each step.



- Next, add your internship under the **MY INTERNSHIPS** tab. To do this, click on the **ADD NEW** button to add a new internship.

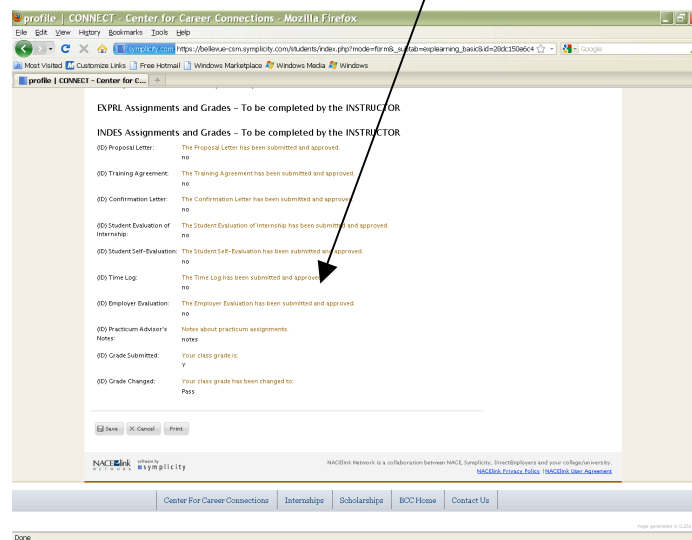


- Then create your internship by filling in the requested information. Using **SAVE AS DRAFT** will allow you to come back and finish later. Use **SAVE** when you are completely finished.

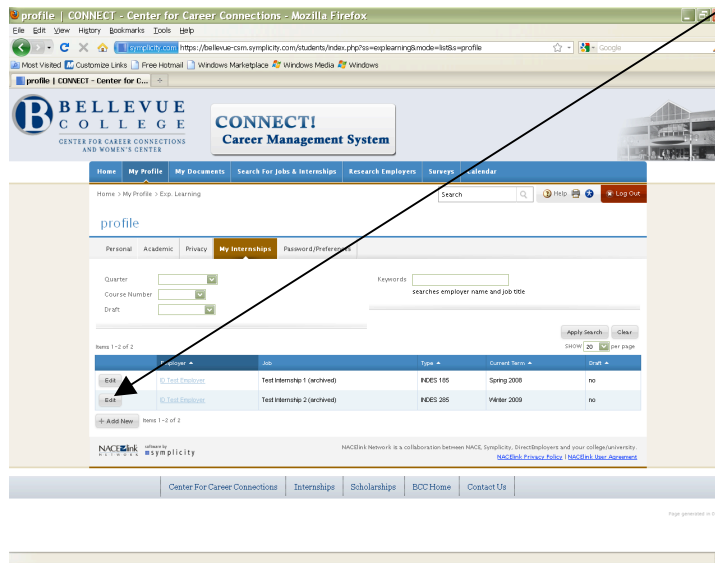


You must create & activate your internship to be linked to your employer. This step should be completed as soon as you have obtained your practicum or before. All employers will also be asked to create an **EMPLOYER PROFILE**. Please email the Practicum Advisor after you have completed this step and again after and your employer has so that your accounts may be linked together in the **CONNECT** database. This link between accounts is how the **EMPLOYER EVALUATION** will be requested from your supervisor at the end of your practicum. In addition to having all of your practicum documents submitted, your internship must be activated and linked to your employer's **CONNECT** profile BEFORE your employer evaluation will be requested.

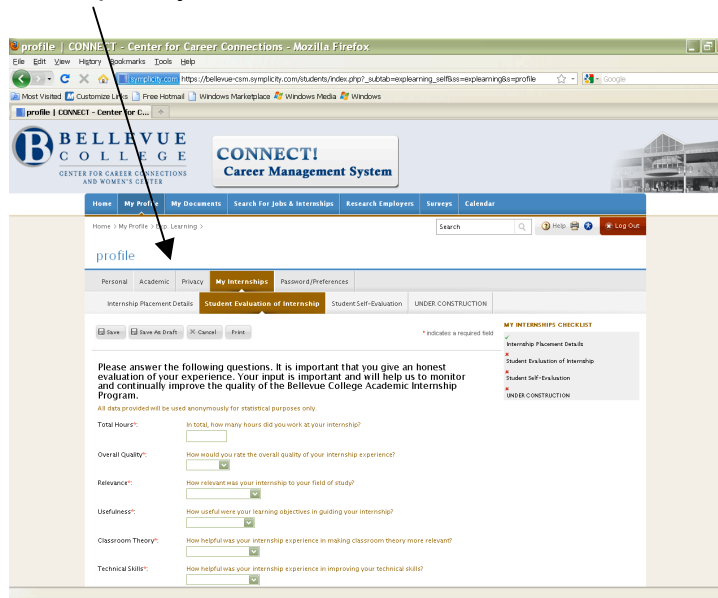
After your internship is activated, more fields will appear for the Practicum Advisor to fill out. This is where you can check your file progress.



To locate or check these new fields or to re-enter your internship, click on the **EDIT** button next to your internship.



Some new tabs will also appear for you to use after your internship is completed. See the next section for how to complete your online **STUDENT EVALUATIONS**.



HOW TO FILL OUT YOUR ONLINE STUDENT EVALUATIONS

Clicking on the **STUDENT EVALUATION OF INTERNSHIP** tab is how you will fill out two student surveys in CONNECT, one regarding your internship & the hosting employer and the other is an online self-evaluation. Completing these online surveys is NOT the same as your required written SELF EVALUATION.

The left screenshot shows the 'My Internships' tab selected in the navigation menu. Underneath, the 'Student Evaluation of Internship' link is highlighted with a red box and an arrow. Below this, there is a section titled 'MY INTERNSHIP CHECKLIST' and a 'Please answer the following questions...' section with various survey questions and input fields.

The right screenshot shows the 'Student Self-Evaluation' form. It contains a 'Self-Evaluation' section with a list of skills and checkboxes to indicate proficiency levels. The skills listed include: Ability to take initiative, Ability to creatively identify, formulate, and solve problems, Ability to adapt to change, Ability to work with others to accomplish a goal, Ability to design and conduct experiments, Time Management, Interpersonal communications, and Awareness of CMC.

To locate the **STUDENT EVALUATION OF INTERNSHIP & SELF-EVALUATION** tabs, please remember to click on the **EDIT** button next to your internship to enter your internship first.

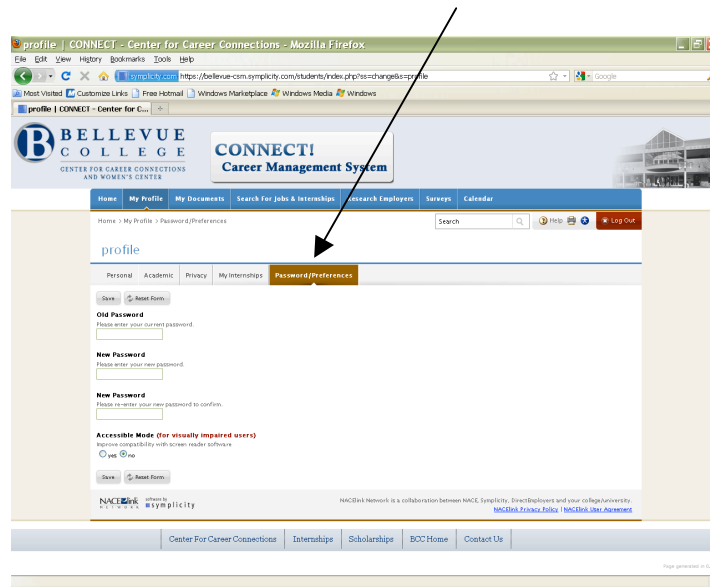
The screenshot shows the 'My Internships' tab in the system. Below the navigation tabs, there is a search area with fields for 'Quarter', 'Course number', and 'Draft'. Below that is a table of internships:

View	Employer	Job	Type	Current Term	Draft
EDIT	TEST COMPANY	Test Internship 1 (archived)	KEES 105	Spring 2008	no
EDIT	TEST COMPANY	Test Internship 2 (archived)	KEES 205	Winter 2009	no

An arrow points to the 'EDIT' button in the first row of the table.

HOW TO RESET YOUR PASSWORD

If you ever want to change your password, use the **PASSWORDS & PREFERENCES** tab.



If you have forgotten your password, you may also reset it from the CONNECT login in page and have it emailed directly to you. Your password will be emailed to the account listed in your CONNECT profile.

If you require additional assistance with your login or password, please contact the Practicum Advisor directly.

HOW TO GET RÉSUMÉ & COVER LETTER HELP

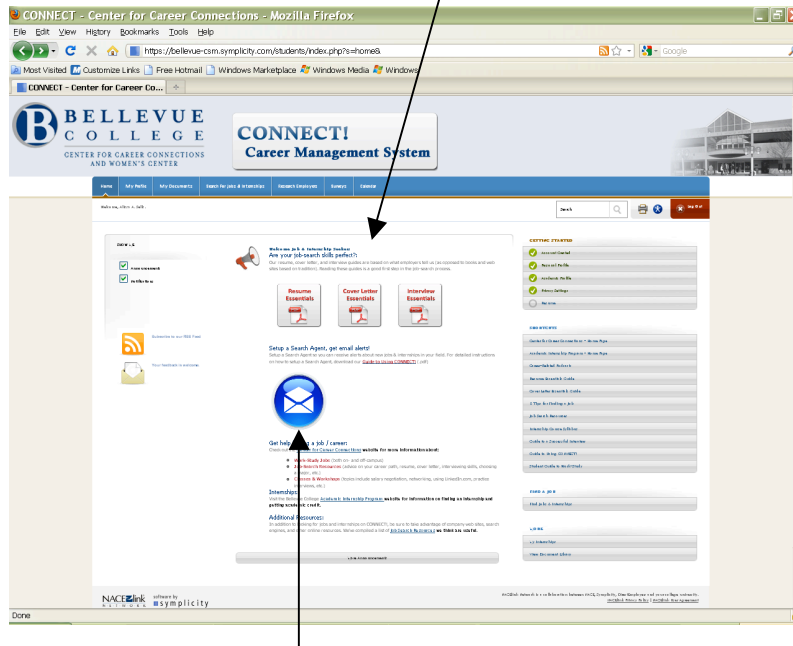
For more information about résumé & cover letter writing, please see the career center handouts titled ***Résumé Guide and Cover Letter Guide*** that are posted to CONNECT.

To find the ***Résumé Guide and Cover Letter Guide*** documents:

1. Log in to your student account at:

<https://bellevue-csm.symplicity.com/students>

2. From the CONNECT student homepage, click on the document titles you wish to view.



There is also a ***Student Guide to Using CONNECT*** here.

To make an appointment to receive in-person résumé assistance or to attend a résumé workshop, please call the Center for Career Connections at (425) 564-2279.

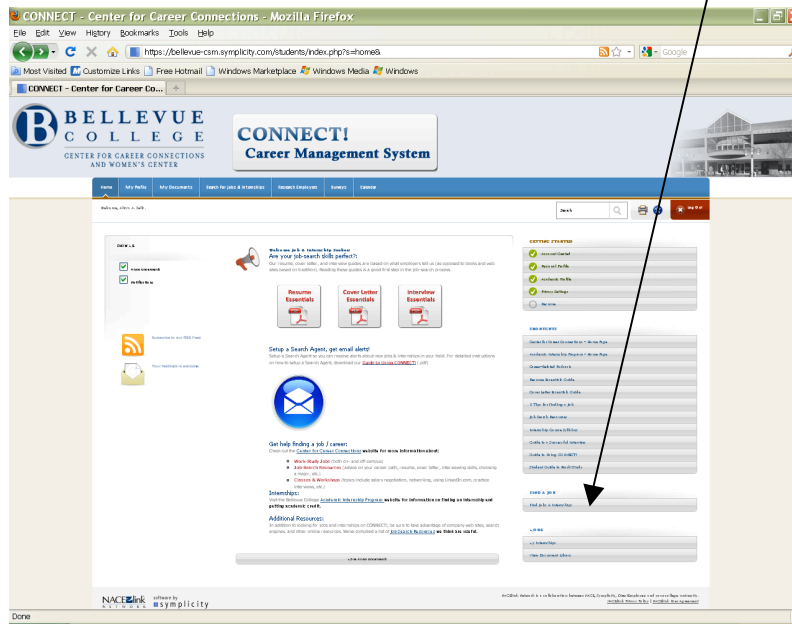
HOW TO SEARCH FOR JOBS & IN CONNECT

To find the open jobs and internships in CONNECT:

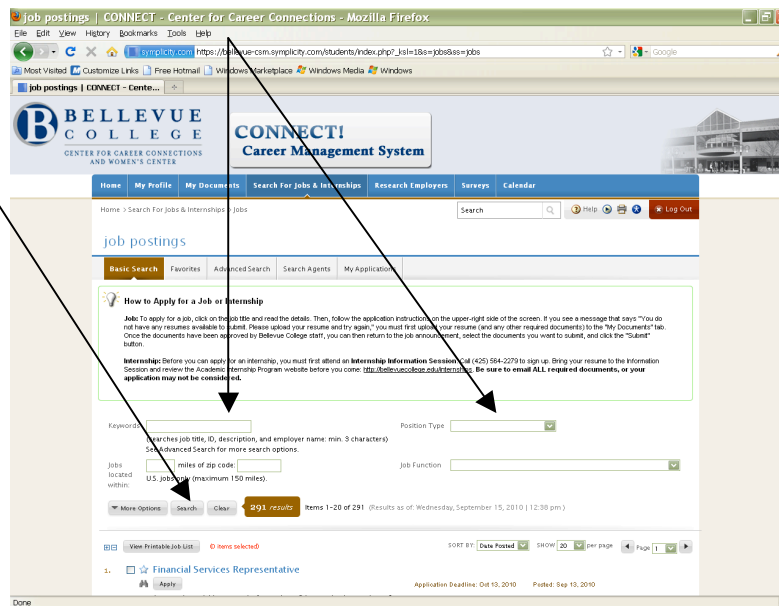
1. Log in to your student account at:

<https://bellevue-csm.symplicity.com/students>

2. From the CONNECT student homepage, click on **FIND JOBS & INTERNSHIPS** on the lower left.



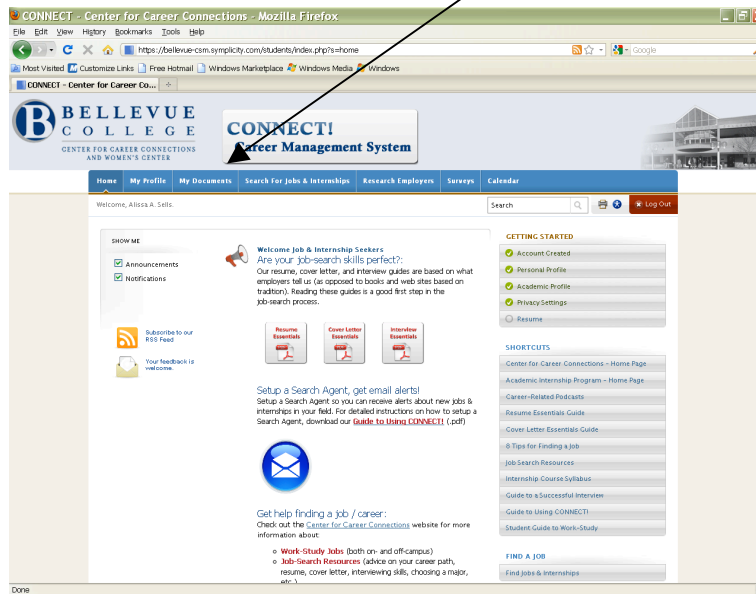
3. Now enter a keyword, position type and/or a specific job function. Then click on **SEARCH** to run your search. Run multiple searches using a variety of search criteria to ensure you find everything that is currently available.



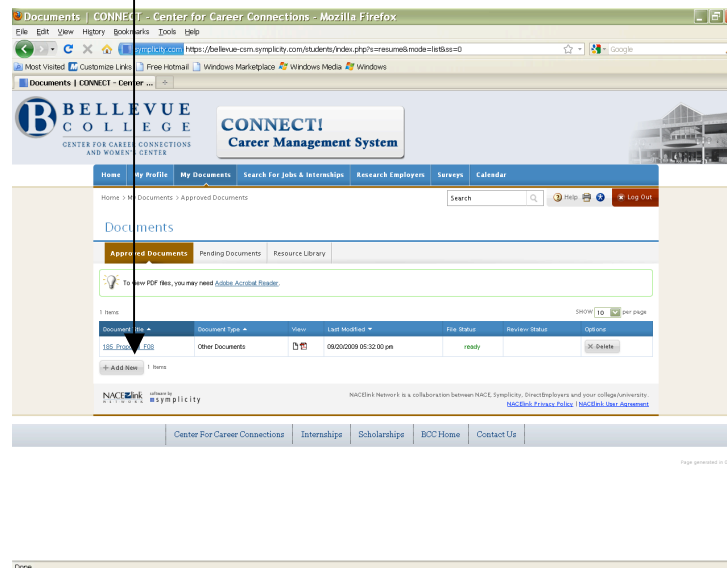
HOW TO UPLOAD DOCUMENTS TO CONNECT

To upload your practicum documents:

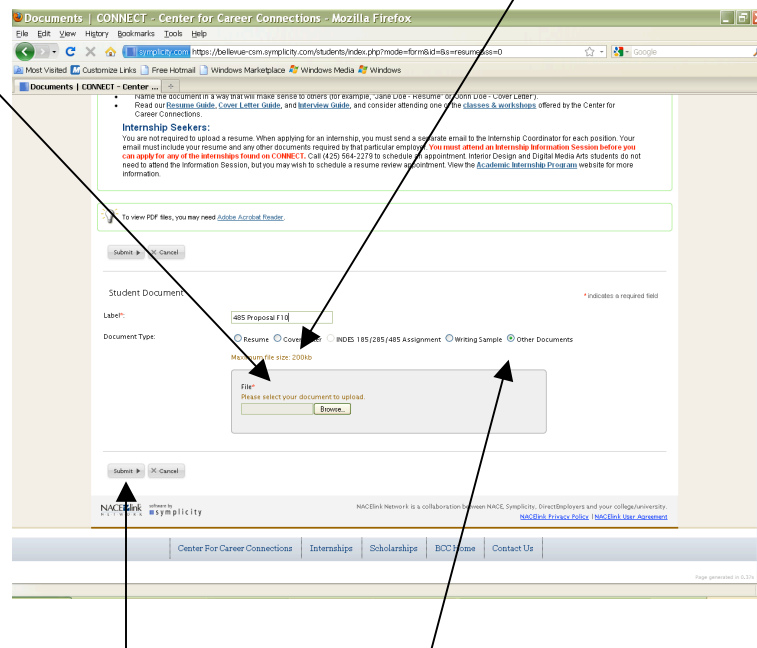
1. From your CONNECT homepage, click on the **MY DOCUMENTS** tab.



2. Then click on the **ADD NEW** button.



3. Then add a simple, but very specific **FILE LABEL** (i.e. a file nickname) and **BROWSE** for the file you want to upload from your computer.



You'll also need to select what type of document you are loading. If you are loading your résumé or cover letter, please select the buttons for **Résumé** or **Cover Letter** respectively. **For all other practicum documents, please use the button for 185/285/485 Assignment or Other Documents. DO NOT** upload any required practicum documents (proposals, time logs or self-evaluations) using the résumé or cover letter buttons.

4. The last step is to click on **SUBMIT** to load your file.

Notes:

To create a file label (or file nickname) in CONNECT, please follow this labeling convention:

Course # _ Document Title_ Quarter & Year

Example: 485 Proposal F10

The file size limit for CONNECT is very small, it is around 1000KB, so please keep your files as small as possible.

DOCUMENT EXAMPLES

EXAMPLE FORMATS

The following pages contain examples of the:

- Letter of Proposal
- Letter of Confirmation
- Time Log
- Self-Evaluation

You may find these examples helpful as you organize and complete the written requirements for your Practicum. There are several acceptable formats included, but they are provided as guidelines only. Please select a submission format that is easy to read and easy to understand. All documents should be specific, concise and clearly written to meet the content requirements previously outlined. All documents must be proofread and free of grammatical errors. Time logs should be detailed, accurate and must be totaled. Excel spreadsheets are a fast & easy way to track your time.

All documents must be typed and uploaded to your Student Profile in CONNECT. Please notify the Practicum Advisor via email each time you make a submission. A current résumé must be uploaded and approved before other internship documents may be uploaded. Documents will show as approved in CONNECT only after they are reviewed by the Practicum Advisor. As a reminder, the Center for Career Connections approves all résumé and cover letter submissions. All other internship documents will be reviewed and approved by the Practicum Advisor.

BASIC FILE NAMING

WHEN NAMING YOUR FILES, PLEASE FOLLOW THIS CONVENTION:

Course #_Your Name_Document Title_Quarter & Year

Example: 485_Connie Wais_Proposal_F10

Notes:

Your actual file name is different from the file label (file nickname) discussed in the previous section. The file name is the actual name your file will be stored in your computer. *This is important because if you happen to email your documents in addition to uploading them into CONNECT, your name and all the pertinent information is included.*

EXAMPLE: PROPOSAL LETTER (Template)

Date

Practicum Advisor's Name
Interior Design Dept.
Bellevue College
3000 Landerholm Cir. SE
Bellevue, WA 98007
RE: Course # & Quarter Registered

Dear Practicum Advisor's Name,

Paragraph 1: Introduce the company you've chosen.

Paragraph 2: Give the contact info for your supervisor, including firm's name, direct supervisor's name, complete address, telephone number(s) and email address.

Paragraph 3: Rationale...why did you choose this company?

Paragraph 4: Learning Objectives...what do you hope to learn and how will you learn it?

Sincerely,

Student Signature or SID#

Student Name
Student's Contact Info
SID#

EXAMPLE: PROPOSAL LETTER

April 7, 2010

Connie Wais
Interior Design Department
Bellevue College
3000 Landerholm Circle SE
Bellevue, WA 98007

RE: INDES 185, Spring 2010

Dear Connie,

I would like to propose a practicum study with EHS Design. Emick Howard & Seibert, Inc. is a 33-year-old Seattle-based firm offering architecture, interior design, strategic facility and space planning, and programming for corporate and financial clients. In 2006, the company changed its name to EHS Design, Inc. The firm has approximately 30 full-time employees. My mentor's contact information is:

Paul Biondolillo, Director
600 University Street, Suite 1818
Seattle, WA 98101
(206) 223-4999
pbiondolillo@ehs-design.com

I selected EHS Design for my internship due to my relationships with Directors of the firm. I currently serve on the Board of Retail Design Institute with Paul and I know another Director, Mia Marshall, through membership in NAIOP (National Association for Industrial & Office Properties) Developing Leaders Committee. My previous employer, BarclayDean, partnered with EHS Design on their Lexus of Bellevue project. Even though I was not the Sales Representative for this project, I toured the completed job site and I was beyond impressed!

My learning objectives, which have been approved by EHS Design, are as follows:

- Gain first-hand experience in the CA phase by visiting job sites under construction
- Develop a professional design dialog by observing client meetings and internal critiques & brainstorming sessions
- Gain product and application knowledge by conducting research for projects
- Improve my rendering capabilities by finishing Designer's drawings
- Familiarize myself with manufacturers and products by organizing design library
- Promote EHS Design's services through networking at professional events
- Get to know manufacturer representatives by coordinating vendor lunches/presentations
- Familiarize myself with finish materials by ordering samples
- Polish my visual presentation skills by assembling finish boards
- Improve my publishing software skills by producing take-away marketing literature

I am requesting your approval for this internship to qualify for INDES 185 credit.

Sincerely,

Student Signature or SID#

Student Name
Student's Contact Info
SID#

EXAMPLE: CONFIRMATION LETTER (Template)

Date

Supervisor's Name
Company Name
Address
City, State Zip Code

Dear Supervisor's Name:

Paragraph 1: Thank your supervisor for the internship opportunity they are offering you.

Paragraph 2: Restate your Learning Objectives & any other arrangements agreed upon.

Sincerely,

Student Signature

Student Name

EXAMPLE: CONFIRMATION LETTER

March 7, 2001

Ms. Dixie Dursteler
The Insiders
2020 124th 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 by helping to maintain the sample library and by sitting in on meetings with reps. I would also like to learn more about ordering fabric, furniture and carpet by observing the ordering process. In addition, I would 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 during my time with your company.

Sincerely,

Student Signature

Student Name

EXAMPLE: TIME LOG (Spreadsheet or Table Format)

Student Name
Time Log
INDES 285, Sp '06
Date

DATE	ACTIVITY DESCRIPTION	HOURS
5/20/06	Helped organize art gallery event; stage, decorate & cater	12.5
7/6/06	Went to a client penthouse apartment and picked paint and measured placement of drawer pulls. Went and looked for drawer pulls.	6.0
7/7/06	Picked up plans. Started to make a schedule for estimated prices for the Anees residence	5.0
7/10/06	Finished schedule for estimated prices and started to get estimates. Went to a tile showroom and Albert Lee to choose appliances	6.0
7/11/06	Got estimates and prices.	5.0
7/12/06	Plug numbers into the estimated cost. Met with the Hill's to talk about designing their bathroom. I took measurements & sketched out a floor plan & took them to Fix Design where we picked out bathroom fixtures.	5.0
7/13/06	Started drawing out the Hills bathroom on CAD	2.5
7/17/06	Worked on CAD drawings	2.0
7/18/06	Got prices for windows and worked on CAD drawing and costs	6.0
7/19/06	Finished CAD drawings & had them printed. Got prices for the bathroom.	8.0
7/20/06	Got prices for bathroom. Met with the Hill's. Took them to a tile store and a lighting store.	6.0
7/21/06	Went to OT&M got samples and prices. Went to Fix Design and picked bath fixture and new tub. Went to the Hill's and gave them samples. Finished estimated costs of materials.	6.0
	TOTAL	70.0

* A completed time log will total a minimum of 150 hours.

EXAMPLE: SELF EVALUATION 1

Student Name
Self-Evaluation of Internship
INDES 285, Fall 2008

September 15, 2008

I have completed a successful internship at Zimmer Gunsul Frasca Architects in Seattle. The length of the internship was 7 ½ months, starting in mid-December and lasting through the end of July 2008.

My experience at ZGF was a comprehensive introduction to commercial design in a large firm. The advantages to working at a large firm are numerous. I had the opportunity to work with a wide range of professionals including interior designers, architects, landscape architects, medical planners, urban planners, and graphic designers. This was helpful in understanding the design process at a larger level and was inspiring to expand my design skills beyond interiors.

ZGF does a wonderful job at providing continuing education. Many informative seminars on a wide variety of topics are frequently offered to all employees. I looked forward to attending seminars and learned a tremendous amount from them. Presentations by product reps are also frequently scheduled to provide an overview of their latest products and services. This was a great way for me to learn more about materials and provided me the opportunity to ask the sales rep any questions I had.

The project team that I was on during the internship was Providence Everett Medical Center. I also worked on design teams for St. Anthony's Hospital and Iowa State University. During this time I learned a large amount of information on healthcare design. The challenges this type of design provides made it interesting to work on. I loved the design team that I was on and feel privileged to have worked with so many amazing people during this time. I worked directly with Anita Rossen, a well established health care designer. She is a graduate of the BC interior design program and showed a lot of interest in my school projects.

I feel that every moment of my time at ZGF was a valuable learning experience. It was truly an incredible internship. I only wish I could have worked as a full time intern. Having a busy school schedule limited me to working only 2 - 3 days a week. This made it challenging to connect with the fast paced schedule of the work environment. I often missed out on team and department meetings that would have provided a more cohesive overview of my project and the design process. I feel very privileged to have had the opportunity to work at ZGF as an intern. I will carry the knowledge I learned with me as I start my career in interior design.

EXAMPLE: SELF EVALUATION 2

Student Name
Self-Evaluation of Internship
INDES 285, Fall 2008
May 26, 2008

My experience at Jackson Remodeling LLC has been incredibly informative and has broadened my scholastic knowledge to a truly professional level. JRL is a green design/build residential remodeling firm whose focus is on homes built pre-1940s in historic Seattle neighborhoods such as Queen Anne, Phinney Ridge, Capitol Hill, Fremont, Ballard & Wedgwood. I have been brought on as a designer to help the Design Coordinator, Roy Fleisher, in an effort to bring all design in-house. I have three previous years of work experience as a design assistant working on the interiors of mega-yachts, one year of hand-drafting construction documents for a residential remodeling firm in Hawaii, and a Bachelor of Art in Urban Architectural Design from the University of Hawaii – however, I can honestly say that the now three months I have worked at JRL has dramatically augmented my understanding of interior design and how it translates into a newly finished space.

When I accepted the offer to join JRL, my employer posed the following learning objectives for me:

1. To bring all design in-house. We are definitely getting close, but have a few more steps to take. During the first month of working for JRL, we had clients who were doing a 2nd story addition become unhappy with the service they were being provided from the outside architect we had provided. The decision was made to cut client/architect relations and provide me as a mediator of ideas and selections – ultimately it worked out and the project is under construction, but it was very challenging to be placed in the middle of unhappy clients & the architect. That particular situation has allowed me to gain confidence in my decisions and ideas which I have already used in other projects.
2. To begin a movement within the company to become a “green” firm – not just say we are. I actually participated in a seminar led by nationally-renowned David Johnston in which I was able to gain my Green Advantage Certificate. I am also assisting with updating our resource library to make sure the products & materials we are suggesting to clients are eco-friendly & efficient.
3. To learn ArchiCAD. I have been taking online webinars & have taken one all-day seminar in order to help me learn this new program. It is incredibly useful for JRL as a Design/Build firm to have both their building component & design component in-house, and ArchiCAD is a hugely beneficial program to assist with that transition. It allows us to show the client 3-D renderings of their project, as well as creating the 2-D construction documents, schedules & material lists – it’s a pretty amazing program!

EXAMPLE: SELF EVALUATION 2 (Cont.)

The Practicum has benefited me in the following ways:

1. I have become more familiar with local sources for remodelers for the following trades: electric, plumbing, mechanical, concrete, and flooring.
2. I have learned the value of a design which avoids moving major mechanical/plumbing items in order to stay within the clients' budget and allow for further design opportunities in their project.
3. I have learned the importance of critical communication not only with the clients but also with trades & lead carpenters in order to avoid confusion during the construction of the design.
4. I have gained confidence in my ability to design functional as well as beautiful spaces while meeting the clients' needs & staying within the budget.

I have completed my first 2 designs – a Phinney Ridge basement master bath and laundry area remodel and a Queen Anne accessible bathroom remodel – and am looking forward to meeting with the clients to assist with material & finish selections in order to move toward construction agreements for their projects. My overall experience thus far has exceeded all my expectations as I continue to learn new things every day.

WORKSHEETS & MISC.

The following pages contain examples of the:

Learning Objectives Worksheet

Employer Evaluation Criteria

For résumé and cover letter writing tips, please see the career center handouts titled ***Résumé Essentials*** and ***Cover Letter Essentials*** that are posted to the CONNECT student home page.

To print a ***Learning Objectives Worksheet***, please access the individual file on the myBC class site for this course.

EXAMPLE LEARNING OBJECTIVES WORKSHEET

Steps to writing specific, workable and clear learning objectives:

1. BRAINSTORM: Brainstorm three learning objectives, but don't think for too long. Just write what comes to your mind first. To help, answer these questions: Why do you want an internship? Overall, what do you hope to gain from your internship?

2. GO INTO DETAIL: Specify the outcomes you expect and actions you will take to achieve this outcome.

a) First describe what it is you would like to KNOW or be able to DO by the end of your internship, and be specific:

b) Then add the specific ACTIONS will you employ in order to LEARN this?

Action 1:

Action 2:

Action 3:

Action 4:

c) Now write down how you and others will know you've accomplished this objective (be specific)?

3. RESTATE YOUR LEARNING OBJECTIVES: Now, pull it all together. Formulate three objectives (goals) that reflect your expectations and sound better to you.

4. WHY: Describe why this learning objective is important to you. If it's not important to you, try brainstorming again.

LEARNING OBJECTIVES WORKSHEET

1. BRAINSTORM: Brainstorm three learning objectives, but don't think for too long. Just write what comes to your mind first. To help, answer these questions: Why do you want an internship? Overall, what do you hope to gain from your internship?

- ✓ I want to get a working experience that will help me to get a job as an interior designer.
- ✓ I want to learn the about the interior design industry to become a professional.
- ✓ I want to earn some money being in this internship.

2. GO INTO DETAIL: Specify the outcomes you expect and actions you will take to achieve this outcome.

a) Describe what it is you would like to KNOW or be able to DO by the end of your internship, and be specific.

I would like to know more about the design process and working with clients.

b) What specific ACTIONS will you employ in order to LEARN this?

Action 1: Ask questions to learn about organization's design process.

Action 2: Assist the design staff with duties as assigned to complete projects and plans they are developing for clients.

Action 3: Participate in client meetings and presentations to clients with my supervisor and interact with clients if possible.

c) How will you and others know you've accomplished this objective (be specific)?

I will know that I have achieved my goal when I can identify the key steps of the organization's design process; articulate the information that needs to be gathered from the client; and explain the process for conceptualizing and delivering a finished project to a client.

3. RESTATE YOUR LEARNING OBJECTIVES: Now, pull it all together. Formulate three objectives (goals) that reflect your expectations and sound better to you.

I will learn how to perform the programming aspect of a design project by participating in client meetings, making observations and asking questions. I will help develop professional working relationships with clients and design team members by participating in weekly department meetings and client meetings as needed. I will assist the professional design staff on assignments for client projects they are developing.

4. WHY: Describe why these learning objectives are important to you. If it's not important to you, try brainstorming again.

My career goal is to work for a large commercial design firm. Learning about & fully understanding the design process is an integral part of designing interior spaces.

EXAMPLE LEARNING OBJECTIVES

Student Name
Self-Evaluation of Internship
INDES 285, W 09 2008
March 27, 2008

LEARNING OBJECTIVES

1. Understand and learn about the approach and the process of design at a professional firm.
2. Get on-the-job, practical experience as an interior designer.
3. Work in a team environment and understand the dynamic of a professional firm.
4. Develop my ability to act on or implement the ideas of others.
5. Learn more about dealing with contractors, product reps, showrooms, and other trades people associated with our industry.

HOW I INTEND TO ACHIEVE THE ABOVE OBJECTIVES

1. Learn about the firm's design processes by being an active participant in each phase of a project.
2. Become engaged in brainstorming and the sharing of ideas as part of a design team.
3. Hone my technical capability with drawing and other contract documents.
4. Demonstrate my commitment to information gathering and its documentation and use.
5. Visit showrooms to familiarize myself with products. Pick up and order samples and follow-up with contractors.
6. Enhance my technical understanding of interior materials, detailing and lighting by paying close attention to detail.
7. Accompany my mentor on client meetings, as opportunities permit.

I WILL KNOW THAT I HAVE ACHIEVED MY GOALS WHEN

1. I'm able to understand the components and prioritization of design elements in projects developed by SkB.
2. I see a notable increase in my use of sketches, diagrams, and models to explore concepts, testing, and development.
3. Am able to collaborate and work in a team environment with a greater degree of success.
4. I am more confident in dealing with contractors and showrooms, and understand the processes involved in doing business with them.
5. I have a better knowledge of materials and products available in our industry.

My career goal is to work for a large firm and to work on varied projects, ranging from residential to public to commercial. I believe the experience I will gain during this internship will help further that goal. It will add considerably to the skill set I have developed at school and give me the chance to learn about and fully understand the design process as it exists in the real world. It will also give me special insight into the design philosophy and work ethic of Skb. I am self-motivated, curious, and very eager to get my feet wet in the world of design.

EMPLOYER EVALUATION CRITERIA

The evaluation completed by your employer at the end of your internship hours is kept confidential unless the employer grants approval for it to be shared and is based on the following criteria:

ATTITUDE TOWARD WORK

Uses time effectively
Keeps busy / looks for work to do
Looks for ways to improve / is alert to new methods

JOB LEARNING / SKILL IMPROVEMENT

Works independently
Shows continual improvement and speed in completing work
Exhibits adequate knowledge learned in tasks
Learns with ease, understands work and responsibilities

RELATIONS WITH OTHERS

Cooperates with supervisors, is respectful
Works well with others, shares in workload
Accepts suggestions
Is courteous and helpful with public / customers

QUALITY OF WORK

Completes job in minimum time
Able to follow and understand directions
Is accurate and careful in work
Will ask questions when needed
Can adapt to working conditions, is flexible
Uses care with equipment and materials

ATTENDANCE

Alerts supervisor if absent or late for work
Plans ahead to rearrange work schedule
Is on time to work, remains until required hours are completed

APPEARANCE

Dresses appropriately for job setting
Exhibits cleanliness and proper appearance

ADDITIONAL FEEDBACK

Did the student have the skills necessary to complete the internship?

Please share with us any skills or instructional areas where you feel the student was lacking or could have improved, as well as areas the student was able to excel.

ADDITIONAL COMMENTS