**{Insert Logo or Company Name}**

**Internship Proposal**

**Interior & Product Design Internship Position**

**Semester of Internship – Summer 20xx**

**Instructions:** Company will remove items in blue and replace with your content (in black). After completing the Internship Proposal, return to the student for review. The student will forward to the Career Center indicating their intent to pursue this experience for an academic internship. The Career Center and Program Faculty will review and communicate approval of the position through the student.

**Student Contact Information**

Name   
Email Address

Telephone Number

**Company Main Contact Person’s Information**

Name

Title

Email

Telephone

Address

**Internship Details –** Internship will be a minimum 8 weeks and up to 12 weeks in length. Must work at least 300 hours.

Projected Start Date - xxxx

Projected End Date - xxxx

Hourly wage and any additional benefits – xxxx

Projected hours worked per week – xxxx

**Company Information -** (Background, Scope of Business, Size, Location)

**Description / Purpose of Internship –**

Include the purpose of your internship and overall description.

**Learning Objectives or Milestones**

Indicate each area the intern will be exposed to during their internship experience.

Click on the appropriate boxes to indicate if this component will be addressed during the internship experience.

Engage in design process: Pre-design research, schematics, design development, design documentation, installation, post-occupancy evaluation

Utilize technology-based collaboration methods specific to built environment disciplines

Participate in designer-client meetings, presentations, and site visits

Collaborate and communicate with colleagues in allied disciplines on design projects

Demonstrate professional ethics and conduct

Apply codes and regulations to design solutions (e.g. ADA & Universal design, IBC codes…)

Employ elements of project management for design projects

Engage with role models qualified by education and experience in interior design

Specify materials, furnishings, lighting – may include cost estimating, specifications, schedules

Create and/or revise design documents (e.g. details, schedules, plans, 3D visualizations, graphics…)

**Overview of Experiences** -   
Provide an overview of responsibilities and experiences. Include a timeline for the internship period (may not be exact, but approximate amount of time spent in each area).

**Projects**

Projects the intern will be assigned, if known. If not definite, provide possible examples.

**Additional Experiences**

Indicate experiences of the internship that were not included above. Examples might include:

* Weekly review with assigned supervisor
* Company outings
* Training and development opportunities for interns

**AGREEMENT OF TERMS: I have read and will comply with student and employer policies below.**

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