**{Insert Logo or Company Name}**

**OVERVIEW OF INTERNSHIP**

**Interior & Product Design Internship Position – (Term 20xx)**

**Template Instructions: Remove all items in blue and replace with your content (in black).**

**Internship Details –** Internship will be a minimum 12 weeks in length.

Projected Start Date -

Projected End Date -

Projected hours worked per week –

Hourly wage and any additional benefits -

**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, please provide possible examples.

**Additional Experiences**

Indicate experiences that will be part of the internship which may not fit above. May include experiences your company exposes an intern to or that your company requires of interns. Examples might include:

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

**Contact Person & Contact Information** –

List the contact person(s) that the University will be working with during the internship experience. Include title, location, email, and telephone number.