

# Common Course Outline

## INTD 273

### Internship: Interior Design

3 Credits

## The Community College of Baltimore County

### Description

**INTD 273 – Internship: Interior Design** applies practical experience in an actual work environment. With the approval of the Program Coordinator, students arrange to work in an interior design industry related setting. Interns are expected to maintain routine contact with their designated interior design advisor during the internship and submit regular journal entries. Work hours allotments are set at 3 credits = 135 hours.

### **3 Credits**

**Prerequisites:** INTD 247 or consent of the program coordinator.

### Overall Course Objectives

Upon completion of this course students will be able to:

1. investigate internship and employment opportunities;
2. procure additional internship or employment positions in the interior design industry;
3. formulate goals to measure the outcomes of work experience;
4. perform the tasks required of an employer;
5. document work experience;
6. examine employer evaluations as constructive criticism; and
7. compare employment experiences in relationship to goals and experience outcomes.

### Major Topics

- I. Interior design career opportunities
  - A. Interior design firm
  - B. Architectural firm with an interiors department
  - C. Retail store offering interior design services or product sales
  - D. A design industry showroom
  - E. Other interior design industry related settings
- II. Internship position procurement
  - A. Networking skills
  - B. Portfolio Package
    1. Resume
    2. Cover letter
    3. Portfolio

- III. Real world interior design industry work experience
  - A. Goals
  - B. Employer-required tasks
  - C. Record keeping
    - 1. Required hours for course credit
    - 2. Experience journal
- IV. Employer evaluation
- V. Goals and outcome review
- VI. Presentation of internship outcomes

### **Course Requirements**

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- procurement of an internship experience to meet the required work hours
- a written summary of goals and expected outcomes
- weekly experience synopsis journal entries
- documented employment hours
- a written post-experience synopsis
- a presentation of the post-experience synopsis

Employer is to evaluate the student's work performance.  
Students are required to use appropriate academic resources.

### **Other Course Information**

A minimum of one credit of Internship: Interior Design is required for the Interior Design degree and certificate. Internships may be paid or unpaid, depending on the type experience and the employer's policies. Students are responsible for commitments made to the employer, internship related expenses including transportation, special clothing or equipment required by, but not provided by the employer and are to maintain professional and ethical conduct at all times. This course is graded as pass/ fail.  
Course offered every fall and spring.