

Department of Interior Architecture & Product Design

College of Architecture Planning & Design  
Kansas State University

Students Monthly Internship Journal

## INTERNSHIP JOURNAL – SUBMITTAL INSTRUCTIONS

Internship is an important phase in your education. As an intern you are for nine months, directly in charge of your own education. Part of this direct involvement is your responsibility to undertake and complete the assignments contained within the journal. Specifically, you are charged with reporting on;

1. Your work assignments each month during your tenure as an intern
2. Office procedures
3. Attendance at certain events
4. Analysis of architectural work in your locale.

You are REQUIRED, as part of the credit you are to receive, mail, e-mail, or fax a completed monthly work load report (Section I & II or page 6 of this document) to the Director of the Departmental Internship Program the FIRST WEEK of each month during your internship. (For example, January's report is submitted the first week of February, February's the first week of March, etc.)

A completed journal report consisting of Sections II, III, IV, and V is to be completed for each month (six months total) bound and submitted no later than the first day of Fall classes following your internship. Proof read your compositions for spelling and grammatical errors. Consider each journal entry a small scale presentation of your work and exposure to current design practice. Remember that internship is a time to observe and practice professional output.

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## **IAPD 645 INTERIOR ARCHITECTURE INTERNSHIP REPORT WRITING (3 cr. hr.)**

This course is to be taken in conjunction with IAPD 644 Interior Architecture Internship. The purpose of this course is to comply with the college's requirement to develop the student designer's written communication skills as well as increase the student's awareness of the importance of written communication and record keeping in interior architectural office practice. Specifically, each month students are charged with reporting on;

1. Their work assignments during their tenure as an intern
2. Certain types of office procedures,
3. Attendance at certain specified activities
4. A written detailed architectural analysis of the architecture in the locale of their internship or of areas visited during their internship.

These monthly time schedule is to be sent the first week of each month following the first full month of employment. The journal is to be submitted by the first day of class in the Fall semester following completion of the internship.

## USING THE ENGLISH LANGUAGE

### Education Goals

The ability to use language effectively is both intellectually and socially empowering. Our students must come to know that. They must understand and value the role that language plays in their learning and in their thinking. They must appreciate the power of language in the human experience and continually seek to improve their abilities to express their own ideas and to understand the ideas of others.

Clear and effective communication is the hallmark of an educated person. As students understand the interconnections between thought and language, they also become more effective critical thinkers. Unfortunately, many of our students are not very good at expressing their own ideas in either written or oral form. While our written composition and oral communication programs appear to do a creditable job of teaching students how to organize and present their thoughts, too often what students learn in these freshman level courses is not reinforced and extended throughout their college years. We must insist that these skills are continually used and practiced throughout the curriculum.

Also, students should be able to read and listen with comprehension to evaluate critically the meaning, the intention, the significance of others' words. These skills are expected, indeed demanded of college students; yet, even when painfully obvious that the skill is lacking, we often do little to help students develop these competencies.

Helping students become masters of their language means making the development of expression and comprehension skills an integral part of their entire academic program. Such instructional opportunities are most likely when the class size is small; but regardless of class size or subject matter, it is the responsibility of all faculty members to assure that students are encouraged to participate in their classes as active listeners and readers, and that they have ample opportunities to express themselves through written and oral communication.

DEPARTMENT OF INTERIOR ARCHITECTURE and PRODUCT DESIGN  
INTERNSHIP JOURNAL ENTRY: SPACE PLANNING  
(submit this form MONTHLY)

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

Report for Month of (circle one)      Jan      Feb      Mar      Apr      May      Jun      Jul

**Section I.**      Work load this month:

Hours worked:    week one    \_\_\_\_\_  
                          week two    \_\_\_\_\_  
                          week three \_\_\_\_\_  
                          week four    \_\_\_\_\_  
                          week five    \_\_\_\_\_

**Section II**      Note the areas in which you have gained exposure this month:

	Little	Some	Considerable
a    Research (type(s), i.e. materials, processes, etc.)	_____	_____	_____
b    Problem analysis/programming	_____	_____	_____
c    Schematic design (space planning, furniture, and equipment layout)	_____	_____	_____
d    Environmental Systems (HVAC)	_____	_____	_____
e    Graphic/presentation	_____	_____	_____
f    Production of working drawings	_____	_____	_____
g    Specification review or writing	_____	_____	_____
h    Cost estimating/bid process	_____	_____	_____
i    Checking shop drawings	_____	_____	_____
j    On-site observation of work in progress	_____	_____	_____
k    Post-occupancy evaluation	_____	_____	_____
l    Contact with clients and/or client presentation	_____	_____	_____
m    Attended professional meetings – intra-office	_____	_____	_____
n    Contact with sales and/or manufacturer's reps	_____	_____	_____
o    To what extent did you have responsibility for supervising or coordinating a particular project	_____	_____	_____

For EACH month, complete the following assignments:

**Section III** For one of the categories in section II, (each month choose a different one), outline the process this firm follows for that phase of work. Ask your colleagues and supervisors about the procedures, if this office has adapted any variations from standard practice, what are the benefits/disadvantages of a particular method, etc. Record your observations and analyses of that process.

**Section IV** To capitalize on the exposure opportunities of internship, you are required to attend or participate in one of the following:

- Professional meeting; ASID, IBD, AIA, IIDA, IFMA, etc.
- Seminars, lectures, presentations
- Showroom opening, market/trade show
- Cultural events; theater (plays, ballets, operas), concerts, performances
- Report on any information which you believe is important in helping you to have a meaningful internship experience.

Discuss the event you attended and provide a brief critical analysis. You are required to attend only one of the above each month, however, if you wish you may report on more than one. Vary your attendance at these events. Do not report on the same thing each month! Include any relevant souvenirs, ticket stubs, programs, etc. that will enhance your journal report.

**Section V** Each month select a work of architecture old or new in your region and make a brief but carefully considered design analysis. Use sketches or photographs, etc., with brief notes on usage, and materials. Also, provide a briefly written design critique coordinated with these sketches.