

Montana State University

School of Architecture

ARCHITECTURE INTERNSHIP PROGRAM

Architecture Internship Program [AIP] is a career-related, full-time, paid employment experience of 22-24 weeks duration.

Employer Responsibilities

Internship employers will provide:

- ◆ **Position descriptions for each internship**
- ◆ **Work related to the student's major field of study**
- ◆ **Wage commensurate with the level and ability required**
- ◆ **Evaluation of the student's performance at mid-term and the end of the internship period**

Student Responsibilities

Internship students will:

- ◆ **Register for ARCH 476/576 fall or spring semester**
- ◆ **Perform work of professional quality and effort**
- ◆ **Follow company policies and procedures**
- ◆ **Complete all reporting requirements for employer and AIP**

School Responsibilities

The School of Architecture and the internship coordinator will:

- ◆ **Assist with placement and refer qualified candidate materials to potential employers**
 - ◆ **Monitor progress of students during work assignment**
 - ◆ **Actively recruit students and employers into the AIP**
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Architecture Internship

The Architecture Internship is an enrichment program for those students between their fourth and fifth year who, for a short period in their training, would benefit as least as much from professional experience as academic experience. The goals of the program are those of the required architecture courses plus those which can be sought only in the office context, such as familiarization with the relationship of all aspects of professional practice.

Student Qualifications and Selection

Environmental Systems majors in their fourth year of study may apply to the Architecture Internship Program by submitting the following materials:

1. A total cumulative grade point average of not less than 3.0.
2. An accumulative grade point average of not less than 3.0 in all architectural courses.
3. Completion of all required courses as tabulated through the third year.
4. Once admitted to the program, during the semester(s) prior to the internship, the student must maintain a minimum grade of B- in all architectural courses. If not met, the student's application will be reviewed by the Coordinator and faculty, and may result in the student being suspended from the program.
5. Prepare a 'web-site' linked through the School of Architecture's "Internship Link." Your page must be **approved** PRIOR to beginning an internship. Your web-page will be used to assist in placement and will be updated regularly to include monthly reports. In addition, you will be expected to include images of current projects you are working on, the community in which you live and other information which clearly communicates your internship experience. The initial web-site should include the following:
 - A photo of yourself
 - A resume with work experience, interests, travel, etc. and how you can be reached (e-mail address required)
 - Reasons why you want to participate in the program and what you expect to gain from the experience
 - What you believe you can return to the firm and the School of Architecture through your participation

Student Qualifications and Selection Continued

- Other interests you expect to explore while interning (i.e. sketching, attending lectures, community involvement, travel, photography, writing, visiting museums, hobbies, etc.)
- A portfolio of work (student or otherwise).

Remember that your web-page will not be private. It can be visited by anyone visiting the School's web site, therefore, be discreet about it's content and construct it to reflect a high level of design and commitment. CONFIDENTIAL INFORMATION SHOULD BE E-MAILED DIRECTLY TO THE COORDINATOR.

- Each firm can use its own process to select students for internships. Selections may be made following:
 - On-campus interviews
 - Telephone interviews
 - On-site interviews
 - On the basis of submitted resumes

Offers of internship employment including duration, salary, work assignment, etc. originate with the firm.

Employer Qualifications and Selection

The School of Architecture will select AIP employers and work assignments based on the following criteria:

- Firms must be licensed to practice architecture in the locality in which they are registered to practice.
- Firms must be approved before student placement.

If the coordinator is not aware of the firm's reputation, a portfolio or other examples of work or attitude toward design/education/environment etc. must be presented prior to the firm being approved. The firm must present a level of work and commitment that exemplifies an educational experience that will be rewarding for the student intern.

- Interns will work under the supervision of a licensed architect or other appropriate supervisor.
- Firm and student identify/develop suitable job descriptions.
- Work assignments must be of an architectural nature consistent with education and experience of the intern.
- Salary must be commensurate with work assignment.

Students may obtain internships "on their own" and present them to the AIP coordinator for qualification into the program.

Formal Internship Requirements

Registration in Course: Register in ARCH 476, 12 cr. (for sixteen weeks of college credit).

Registration in IDP: During the additional 6-8 weeks the student will provide proof of IDP registration (students may request reimbursement for the registration fee) and the IDP report is to be turned in to the AIP coordinator.

Cost: With registration in the courses, associated tuition and program fees apply. That expense plus others which are typically incurred include:

- Tuition
- Travel
- Rent and damage deposit
- Ground transportation

Written Reports: Intern and employers will provide written reports to the AIP coordinator.

Reports from the student include:

Contract – A basic record of employment including intern's goals and responsibilities (with approval of employer). This form may be submitted by email and information not considered confidential should also be placed on your Web Page within the first week of employment.

Monthly Reports – Update Web Page by the 15th of each month including

- Type of project
- Stage of project
- Level of responsibility

Formal Internship Requirements Continued

- Time allocated to the above, either hours or percentage of day, weeks, etc. This should reflect the accountability of time as required by the office.

- Activities such as conferences; client, office, individual.

- Other professional activities such as on-site investigation/analysis, attendance at professional meetings/seminars, etc.

- Community involvement

- Reflections on the environment in which the intern works/lives, and on the community as a whole.

- Questions

Final Report – Evaluation of the experience and professional growth under the guidance of the office principal(s). This will take the form of a scholarly report due on your Web Page within one week after completion of the program.

Exhibit – Prepare an exhibit of personal experiences and observations, showing samples of work (drawings, preliminary and final design, photographs, etc.) that are a result of direct involvement. Much of this work may be displayed on your Web Page and can be expanded for an exhibit that is scheduled in the fall semester following the internship.

Grading the Internship Program – For ARCH 476 the student will receive a letter grade (A-F). Failure to comply with the “Reporting Requirements” outlined above or loss of a position due to the intern’s work performance will result in a failing grade. A student failing ARCH 476 will be required to enroll in ARCH 414, 450 or 458 during a subsequent semester.

Student Responsibilities

1. Student will complete the following assignments to be evaluated by the Faculty Coordinator.
 - A. **Monthly Reports** – Update Web Page by the 15th of each month
 - B. **Final Report** – Evaluation of the experience and professional growth under the guidance of the office principal(s). This will take the form of a scholarly report due on your Web Page within one week after completion of the program.
2. Student will conform to the general work requirements, typical workday schedule, and dress code of the firm.
3. Student will be assigned the following task(s) during the internship term.
 - A. _____
 - B. _____
 - C. _____
 - D. _____
 - E. _____
 - F. _____
 - G. _____
 - H. _____
4. In addition to the above, grade will be based, in part, on (a) an evaluation by supervisor upon completion of the internship and (b) written final report.

Supervisor Responsibilities

1. The firm will provide the intern with supervision, training, and resources necessary to perform assigned tasks.
2. The firm will immediately notify the Internship Coordinator should early termination of the internship become necessary.
3. The firm will provide an overall written evaluation of the intern upon complete of the internship.

Signatures:

Student

Supervisor

REPORTS AND EVALUATION DUE DATES

All reports must be submitted for a passing grade

Reports

Due Date

Submitted

Contract

Due upon placement

Mo. 1

_____ 15

Mo. 2

_____ 15

Mo. 3

_____ 15

Evaluation

Due Date

Submitted

Mid-term

Reports

Due Date

Submitted

Mo. 4

_____ 15

Mo. 5

_____ 15

Mo. 6

_____ 15

Evaluation

Due Date

Submitted

Final

Reports

Due Date

Submitted

Final

REPORTS AND EVALUATION DUE DATES

All reports must be submitted for a passing grade

<u>Reports</u>	<u>Due Date</u>	<u>Submitted</u>
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Contract	Due upon placement	_____
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Mo. 1	Feb. 15	_____
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Mo. 2	Mar. 15	_____
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Mo. 3	Apr. 15	_____
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<u>Evaluation</u>	<u>Due Date</u>	<u>Submitted</u>
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Mid-term	April 30	_____
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<u>Reports</u>	<u>Due Date</u>	<u>Submitted</u>
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Mo. 4	May 15	_____
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Mo. 5	June 15	_____
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Mo. 6	July 15	_____
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<u>Evaluation</u>	<u>Due Date</u>	<u>Submitted</u>
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Final	August 5	_____
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<u>Reports</u>	<u>Due Date</u>	<u>Submitted</u>
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Final	August 5	_____
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