HED 393 Preparation For Internship

Professors: Jon D. Vredevoogd
email: vredevoo@pilot.msu.edu
Office hours: Directly following class
Internet address: http://pilot.msu.edu/user/vredevoo
FTP address: pilot.msu.edu/course/hed/393

Catalog Description

Fall, Summer, 1 to 4 credits. A student may earn a maximum of 4 credits in all enrollments for this course. A student must enroll in the fall section for 1 credit (Preparation for Internship) before enrolling for 1 to 3 additional credits during the following summer.

Open only to juniors or seniors in the Interior Design major, or Approval of faculty.

Pre-professional experience in selected interior design business or community projects

Course Objectives

The student will:

- Be able to schedule and carry out a low-risk information-gathering interview
- Be able to implement a method for identifying the best place to begin their design career
- Be able to identify several career options
- Be able to use the internet to search job opportunities
- Be able to describe the strategy for locating an out-of-state internship
- Have identified and written out career goals and strategies
- Be able to describe the responsibilities of an internship
- Be able to describe various methods of generating profit in the design profession
- Understand the importance of and place for cover letters and resumes

Assignments

Each student will complete a minimum of six information-gathering interviews before the end of the semester. For each interview the student will submit a business card, and an on-line summary of the interview.

The student will be required to travel in order to meet the requirements of the assignment.

Attendance

The student is responsible for getting the information given in class. Faculty will not repeat information on an individual basis after the scheduled class time. The in-class activities will prepare the student for successfully completing the assignment.
Late Work Policy

Interview forms (PDF forms found on line) are due both online and in hard copy in room 309 by 5 PM Friday December 9, 2003 YOU MUST SUBMIT BOTH electronic form and hard copy

Late work will not be accepted. Under extenuating circumstances with proper written documentation, (i.e. Illness=Physicians report, Death in the family=Obituary notice), the due date will be extended.

Grading

This is a pass fail course

A minimum of 6 interviews are required to pass the class. Each interview must meet the criteria stated in class to receive credit. Students are required to travel to Metropolitan areas to carry out their interviews. ie Grand Rapids, Detroit, Ann Arbor, Chicago, etc.

The following are unacceptable

Interviews in the Lansing area are not accepted.
Team interviews are not accepted.
Multiple interview at a given site are not acceptable.
Telephone interviews are not accepted