

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Interior Design Technology</u>								
COURSE RUBRIC AND NUMBER	<u>INDS 2387</u>								
COURSE TITLE	<u>Internship – Interior Design</u>								
COURSE CREDIT HOURS	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>3</u></td> <td style="text-align: center;"><u>0</u></td> <td style="text-align: center;"><u>:</u></td> <td style="text-align: center;"><u>15</u></td> </tr> <tr> <td style="text-align: center;">Credits</td> <td style="text-align: center;">Lec</td> <td></td> <td style="text-align: center;">Lab</td> </tr> </table>	<u>3</u>	<u>0</u>	<u>:</u>	<u>15</u>	Credits	Lec		Lab
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Credits	Lec		Lab						

I. Catalog Description

Provides a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. **Prerequisites:** INDS 1315 and INDS 1341 and INDS 1349 and INDS 2305 and INDS 2307 and INDS 2313 and INDS 2315 and INDS 2321. **Corequisites:** INDS 2325 and INDS 2337. (0:15).

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Prepare a final resume and set goals
- B. Identify appropriate dress and behavior for employment situations
- C. Provide a summary of his/her experience with the professional organization, to include:
 - 1. maintain project file, paper and automated
 - 2. maintain product library and schedule product updates for staff
 - 3. assist in preparing contracts
 - 4. assist in colorboards and provide quality craftsmanship
 - 5. interface communicate effectively on describing job/project status to client and recognize and communicate client's response
 - 6. assist in qualifying client, developing a contact list, and establishing a suppliers list
 - 7. utilize trade terminology
 - 8. provide assistance in drafting, field verification, and drawing as-builts, to include verifying and recording existing FF&E
 - 9. assist in presentations and marketing
 - 10. market or sell design or product as appropriate and assist in closing the sale
 - 11. assist in assembling and maintaining client/project binders
 - 12. assist in the selection and procurement of furnishings
 - 13. assist in office administration to include proposals, invoices, purchase orders, professional correspondence, accounts payable and receivable
 - 14. develop a color schematic layout and create a schematic layout presentation
 - 15. assist in research of products
 - 16. select preliminary project samples
 - 17. photograph site
 - 18. prepare agenda for construction meetings, attend construction meetings, prepare required construction reports
 - 19. document site progress
 - 20. prepare and create punch list and verify punch list completion
 - 21. create project LEED documentation

22. record meeting minutes
23. document change orders and organize submittals
24. complete required forms
- D. Demonstrate effective organizational and planning skills to include adapting to company's organizational systems
- E. Articulate design concepts in written, verbal, and automated formats and corresponding to client/instructor/peer questions
- F. Plan and conduct presentations in front of clients, instructor and peers
- G. Demonstrate professionalism as in following instructions, preparation, timeliness, responsibility, appropriate attire, and office etiquette to include:
- H. Maintain communication with industry professionals, e.g., subcontractors, vendors, inspectors
 1. schedule appointments with reps
 2. schedule continuing education
 3. practice conflict resolution
- I. Project Installation
 1. inspect product upon arrival
 2. install furniture, fixtures, and equipment
 3. supervise consultants and subcontractors
 4. verify appropriate installation
- J. Utilize tools, software, and equipment learned in all the interior design classes to include:
 1. Computers, printers, plotters, scanners, copiers, projectors, matboard cutter, labeler, glue gun, and pressmount
 2. Microsoft Word, Excel, PowerPoint, Publisher; Autocad; Revit; Google Sketchup; and Adobe Photoshop
 3. Architectural scale, triangles, manual drafting, mechanical pencils, furniture templates, and measuring tape
 4. Presentation materials-matboards, foamboard, adhesives, utility knife, metal rulers, markers, and prisma color
- K. Pursue professional development

III. THECB Learning Outcomes (WECM)

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

IV. Evaluation

- A. Assignments
 1. Assignments will be given through-out the semester to include: updated resume, training plan for internship phase, internship objectives, employer evaluations, mid-term and final evaluations, work experience report and other objective writing projects.
- B. Internship
 1. An internship within an interior design related business must be successfully completed to pass the course.
 2. The student will be evaluated on his internship by an immediate supervisor and the course instructor a minimum of two (2) times in the semester
- C. Class Participation
 1. Class participation, daily assignments, and attendance will be noted and included in the overall class grade.

D. Grading Scale		
90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
69- below	=	F

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.