

## Department of Art Syllabus

Professor: M. Baumann

Office Hours: MW 2:00-3:30 T 10:00-3:00 or by appointment (Office hours spent in AVEN 407A or Farr Hall)

Contact: 601-925-7724 or Baumann@mc.edu

I. ART 484 *Interior Design Professional Internship*, 3 Credit Hours

II. PRE-REQUISITES: ART 472

III. TEXTBOOK

Mitton, Maureen. (2010). *Portfolios for Interior Designers*. Hoboken, NJ. John Wiley & Sons, Inc.

IV. COURSE DESCRIPTION

A period of apprenticeship or observation by arrangement with a professional business specializing in interior design. Includes 400 hours of on-the-job experience.

V. RATIONALE

The internship experience provides opportunities for interior design majors to gain practical experience in the business of interior design, take advantage of networking opportunities, and investigate career options.

VI. LEARNING OBJECTIVES AND OUTCOMES

- A. The student will be able to identify the steps involved in contacting a prospective employer, conducting an interview, and appropriate follow-up contact.
- B. The student will complete 400 work hours under the supervision of the internship employer. This time will be apportioned equally during a time period of no less than seven weeks. No site visits will be made.
- C. The student will complete weekly time sheets, signed by the internship business supervisor, and submitted to the faculty supervisor.
- D. The student will demonstrate professionalism in all phases of the internship experience.

VII. COURSE TOPICS

- A. Contacting a prospective employer
- B. Conducting an Interview
- C. Portfolios
- D. Mailers

- E. Expectations of the employers
- F. Expectations of the faculty supervisor
- G. 400 Work Hours  
 “And whatsoever you do in word or deed, do all in the name of the Lord Jesus” –Colossians 3:17
- H. Weekly Time Sheets
- I. Professionalism: Responsible, honest, trustworthy, thorough, attention to detail

VIII. EVALUATION

*See Department of Art Syllabus Addendum for Grading Scale*

A. Projects and assignments	30%
B. 400 work hours	50%
C. Final Presentation and Binder	20%
TOTAL	100%

IX. STUDENT ASSISTANCE

A. Early Alert System:

Mississippi College has adopted the practice of finding students early in the semester who may be exhibiting behaviors that could ultimately have a negative impact on their academic progress. These behaviors are often called “red flag” behaviors and include, but are not limited to, excessive absences, poor test grades, and lack of class participation or evidence of non-engagement. Identifying these behaviors early gives the instructor the opportunity to raise the “red flag” on behalf of a particular student so that the student can take the appropriate action to redirect his/her progress. The system alerts the student, the student’s advisor, and the Office of Student Success.

These messages are intended to help a student recognize an area of concern and to encourage him/her to make some choices to improve the situation. When a student receives an Early Alert message, the student should quickly make an appointment to talk with his/her professor about the situation. Also, students can make full use of the Office of Student Success to set academic goals and connect to campus resources.

B. Students with Disabilities:

In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must schedule an individual meeting with the Director of Student Counseling Services immediately upon recognition of their

disability (if their disability is known they must come in before the semester begins or make an appointment immediately upon receipt of their syllabi for the new semester). The student must bring with them written documentation from a medical physician and/or licensed clinician that verifies their disability. If the student has received prior accommodations, they must bring written documentation of those accommodations (example Individualized Education Plan from the school system). Documentation must be current (within 3 years).

The student must meet with SCS face-to face and also attend two (2) additional follow up meetings (one mid semester before or after midterm examinations and the last one at the end of the semester). Please note that the student may also schedule additional meetings as needed for support through SCS as they work with their professor throughout the semester.

Note: Students must come in each semester to complete their Individualized Accommodation Plan (example: MC student completes fall semester IAP plan and even if student is a continuing student for the spring semester they must come in again to complete their spring semester IAP plan).

Student Counseling Services is located on the 4<sup>th</sup> floor of Alumni Hall) or they may be contacted via email at [mbryant@mc.edu](mailto:mbryant@mc.edu) . You may also reach them by phone at 601-925-7790. Dr. Morgan Bryant is director of MC Student Counseling Services.

## X. REFERENCES

- Abercrombie, S. (1990). *A philosophy of interior design*. New York: Harper and Row.
- Assay, Nancy & Patton, Marciann. (2010) *Careers in Interior Design*. New York: Fairchild Books.
- Piotrowski, Christine (2008). *Becoming an Interior Designer, A Guide to Careers in Design*. Hoboken, NJ: John Wiley & Sons, Inc. Most Recent Edition.
- Ballast, David Kent. (2010). *Interior Design Reference Manual*. Belmont, CA: Professional Publications, Inc.
- Belvin, M. (1985). *Design through discovery*. New York: Holt, Rinehart & Winston.
- Jones, Lynn M. and Allen, Phyllis S. (2009). *Beginnings of Interior Environments*. (10<sup>th</sup> Edition). Pearson Prentice Hall.
- Kendall, Gordon T. (2005). *Designing Your Business: Strategies for Interior Design Professionals*. New York: Fairchild Publications.

- Mitton. (2012). *Interior design visual presentation: a guide to graphics, models, and presentation techniques*. (Fourth Edition). John Wiley & Sons, Inc.
- O'Neil. (2008). *Your Attitude is showing*. Upper Saddle River, NJ: Pearson Education.
- Piotrowski, Christine (2008). *Professional Practice for Interior Designers*. Hoboken, NJ: John Wiley & Sons, Inc.