

# ArchSt 4940 - Internship POSITION AVAILABLE

## Department of Architectural Studies

College of Human Environmental Sciences

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Firm Name	_____	Date	_____
Address	_____	Contact	_____
	_____	Phone	_____
	_____	Fax	_____
	_____	e-mail	_____

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### INFORMATION ABOUT FIRM

Major type of design projects done by firm:

- |                                      |                                                 |
|--------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Office      | <input type="checkbox"/> Education              |
| <input type="checkbox"/> Restaurant  | <input type="checkbox"/> Religious              |
| <input type="checkbox"/> Hotel/motel | <input type="checkbox"/> Financial institutions |
| <input type="checkbox"/> Retail      | <input type="checkbox"/> Residential            |
| <input type="checkbox"/> Healthcare  | <input type="checkbox"/> Other, describe        |

\_\_\_\_\_ Number of interior designers on staff

\_\_\_\_\_ Number of architects on staff

\_\_\_\_\_ Year firm was established

Unique strengths of the firm:

Any additional information, flyers, etc. about the firm that could be helpful to students deciding where to do an internship may be sent with this form.

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### INTERNSHIP POSITION

- Available  Summer  
 Fall  
 Winter

- Salary  Paid  
Amount: \_\_\_\_\_  
 Unpaid

\_\_\_\_\_ Number of positions available

Work hours \_\_\_\_\_ # hours per week

- Duties  Resource library  
 Drawing/Drafting  
 AutoCAD  
 Telephone/receptionist  
 Sales  
 Preparation of sample boards  
 Measuring  
 Delivery  
 Installations  
 Other, explain:

Application information desired:

- Cover letter  
 Resume  
 Transcript  
 Letters of recommendation  
# \_\_\_\_\_  
 Portfolio (at interview)

Additional comments: