

ArchSt 4940 – Internship

LEARNING CONTRACT*

Department of Architectural Studies
College of Human Environmental Sciences
University of Missouri-Columbia
137 Stanley Hall, Columbia, MO 65211
(573) 882-7224 • FAX (573) 884-6679
Home Page: <http://www.missouri.edu/~arch/>

INSTRUCTIONS

- Because it sets the structure for the learning experience, this contract should be prepared and completed by the student prior to the internship. If circumstances do not permit early completion, it may be completed and submitted to the internship adviser and internship sponsor by the third week of the work period.
- In preparation of the contract, it should be remembered that academic credit is earned for the learning that takes place, not the amount of work produced or number of hours worked.
- A rough draft should be reviewed by the faculty internship adviser and the internship sponsor for feedback prior to completing the final document for signatures.
- After signed, it is the student’s responsibility to provide a copy to the internship adviser and a copy to the internship sponsor.

▪ Part 1: PARTICIPANT INFORMATION

STUDENT

Name _____ Student Number _____

Campus Address _____ Permanent Address _____

Phone _____ Phone _____

SPONSOR

Name _____

Firm Address

Sponsor's Firm _____

Phone _____

FAX _____

FACULTY ADVISER

Name _____

Address 137 Stanley Hall
University of Missouri
Columbia, MO 65211

Phone _____

E-Mail _____

Dept. Phone: (573) 882-7224
FAX: (573) 884-6679

*Developed from the Cooperative Education/Internship Learning Contract prepared by the MU Career Center.

▪ **Part II: WORK ASSIGNMENT**

_____ Start of Internship Per Hour, Amount \$ _____

_____ End of Internship Per Week, Amount \$ _____

_____ Number of Hours per Week Per Month, Amount \$ _____

_____ Number of Credit Hours to be Earned Other _____

JOB DESCRIPTION

Expected job responsibilities:

- Resource Library upkeep
- Hand Drawing/Drafting
- Autocad
- Other, explain:
- Telephone/receptionist
- Sales
- Preparation of presentation/sample boards
- Measuring for as-built drawings
- Delivery
- Installations

SUPERVISION

In addition to supervising your job responsibilities as an intern, your sponsor is responsible for providing:

- instruction and explanation for tasks being assigned and/or observed and clear communication of expectations
- a variety of valuable learning experiences in the design firm
- support for the student to meet the learning objectives set forth in this contract
- help for the student to determine an appropriate intern project, critique during the design process, and support for completing the project. (See EDn 390 Internship flyer for more information about the student project.)

▪ **Part III: LEARNING OBJECTIVES**

What do you intend to learn? Check appropriate learning activities below and add additional objectives based on unique aspects of the firm in which the internship will take place. Try to use concrete, measurable terms.

- observe a client interview
- participate in programming
- help measure and prepare as-built drawings
- contribute ideas for design concept for a project
- become familiar with the firm's design resources
- visit drapery, upholstery, etc. workrooms
- observe manufacturer representative presentations
- help prepare for a client presentation
- observe a client presentation
- become familiar with business contracts used for design projects
- help prepare construction documents
- learn how products for a design project are ordered
- visit site of a project in process
- visit some installations completed by the firm
- participate in post-occupancy evaluation
- other, attach additional objectives on separate page

▪ **Part IV: EVALUATION**

Sponsor is expected to write an official letter of evaluation, complete the Employer Evaluation of Student Intern form, and send them to the student's faculty internship adviser prior to the end of final week for the semester in which the student is working. Student is responsible for submitting their daily journal and their design project (see EDn 390 – Internship flyer for information on the student project) to the faculty internship adviser by the same date.

_____ Due date for sponsor's evaluation of student and student submittals to faculty adviser.

▪ **Part V: AGREEMENT**

This contract may be terminated or amended by student, faculty adviser or site supervisor at any time provided written notice is received and agreed upon by the other two parties. STUDENT is to provide copies of this signed contract to the faculty internship adviser and internship sponsor by the end of the third week of work along with a brief written description of the project they will be doing for submittal to the faculty internship adviser at the end of the internship.

Student Signature _____ Date _____

Internship Adviser
Signature _____ Date _____

Internship Sponsor
Signature _____ Date _____