

**Montana State University
School of Architecture
Architectural Internship Program (AIP)**

Formal Internship Requirements:

Registration in Course:

Register in ARCH 476/476Z, 12 cr. (for sixteen weeks of college credit).

Registration in IDP:

During the additional 6-8 weeks the student will provide proof of IDP registration (students may request reimbursement for the registration fee) and the IDP report is to be turned in to the AIP coordinator.

Cost:

With registration in the courses, associated tuition and program fees apply. That expense plus others which are typically incurred include:

- Tuition
- Travel
- Rent and damage deposit
- Ground transportation

Written Reports:

Intern and employers will provide written reports to the AIP coordinator by uploading the report to the course page on MSU's Desire2Learn webpage.

You can access the course here: <http://ecat.montana.edu>

- Enter your Desire2Learn Username and Password
- Once you successfully log in, you will be taken to your D2L "My Home" page, where you can access ARCH 476/476Z
- To submit a report, please go to the "Dropbox" section of the course, where you can upload a file to the appropriate month.
- Questions? D2L Support can be reached by emailing ecat@montana.edu or by phone at 406.994.6550

Reports from the student include:

Contract:

A basic record of employment including intern's goals and responsibilities (with approval of employer). This form may be submitted by email to architectureintern@montana.edu and within the first week of employment.

By the 15th of each month of your internship, you should upload a report about your experience including, at a minimum, the following information:

Monthly Reports:

Update D2L by the 15th of each month including

- Type of project
- Stage of project
- Level of responsibility

- Time allocated to the above, either hours or percentage of day, weeks, etc. This should reflect the accountability of time as required by the office.
- Activities such as conferences; client, office, individual.
- Other professional activities such as on-site investigation/analysis, attendance at professional meetings/seminars, etc.
- Community involvement
- Reflections on the environment in which the intern works/lives, and on the community as a whole.
- Questions

Final Report:

Evaluation of the experience and professional growth under the guidance of the office principal(s). This will take the form of a scholarly report submitted on D2L within one week after completion of the program.

Exhibit:

Prepare an exhibit of personal experiences and observations, showing samples of work (drawings, preliminary and final design, photographs, etc.) that are a result of direct involvement. Much of this work may be displayed within your reports uploaded to D2L and can be expanded for an exhibit that is scheduled in the semester following the internship.

Grading the Internship Program:

For ARCH 476 the student will receive a letter grade (A-F). Failure to comply with the "Reporting Requirements" outlined above or loss of a position due to the intern's work performance will result in a failing grade. A student failing ARCH 476 will be required to enroll in ARCH 414, 450 or 458 during a subsequent semester.