

Montana State University | School of Architecture

ARCHITECTURAL INTERNSHIP PROGRAM

The Architectural Internship is an enrichment program for students in their fourth year who seek the benefit of professional experience while still supported by an academic setting. The goals of the program are those of the required architecture courses plus those which can be sought only in the office context, such as familiarization with the relationship of all aspects of professional practice.

Architectural Internship Program [AIP] is a career-related, full-time, paid employment experience of 24weeks duration.

Employer Responsibilities

Internship employers will provide:

- Position descriptions for each internship
- Work related to the student's major field of study
- Wage commensurate with the level and ability required
- Evaluation of the student's performance at mid-term and the end of the internship period

Student Responsibilities

Internship students will:

- Register for ARCH 476 fall or spring semester
- Perform work of professional quality and effort
- Follow company policies and procedures
- Complete all reporting requirements for employer and AIP

School Responsibilities

The School of Architecture and the internship coordinator will:

- Assist with placement and refer qualified candidate materials to potential employers
- Monitor progress of students during work assignment
- Actively recruit students and employers into the AIP

Student Qualifications and Selection

Environmental Design majors in their fourth year of study may apply to the Architectural Internship Program by submitting the following materials:

1. A total cumulative grade point average of not less than 2.5.
2. An accumulative grade point average of not less than 2.5 in all architectural courses.
3. Prerequisite: ARCH 313, ARCH 340, ARCH 355 and all other architectural courses through the third year.
4. Once admitted to the program, during the semester(s) prior to the internship, the student must maintain a minimum grade of B- in all architectural courses. If not met, the student's application will be reviewed by the Coordinator and faculty, and may result in the student being suspended from the program.
5. Follow all AIP reporting obligations. Complete the required Intern Contract. Adhere to required communications, reports and evaluations.

Employer Qualifications and Selection

The School of Architecture will select AIP employers and work assignments based on the following criteria:

- Firms must be licensed to practice architecture in the locality in which they are registered to practice.
- Firms must be approved before student placement.

If the coordinator is not aware of the firm's reputation, a portfolio (website portfolios are acceptable) or other examples of work or attitude toward design/education/environment etc. must be presented prior to the firm being approved. The firm must present a level of work and commitment that exemplifies an educational experience that will be rewarding for the student intern.

- Interns will work under the supervision of a licensed architect or other appropriate supervisor.
- Firm and student identify/develop suitable job descriptions.
- Work assignments must be of an architectural nature consistent with education and experience of the intern.
- Salary must be commensurate with work assignment.

Students may obtain internships "on their own" and present them to the AIP coordinator for qualification into the program.

Offers of internship employment including duration, salary, work assignment, etc. originate with the firm.

Formal Internship Requirements

- **Registration in Course:** Register in ARCH 476, 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:** Registration in the course, associated tuition (between \$3883 and \$9944 undergrad only) and program fees apply (\$373.69 4th year studio fee). Registration expenses plus others that are typically incurred include: travel, living expenses, rent, and ground transportation among others.
- **Written Reports:** Intern and employers will submit written reports to the Desire to Learn (D2L) class page and the AIP coordinator.

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 fax or email.

Monthly Reports – Update Web Page 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 the 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 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 on your Web Page and can be expanded for an exhibit that is scheduled in the fall semester following the internship.
 - **Grading the Internship Program** – 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.

**MONTANA STATE UNIVERSITY
SCHOOL OF ARCHITECTURE
INTERN CONTRACT**

Date_____

Academic Year_____ Fall_____ Spring_____ Summer_____

Student's Name	Student's ID #
----------------	----------------

E-Mail Address	Bozeman Phone
----------------	---------------

E-Mail Address During Internship	Phone During Internship
----------------------------------	-------------------------

Firm Name	Supervisor
-----------	------------

Address	City/State/ZIP
---------	----------------

E-Mail Address	Firm's Telephone
----------------	------------------

Scope of Firm's Work_____

Number of Professional Staff_____

Number of Support Staff_____ Others (explain)_____

Starting Date of Employment_____

Starting Salary_____ Comments:_____

Student Responsibilities

1. Student will complete the following assignments to be evaluated by the Internship Coordinator.

A. Monthly Reports – Submit a report to Desire to Learn (D2L) class page by the 15th of each month.

B. 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 due on your Web Page within one week after completion of the program.

2. Student will conform to the general work requirements, typical workday schedule, and dress code of the firm.

3. Student will be assigned the following task(s) during the internship term.

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

H. _____

4. In addition to the above, grade will be based, in part, on (a) an evaluation by the intern supervisor upon completion of the internship and (b) written final report.

Supervisor Responsibilities

1. The firm will provide the intern with supervision, training, and resources necessary to perform assigned tasks.

2. The firm will immediately notify the Internship Coordinator should early termination of the internship become necessary.

3. The firm will provide an overall written evaluation of the intern upon complete of the internship.

Signatures:

Student Supervisor

REPORTS AND EVALUATION DUE DATES

All reports must be submitted for a passing grade.

Contract Due upon placement _____

Report	Due Date	Submitted
Mo. 1	_____ 15	_____
Mo. 2	_____ 15	_____
Mo. 3	_____ 15	_____
Evaluation	Due Date	Submitted
Final Reports	Due Date	Submitted