### Course Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Assignment</th>
<th>Discussion Topic</th>
<th>Plcmt wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 18</td>
<td>introduction</td>
<td></td>
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<tr>
<td>2</td>
<td>Jan 25</td>
<td>panel of previous interns</td>
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<td>3</td>
<td>Feb 1</td>
<td>start placements/hist. practice 1</td>
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<td>4</td>
<td>Feb 8</td>
<td>intro to firms</td>
<td>2</td>
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<td>5</td>
<td>Feb 15</td>
<td>how firms design/do business 3</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Feb 22</td>
<td>careers in Architecture</td>
<td>4</td>
<td></td>
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<tr>
<td>7</td>
<td>Mar 1</td>
<td>report #1 due</td>
<td>office structure 5</td>
<td></td>
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<tr>
<td>8</td>
<td>Mar 8</td>
<td>ethics/liability guest</td>
<td>6</td>
<td></td>
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<tr>
<td>9</td>
<td>Mar 15</td>
<td>specialization in practice</td>
<td>7</td>
<td></td>
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<tr>
<td>10</td>
<td>Mar 22</td>
<td>spring break</td>
<td>no class meeting</td>
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<td></td>
<td>Mar 29</td>
<td></td>
<td>career timeline 8</td>
<td></td>
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<tr>
<td>11</td>
<td>Apr 5</td>
<td>report #2/3 due</td>
<td>report on interviews 9</td>
<td></td>
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<tr>
<td>12</td>
<td>Apr 12</td>
<td></td>
<td>portfolio/resume review 10</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Apr 19</td>
<td></td>
<td>IDP and ARE guest speakers</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>April 26</td>
<td></td>
<td>Class Summary</td>
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Class meets Tuesday 9:00-11:00 am, 170 Wurster
Each student must devote at least 2 full working days for 10 weeks minimum starting week 2 or 3.

### PREREQUISITES:

- Arch 100B or graduate student.
- One page resume and four or five page portfolio that shows one example of your best work in each of the following categories (5 pages max in PDF format): 1) schematic design drafting, 2) perspective sketching and rendering, 3) construction documents and working drawings, 4) model-building (photo or good copy of photo), 5) CAD and 3D drawings.

### INTERNSHIP COMMITMENT FROM STUDENT:

- Diligent, on-time performance during your 2 full days each week for ten weeks. Give your mentor or supervisor as much notice as you can if illness or some other factor prevents you from showing up. Observe office's normal starting & quitting time. Treat the internship placement as you would a real job.
- Show initiative, ask questions, take an interest in what goes on, talk to as many people as you can, take advantage of learning opportunities. Let the instructors know if you are not being given an opportunity to experience several areas of practice. (Don't quietly work on the same model all term!)
INTERNESHIP COMMITMENT FROM FIRM:

A copy of a letter to your mentor in your firm will be distributed at the time you get your confirmed placement. It describes our expectations of them. Keep in mind, though, that times are tough; we are fortunate to have firms willing to take interns, and indeed many of them may not be able to provide the rounded experience they would have provided in better economic times.

ASSIGNMENTS:

The main assignment is, of course, to go to your placement firm and work with enthusiasm, diligence, and curiosity. In addition, a small amount of written work must be turned in to me in class. This written work includes the following:

- Three short reports on specific aspects of your placement firm and experience. These reports form the basis for in-class discussion and the provide part of the material to be included in your final report. Due dates shown on the calendar above.

LOG AND TIMESHEET:

Two important daily record items turned in at the end of your internship:

- Logbook in which you keep notes about your internship experience including, for example, the nature of your assignments, your reactions to your work environment including the people with whom you work and interact, the processes in the office, or any other matters salient to you at the time. Keep your log in any handy notebook; but, please do your log in your own handwriting, day-by-day. Do not transcribe your log note or pretty them up at the time you turn them in.

- Timesheet on which you record your time in the office, apportioned to types of work, and initialed by your mentor or supervisor. Note: most firms have standard timesheet that they prefer to use. If this is the case in your placement firm just turn in a copy of what you do for them. If they do not have their own timesheet I will hand out a standard form which you can use to keep track of you time.

GRADING:

30% or a bit less on written work and class participation;
70% or a little more on initiative, diligence, and involvement as assessed by instructor based on a written review by the mentors in the placement firm.