

ID450
Interior Design Practicum
8 Credits

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ID450 Version: 13



Interior Design Practicum

Calendar Description

Students participate in a two-month practicum in the interior design industry. P/F.

Rationale

This is a required course for Interior Design Technology students. This Interior Design Technology Practicum integrates theory and technical training with practical industry experience.

Prerequisites

A current minimum grade point average of 2.0 in all required Interior Design Technology program courses.

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. apply the work skills and knowledge gained from a realistic job experience.
2. function as an Interior Design assistant-in the industry and apply knowledge gained in the Interior Design Technology program.
3. describe the scope and types of Interior Design services.
4. perform a broad range of Interior Design functions including programming through design development, contract document preparation and other similar tasks.
5. complete assigned office tasks within acceptable time limits and to the satisfaction of the employer.
6. use standard office and drafting/documentation equipment.
7. demonstrate a professional attitude by displaying acceptable work habits and co-operative attitude toward co-workers.
8. explore and evaluate career opportunities.

Resource Materials

Required Text:

Practicum Handbook - to be distributed in early spring each year. This document contains all the procedural and legal responsibilities of both the student and host employer. Contracts included in the Practicum Handbook must be signed by the student.

Reference Materials:

TBA

Conduct of Course

The student is placed in a host design, architectural, millwork, or kitchen and bath firm for 2 consecutive months.

Each student keeps a daily log of activities.

Evaluation Procedures

Students are evaluated through direct observation by Practicum placement personnel based on the criteria outlined in the Practicum Evaluation. (see Appendix A)

P=pass, grade is awarded on successful completion of work period to the satisfaction of the Employer and the completion and receipt of requested reports to the satisfaction of the Instructor.

F=fail, grade is awarded in consultation with the faculty and the host employer. Any breach of contract between the student and the host employer, or between the student and the college, may automatically lead to this grade.

Grade Equivalents and Course Pass Requirements

A Pass/Fail grade is awarded at the end of the practicum.

Attendance

Students report to the practicum placement as assigned, performs duties in a responsible manner, and remains with the placement for the full length of the term.

Course Units/Topics

The instructor, in consultation with students and employers, assigns a work experience location for each student.

Students work the regular operational hours of their assigned work placement office. As they are considered employees with regard to absenteeism and punctuality, students must notify the employer if they are going to be late or unable to report for work.

Timesheets are completed by the employer and verified by the student's immediate working partner(s)/supervisor(s).

The host employer conducts entry and exit interviews and provides an evaluation of the student's performance.

Specific work experience duties and tasks are assigned by the work place supervisor.

Appendix A

Employer/Supervisor Evaluation Forms

(This evaluation only reflects the student's last year of academic studies and not prior education or training.)

STUDENT AND EMPLOYER INFORMATION

STUDENT INFORMATION

Period of Work from _____ to _____

Salary Beginning _____ Ending _____

Total Number of Hours Worked _____ Total Number of Days Worked _____

Student

Employer

Student ID Number

Supervisor

Address

Address

City

City

Province/Postal Code

Province/Postal Code

Phone

Phone

Fax

Fax

Cellular

Cellular

E-mail

E-mail

Please return this form with the evaluation documents. Lakeland College thanks you for your cooperation.

The Rating System

The Supervisor’s Evaluation Form allows the supervisor to rate each of the competencies of the student from one of three areas: Technical Skills, Practical Management Skills, and Professional Work Ethics. (There is an opportunity for the supervisor to add additional competencies on page 2-5.) The supervisor is to complete this evaluation at the end of the practicum.

When filling out the form, circle only one appropriate rating.

RATINGS

- 4** – Excellent
- 3** – Good
- 2** – Satisfactory
- 1** – Fail
- N/A** – Not applicable or available at this worksite

The following description is a guide into the meaning of the rating system:

Descriptors

4	Excellent: Consistently demonstrates behaviors at a basic, safe level of competence. Requires little guidance and supervision to perform with competence and demonstrates rationale from a knowledge base.
3	Good: Usually demonstrates behavior with competence. Requires minimal guidance and supervision. Usually demonstrates a sound knowledge base.
2	Satisfactory: Demonstrates behavior with competence. Requires occasional guidance and supervision. Usually demonstrates a sound knowledge base.
1	Fail: Fails to demonstrate behavior at a satisfactory level of competence. Requires constant guidance and supervision. Unable to articulate an adequate knowledge base.
N/A	N/A: Not applicable. Means the competency was not necessary to be performed at the worksite or was not available at the worksite.

- In the event a worksite provides an experience the student has not yet attained in the academic classes, the supervisor can rate the competencies on the Supervisor’s Evaluation Form. This should be done in consultation with the Practicum Coordinator.
- The form also allows the supervisor to supply any evidence where applicable. There may be evidence to support the achievement of a competency in the column provided. Evidence of achievement for competencies may include items such as letters, certificates of training, newspaper articles, job descriptions and evaluations, course outlines, work samples, examinations, reports, products, presentations, audio-visual, photos, honors, awards, licenses, and others.
- The form also allows for any comments that the supervisor deems helpful.
- By signing the form the supervisor validates the workplace experience.

SUPERVISOR EVALUATION FORMS

Please circle the rating for each competency as it applies to the student.

4	Excellent
3	Good
2	Satisfactory
1	Fail
N/A	Not Applicable or available at this worksite

TECHNICAL SKILLS

COMPETENCY		RATINGS					EVIDENCE
The student can:							
1.	collect client requirements and prepare a program	4	3	2	1	N/A	
2.	take site measurements and document data	4	3	2	1	N/A	
3.	prepare as-built drawings	4	3	2	1	N/A	
4.	prepare preliminary layouts for small project	4	3	2	1	N/A	
5.	recognize and work with contemporary, as well as period/historical styles	4	3	2	1	N/A	
6.	prepare design development drawings	4	3	2	1	N/A	
7.	assist in the preparation of working drawings	4	3	2	1	N/A	
8.	prepare component/material/finish schedules	4	3	2	1	N/A	
9.	prepare presentation boards	4	3	2	1	N/A	
10.	construct 1 and 2 point perspectives and illustrations	4	3	2	1	N/A	
11.	research products	4	3	2	1	N/A	
12.	assist in preparation of specifications	4	3	2	1	N/A	
13.	prepare 2D drawings using AutoCAD 2004	4	3	2	1	N/A	
14.	prepare drawings and presentation drawings using 20/20	4	3	2	1	N/A	
15.	prepare estimations for small projects	4	3	2	1	N/A	
16.	evaluate residential layouts and plans	4	3	2	1	N/A	
17.	assist in the selection of interior finishes and systems	4	3	2	1	N/A	
18.	use MS Word and MS Excel to create schedules and flow charts	4	3	2	1	N/A	
19.	construct small scale models made out of cardboard and/or wood	4	3	2	1	N/A	
20.	create graphic signage, notices, and posters	4	3	2	1	N/A	
21.	do quantity takeoffs of small scale projects from documents	4	3	2	1	N/A	
22.	assist in the selection and coordination of finishes, colors, equipment, and interior systems	4	3	2	1	N/A	

Please circle the rating for each competency as it applies to the student.

4	Excellent
3	Good
2	Satisfactory
1	Fail
N/A	Not Applicable or available at this worksite

PRACTICAL MANAGEMENT SKILLS

COMPETENCY		RATINGS					EVIDENCE
The student can:							
1.	prepare and write relevant documents in a coherent and logical manner	4	3	2	1	N/A	
2.	prepare effective communication tools (slides, charts, transparencies, graphs)	4	3	2	1	N/A	
3.	demonstrate effective written and verbal communication skills	4	3	2	1	N/A	
4.	perform data and product search on the Internet	4	3	2	1	N/A	
5.	perform data collection, synthesis, and integration for projects	4	3	2	1	N/A	
6.	maintain a workstation	4	3	2	1	N/A	
7.	manage digital files	4	3	2	1	N/A	
8.	make practical use of a word processor	4	3	2	1	N/A	
9.	make practical use of a spreadsheet	4	3	2	1	N/A	
10.	make practical use of graph software	4	3	2	1	N/A	
11.	make practical use of AutoCAD 2004	4	3	2	1	N/A	
12.	make practical use of 20/20	4	3	2	1	N/A	
13.	understand the Building Code	4	3	2	1	N/A	
14.	estimate job costs	4	3	2	1	N/A	
15.	keep records	4	3	2	1	N/A	
16.	allocate resources	4	3	2	1	N/A	

Please circle the rating for each competency as it applies to the student.

4	Excellent
3	Good
2	Satisfactory
1	Fail
N/A	Not Applicable or available at this worksite

PROFESSIONAL WORK ETHICS

COMPETENCY		RATINGS					EVIDENCE
The student can demonstrate:							
1.	quality work performance	4	3	2	1	N/A	
2.	speed and production in work accomplished	4	3	2	1	N/A	
3.	the ability to perform delegated tasks without close supervision	4	3	2	1	N/A	
4.	initiative (self-motivation, recognition of tasks needing attention)	4	3	2	1	N/A	
5.	the ability to pursue tasks to completion	4	3	2	1	N/A	
6.	organizational skills (planning for efficient use of time)	4	3	2	1	N/A	
7.	enthusiasm and cooperation	4	3	2	1	N/A	
8.	appropriate manner and grooming	4	3	2	1	N/A	
9.	punctuality and reliability	4	3	2	1	N/A	
10.	the ability to follow instructions	4	3	2	1	N/A	
11.	a positive response to constructive feedback	4	3	2	1	N/A	
12.	responsibility for the care of materials and equipment	4	3	2	1	N/A	
13.	appropriate communication skills (verbal, written, and body language)	4	3	2	1	N/A	
14.	tact and consideration when dealing with the public	4	3	2	1	N/A	
15.	a knowledge of laws and regulations	4	3	2	1	N/A	
16.	technical, scientific, and practical knowledge	4	3	2	1	N/A	
17.	the ability to apply the theoretical knowledge acquired at the college to task performed on the worksite	4	3	2	1	N/A	

ADDITIONAL COMPETENCIES

COMPETENCY		RATINGS					EVIDENCE
The student can:							
1.		4	3	2	1	N/A	
2.		4	3	2	1	N/A	
3.		4	3	2	1	N/A	
4.		4	3	2	1	N/A	
5.		4	3	2	1	N/A	
6.		4	3	2	1	N/A	
7.		4	3	2	1	N/A	
8.		4	3	2	1	N/A	
9.		4	3	2	1	N/A	

If available, do you wish to employ this student? _____

Would you be interested in another student for a future practicum semester? _____

Supervisor's Name

Supervisor's Signature

Date

Student's Name

Student's Signature

Date

PRACTICUM COORDINATOR: FIONA MCLEOD

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