The CAC.C Intern Program provides educational work experiences for undergraduate students. There is a distinction between the undergraduate-level Intern Program (ARCH4890), and the graduate-level Mentor Program (ARCH8890). In the Intern Program, undergraduate students contract directly with the sponsoring firm. In the Mentor Program, students contract to the sponsoring firms through Clemson University.

This Guide supplements the syllabus for ARCH4890 and outlines the basic agreement between participants.

1.1 exclusivity of relation Students and sponsoring firms agree not to contract with each other, outside of the Intern Program, while the student is enrolled at Clemson University. This respects the significant investment that the CAC.C has made in developing the program and insures both a large pool of students for sponsoring firms and the best educational environment for students.

1.2 contracts The Intern Program is an educationally intense experience intended for students who already possess basic office skills and who regularly achieve high marks in studio. It includes at least 5 hours work in the office and is intended to center around a close relationship between Mentor and Intern.

In the Intern Program, Interns and Mentors contract directly through the sponsoring firm.

2.0 THE PARTICIPANTS The Intern Program runs on the efforts of these basic participants:

2.1 Intern Students at the CAC.C are third- or fourth-year undergraduates majoring in architecture and landscape architecture. They come with a variety of practical experience, from none to several years. Regardless of experience, the primary objective of the Intern Program is to give a student a professional work experience that is educational. Firms who cannot commit to this objective should not participate in this program.

2.2 Sponsor A respected professional (or firm) which is capable of fostering the professional education of students.

2.3 Mentor A distinguished professional within the sponsoring firm who is committed to fostering the professional education of graduate students.

2.4 Advisor A mid- or senior-level professional who oversees the Intern, delivers the educational components, and monitors the satisfaction level of both the sponsoring firm and the Intern.

2.5 Administrative Coordinator The Administrative Coordinator, manages the logistics of the Intern Program.

2.6 Professor The Intern Program professor, Ashley Jennings, identifies and pre-qualifies Sponsors and Mentors, matches Interns to the sponsoring firms, manages the participants, and delivers the educational components associated with the University.

3.0 CREDITS + WORKLOAD Depending on the student’s year level, past work experience, and course load, a maximum time per week will be set by the Professor (subject to the limits in 4.0). The actual amount of time worked, equal to or less than this limit, will be negotiated between the Intern and Sponsor at the initial interview.
3.1 **academic credit**  Undergraduate students will enroll for ARCH4890/400, 3 credit hours.

3.2 **AXP credit**  The Architectural Experience Program (AXP) of the National Council of Architectural Registration Boards (NCARB) records and structures the practice experience of aspiring architects prior to licensure. Candidates for the architectural exam must have the documented and approved hours of experience of specified types prior to qualifying.

3.2.1 **AXP eligibility**  To be eligible for AXP, a student must meet all of the following conditions:

- Must be enrolled in a pre-professional NAAB/CACB-accredited degree program; and
- Work for a Sponsor that is qualified as an AXP provider.

3.2.2 **academic credits and IDP**  The only limitations on hours are imposed by the experience areas and settings—see AXP Guidelines.

3.2.3 **AXP registration**  Registration in the AXP program must be done by the Intern, the cost of which will be paid by the South Carolina Board of Architectural Examiners. To register, fill out the form at http://www.ncarb.org/Forms/112form.pdf and send to Michelle McLane.

3.3 **NAAB criteria**  The material covered in this course offers students proficiency (at the indicated level of accomplishment) in the following subject areas (as defined by the National Architectural Accrediting Board (NAAB)):¹

**D1 Stakeholders Roles in Architecture:**
*Understanding* of the relationships among key stakeholders in the design process—client, contractor, architect, user groups, local community—and the architect’s role to each stakeholder

**D3 Business Practices:**
*Understanding* of the basic principles of a firm’s business practices, including financial management and business planning, marketing, organization, and entrepreneurship

**D5 Professional Conduct:**
Understanding of the ethical issues involved in the exercise of professional judgment in architectural design and practice and understanding the role of the NCARB Rules of Conduct and the AIA Code of Ethics in defining professional conduct

4.0 **SCHEDULE**  Critical dates for the Intern Program are on the CAC.C Master Calendar, available from the CAC.C website:

http://www.clemson.edu/caah/architecture/CAC.C/calendar.html

4.1 **preparation**  To apply for the Intern Program (before coming to Charleston), students need to declare their intention to participate in the Intern Program by providing the Student Services Program Coordinator with completed tax forms and EMAILING the following to the Administrative Coordinator.
4.2 workload and Level The Intern Program runs for 13 weeks, starting at the beginning of the semester. Interns may work 12-15 hours per week.

To arrive at the hours worked:

- The Professor will review prospective Interns’ resumes and portfolios. After this review, the Intern’s Level will be set and a maximum hour-limit per week will be established (to strike an appropriate balance between course load and ability).

- Then, the Intern and the Advisor will negotiate the hourly rate for pay and agree to a workload within the limit established with the Professor.

Sponsors agree not to allow Interns work more than the agreed upon limit, including office charrettes and other project emergencies.

All Internships will occur between Monday-Friday, and should be coordinated with the CAC.C course schedule.

4.3 attendance Timeliness and regular attendance are required. An Intern is expected to report to work as would any other employee: on time, according to schedule, alert, and ready to perform.

4.3.1 make-up work Sponsors may elect to make alternative work arrangements when an Intern has a school deadline. This must not, however, become habitual. In the event that the Intern needs to miss work, he must:

1. call the Advisor in advance (as early as possible but with at least two days notice);
2. request a change of schedule; and
3. set up a make-up time that will occur within two weeks of the absence.

Not more than three make-up events will be permitted per semester and may result in a lowering of course grade and suspension of the internship opportunity.

4.3.2 grade consequences Because professional decorum is an essential part of the Intern Program, Advisors will enforce the following policy:

- For every late arrival to work, or for showing up unfit to be productive: the Work Component grade will be lowered by 10%.

- For every unscheduled/unexcused absence (reported to Program Coordinator): the final grade will be lowered by 10%.

- For every re-scheduled/make-up period in excess of three per semester (reported to Program Coordinator): the final grade will be lowered by 10%.

5.0 SELECTION PROCESS The weeks prior to the semester, each prospective Sponsor and Intern will participate in interviews, so that all parties have choice and exposure. Interns who have previously worked for a Sponsor may not continue working for that firm after a semester + regular semester term, without special permission from the Director.

Sponsors and Interns will submit their ranked choices to the Professor, who will make the final assignments. Neither Interns nor Sponsors are required to enter into an Internship after the interviews. It is perfectly acceptable to decline participation.

5.1 intern preparation Interns will receive information from the Professor before interviews begin (see CAC.C Master Calendar, available from the CAC.C website (4.0) for date/time). Prospective Interns will post resumes and portfolios on-line, site to be specified by the Professor. The professor
will review and suggest small modifications as necessary. Sponsoring firms will have access to individual posts to facilitate the interview selection process.

Interns may have phone interviews when based outside of Charleston prior to the semester. Prospective candidates should be familiar with the firm’s work and be prepared to discuss their goals for the semester.

5.2 interview agenda

During this interview, the Advisor and prospective Intern will:

• Establish the expectations and the job description for the Internship.
• Evaluate each other.

CAC.C will attempt to honor Sponsor and student priorities, while also trying to match sensibility and personality.

5.3 interview guidelines

Interns are advised to observe the following guidelines during the interview:

PREPARE: Develop a list of goals for the semester: what would you like to learn in an internship? Use the internet, word of mouth, or other means to learn something about the Sponsoring firm.

MAKE A PROFESSIONAL IMPRESSION: If you have an opportunity to interview on site: Dress professionally, allowing your self-image to do part of the work for you. Look people in the eye; shake hands when meeting and leaving; remove your hats, fellows, when inside!

BE PROMPT: Phone in or arrive at least five minutes early, giving yourself time to relax and collect your thoughts.

STAY ON PURPOSE: Write down your goals for the interview in advance (including the list in 5.2), and check them off as you go. Come up with a list of questions you want to know about the Sponsor and about your potential Intern experience. The interview should be a two-way exchange, the Intern interviewing the Sponsor as well as the other way around.

BE APPRECIATIVE: Remain mindful that Sponsors are contributing their time to interview you and participate in the Intern Program. Be sure to thank the Sponsor at the conclusion of the interview. If you really want to make a good impression, mail a hand-written thank you note afterwards.

6.0 PROGRAM COMPONENTS

The Intern Program is a work/study opportunity offering pay and credit to undergraduate students.

.1 ACADEMIC COMPONENT

The educational component of the Intern Program shall be unpaid and will be broken into two parts:

During the first day of the Internship, the Advisor should spend about an hour to explain the firm’s history, its philosophy of practice, the current projects, and how the Intern’s work will contribute to the office. From this orientation, the Intern should understand his roll in the firm. This information should be documented in the journal.

The remainder of the academic component for the Intern Program will occur weekly (see the ARCH4890 syllabus). Students will document their experience in the office as a post in the program journaling site, www.caccinterns.com.
.2 WORK COMPONENT
Commensurate with skill and experience, the Intern is to be given actual work that will benefit the firm. If the Intern masters the given tasks and works productively at them for a reasonable period, then new tasks of increasing difficulty or of a different nature must be assigned. The Advisor should make sure the Intern grows continually during the experience.

Since students receive credit for the Internship their work will be evaluated by the Professor, who will monitor the course and give the final evaluation.

6.1.2 the academic component
The academic components of the Intern Program are comprised of:

.1 JOURNAL
The journal is intended to serve as a record of the intern’s daily experience (see the syllabi for ARCH4890). This Journal will be graded as part of the Program.

.2 COMPLETION LETTERS
Upon the completion of the Internship, the Intern will write a thank-you note to the Sponsor, Advisor, and all persons in the Sponsor’s office who have contributed in a significant way to the Intern’s experience. These will be submitted to the Administrative Coordinator in a sealed envelope by the Journal due date.

.3 GRADING
The Professor will, after consultation with the respective Advisor, assign grades for the Office (70%) and Academic (30%) components. Using recent student performance of all Interns, grades will follow these criteria:

A (90-100): Excellence in most areas of evaluation, high competence in others.
B (80-89): High Competence in most areas of evaluation, competence in others.
C (70-79): Fulfilled all requirements with competence.
D (60-69): Less than competent work in one or more areas of evaluation. One or more requirements lacking and/or sub-standard quality.
F (BELOW 59): Substantially incomplete work and/or work of an unsatisfactory quality.
INCOMPLETE: Work left incomplete at the end of the semester due to circumstances beyond the student’s control.

.A JOURNALS
Journals will be evaluated on scope, depth, graphics, and craft.

.B JOURNAL SUBMISSION
Journals submitted after the due date will have their grades lowered by 10%. Journal grades will also be penalized by 5% for late submission of thank-you notes or Sponsor Evaluation Forms.

.C PERFORMANCE
The Intern Program grade will be lowered for poor performance in the office. See 4.3.2.

.D DUE DATE
The review and due dates for the Journal are listed in the syllabi for each course.

6.1.3 completion
At the end of the Internship, the Advisor and Intern will file an evaluation form with the Professor (attached). These will be used to
monitor the program and shared with the Intern and Sponsor for their appropriate reflection.

7.0 QUALIFICATIONS + PAY

It is our intention for Interns to be fairly compensated and, at the same time, not make the Intern Program become a free market—meaning, it would be inappropriate for Interns to use the system to increase their pay. Consequently, the Sponsors have the ability to set the hourly rate.

7.1 termination

In the event that either the Intern or the Sponsor is dissatisfied with the work relationship, the Advisor, Professor, and Director shall assess the situation and endeavor to facilitate a successful correction. Failing that, the Internship will be promptly terminated. For the success and continuity of the overall Program, individual internships that are not mutually beneficial and cannot be quickly corrected will be promptly suspended.

8.0 SPONSORS/MENTORS

Local firms regularly participate in the CAC.C Intern Program, although they may not offer an Intern opportunity every semester. Students should not contact the sponsoring firms directly. All communication must occur through the Professor or CAC.C Administrative Coordinator.

8.1 becoming a sponsor

Professionals interested in being a Sponsor or Mentor should contact the Professor Ashley Jennings.

9.0 FACULTY+STAFF

9.1 CAC.C director

Ray Huff, Director
Clemson Architecture Center in Charleston
701 East Bay Street, Suite 201
Charleston, SC 29401
T: 843-723-1747 F: 843-723-1847
hraymon@clemson.edu

9.2 CAC.C professor

Ashley Jennings, Lecturer
aj architects, llc
538 King Street
Charleston, SC 29403
T: 843-577-7030 F: 843-577-8060
ashley@ajarch.net

10 FORMS

The following forms are attached:

- Internship/Mentorship Application
- Sponsor/Mentor’s Evaluation Form
- Intern’s Evaluation Form
FALL 2018 INTERNSHIP/MENTORSHIP APPLICATION

name: ____________________________________________
year: ________________________________

reliable email address: ____________________________
mobile telephone number: __________________________
do you have transportation, or will you need to walk/bus to work? ___________

Intern’s prioritized list of internship preferences, by type (e.g., architect, landscape architect, contractor, urban designer):
1.
2.
3.
Interns who know of a Sponsoring firm or company with whom they would like interview may request an interview, and will be accommodated if the firm plans to participate:
A.
B.
Student placement will vary each semester and will depend on resume/portfolio and interviews skills, coupled with the number of participating firms.

GRADUATE STUDENTS (ARCH8890)

Graduate students will be enrolled in ARCH8890, and will have an academic component in addition to work. Pay will be provided through a sponsored assistantship with Clemson University, and tuition remission will be included in the sponsored assistantship

UNDERGRADUATE STUDENTS (ARCH4890)

Undergraduate students will be enrolled in ARCH4890, and will have an academic component in addition to work. Pay will be provided directly by the firm, or through the University UPIC program

Maximum Intern workload will be 15-16 hours per week, limited to four days per week, 8am-12:30pm.
SPONSOR/MENTOR’s EVALUATION FORM

sponsoring firm: ____________________________
mento: ____________________________
date: ____________________________
inten: ____________________________

On a scale of 1-10 (with 1 being POOR, 5 being AVERAGE, and 10 being EXCELLENT), please rate the Intern’s performance:

1 2 3 4 5 6 7 8 9 10  ATTITUDE: Intern maintained a positive attitude.

1 2 3 4 5 6 7 8 9 10  CONTRIBUTION TO OFFICE CULTURE: Intern made a substantial contribution to the office culture.

1 2 3 4 5 6 7 8 9 10  CONTRIBUTION TO WORK: Intern made a substantial contribution to the firm’s work.

1 2 3 4 5 6 7 8 9 10  DIRECTION: Intern took directions and corrections appropriately and learned from these suggestions.

1 2 3 4 5 6 7 8 9 10  DRESS: Intern dressed in appropriate professional attire.

1 2 3 4 5 6 7 8 9 10  KNOWLEDGE: Intern’s knowledge of practice improved.

1 2 3 4 5 6 7 8 9 10  SELF-GENERATION: Intern didn’t wait to be told what to do looked for opportunities to contribute and be helpful.

1 2 3 4 5 6 7 8 9 10  SKILL: Intern’s practice skills improved.

1 2 3 4 5 6 7 8 9 10  TIMELINESS: Intern reported to work on time and worked consistently for the duration of the work period.

1 2 3 4 5 6 7 8 9 10  RECOMMENDATION: I would recommend this Intern to other architects seeking employees.

COMMENTS + SUGGESTIONS:
Please make comments and suggestions to the Intern on the back of this sheet. (Please make comments and suggestions to Clemson Architecture Center in Charleston on a separate page. Thank you!)
**INTERN's EVALUATION FORM**

intern: ____________________________  
sponsoring firm: ____________________________  
mentor: ____________________________  
date: ____________________________

On a scale of 1-10 (with 1 being POOR, 5 being AVERAGE, and 10 being EXCELLENT), please rate the sponsoring firm’s performance:

1  2  3  4  5  6  7  8  9  10  ADVANCEMENT: Firm consistently advanced me to new skills and knowledge as I mastered previously introduced skills.

1  2  3  4  5  6  7  8  9  10  DIGNITY: Firm treated me with appropriateness and dignity.

1  2  3  4  5  6  7  8  9  10  EDUCATIONAL COMPONENT: Firm taught me about its philosophy and methods of practice.

1  2  3  4  5  6  7  8  9  10  EXPOSURE: I learned about office practice during my Internship.

1  2  3  4  5  6  7  8  9  10  MENTORSHIP: My Advisor checked regularly to see that I was both learning and contributing to the office.

1  2  3  4  5  6  7  8  9  10  TRAINING (absolute): Firm introduced me to practice skills and knowledge, and then assigned me work that exercised these.

1  2  3  4  5  6  7  8  9  10  TRAINING (contingent): Firm introduced me to practice skills and knowledge given the limits of its own workload and related opportunities.

1  2  3  4  5  6  7  8  9  10  RECOMMENDATION: I would recommend this office to other interns and young architects seeking employees.

On a scale of 1-10 (with 1 being POOR, 5 being AVERAGE, and 10 being EXCELLENT), please rate your own performance:

1  2  3  4  5  6  7  8  9  10  INITIATIVE (effort): I applied myself and gave all my attention and effort during my Internship.

1  2  3  4  5  6  7  8  9  10  PRODUCTION (effectiveness): I was an efficient and effective contributor to the office.

COMMENTS + SUGGESTIONS:

Please make comments and suggestions to the Sponsor on the back of this sheet. (Please make comments and suggestions to Clemson Architecture Center in Charleston on a separate page. Thank you!)