



# ROWLAND UNIFIED SCHOOL DISTRICT

## Family & Consumer Sciences

### Interior Design Training Plan

Intern Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Industry Site Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Please indicate afternoon hours available to have an intern placed at your site.

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Career experience/activities that can be supported at the internship site

**General Office**

- Answer the telephone
- Organize and catalog sample books
- Handle receptionist duties
- Handle operational procedure

**Vendors**

- Review styles, names, products, materials
- Expedite and track orders
- Standardize sizes and styles of merchandise
- Visit showrooms, manufacturers and suppliers
- Work with industry coding systems

**Customer Relations**

- Observe a sales presentation
- Shadow a home visit
- Shadow a subcontractor visit
- Plan and organize work schedules with a timeline for consultation through installation
- Use correct terms to describe products, procedures
- Observe/shadow a commercial design sale

**Costing**

- Calculate the cost of a job
- Estimate quantity needs (backgrounds)

Note: The designer does the calculations,

but the student goes through the sequence for practice.

**Other experiences you can offer the intern**

\_\_\_\_\_

**Special Needs** (i.e., attire, equipment and experience): \_\_\_\_\_

\_\_\_\_\_  
Industry Site Supervisor Signature

\_\_\_\_\_  
Intern Signature