

Architectural Studies at Connecticut College **Integrative Project**

Architectural Studies majors are required to complete an integrative project. Normally, this takes the form of a semester-long internship in an architect's office or in the office of another design professional (ARC 495 in fall, ARC 496 in spring).

The student is required to make a formal proposal to the director of the Architectural Studies program in the semester that precedes the start of the integrative project. The proposal must be approved before the student begins the integrative project. **The student must keep a journal, document the experience in a PowerPoint, and make a brief presentation of the integrative project at the Architectural Studies Senior Celebration held at the end of the spring semester.**

A student may fulfill the integrative project with a CELS-funded internship (or one that is paid from another source), but will not also receive course credit for the experience. In order to meet the basic requirement of the major (12 courses), a student with a funded internship must complete eight electives toward the major.

In exceptional cases, students may apply to fulfill the integrative project requirement with a one-semester Independent Study (ARC 491 in fall, ARC 492 in spring) or with a two-semester honors thesis (ARC 497-498). As is the case with internships, the student is required to make a formal proposal to the director of the Architectural Studies program in the semester that precedes the start of the integrative project. The proposal must be approved before the student begins the integrative project. The student **must** make a brief presentation of the integrative project at the Architectural Studies Senior Celebration held at the end of the spring semester.

Please note: **deadlines** for submitting proposals **vary**, depending on whether the integrative project is an internship, an independent study project, or honors study; see below for schedules.

I. Internships

Internship Logistics

Finding a Sponsor. Students are required to arrange their own internships and should begin contacting potential sponsors well in advance of the proposal deadline. The Director of Architectural Studies maintains both a list of local professionals who have served as sponsors in the past and also an archive of descriptive boards prepared by former interns. Both are good places to start the search for an internship sponsor, although students are not required to choose from these lists. Indeed, it is a good idea to follow the local newspaper during the previous semester to get a sense for which offices are doing the kind of work that interests you.

Credit vs. Pay. For internships, students typically receive four units of credit in lieu of pay. If a student secures a paying internship that meets all other criteria for the integrative project, the student may use that internship to fulfill the integrative project requirement, but may not receive credit as well. Since all students are required to complete twelve courses in the major, students with paying internships will need to take one extra course from the list of approved electives.

Timing. Typically, students undertake internships during the senior year. However, students may apply to complete the internship during the summer between their junior

and senior years, if there is a compelling reason to do so (for instance, if the ideal internship opportunity is in another state or even another country). In order to get credit for unpaid summer internships, students should enroll in ARC 495 in the subsequent fall semester.

Purpose of the Internship Proposal

The proposal serves three functions.

- 1) Before the internship begins, it allows the Director of the Architectural Studies Program to assess the educational component of the internship. What will the intern learn? Does the experience integrate the various components of the student's path through the Architectural Studies major?
- 2) During the internship, it gives the intern some assurance that the internship experience will be a meaningful one. If the sponsor agreed that the intern would attend client meetings and practice using AutoCAD, but then only asks the intern to make copies and fetch lunch, the well-written proposal will support the intern's request to take on more interesting work.
- 3) At the end of the internship, it helps the internship sponsor evaluate the intern. What tasks had the intern agreed to complete? What are the appropriate criteria for evaluation?

Contents of the Internship Proposal

Interns must prepare their proposal in consultation with their sponsors. These proposals are typically one to two pages in length and contain—at a minimum—the following information:

- 1) Sponsor's full name, firm name, mailing address, phone number, and e-mail address;
- 2) Schedule for the internship (i.e., number of days and hours per week; interns usually put in 8-10 hours per week, or 120-150 hours total);
- 3) Overall objectives of the internship;
- 4) Details of the intern's general tasks and special projects;
- 5) An explanation of the integrative nature of the internship and its relevance to the Architectural Studies major
- 6) Criteria upon which the student's work will be evaluated and graded. This point is **very important**; some internship sponsors grade on the quality of design work, others on initiative and professionalism. You are responsible for knowing in advance what will be expected of you.
- 7) One of the following two statements:

“Because I will receive some form of funding (CELS stipend, wages, etc.) for this internship, I understand that I will not also receive course credit. I understand that this experience will fulfill my Architectural Studies integrative project, and that I will need to complete 8 approved electives (rather than the usual 7) in order to graduate with 12 courses in my major.”

or

“I will not receive a CELS stipend, wages, or any other funding for this internship.”

Required Work

Journal. Each intern is required to keep a journal that documents his or her general activities, involvement in any special projects, and reflections on what the intern gained from the experience. In other words, record both what you did and what you learned. Assessment of this material will be part of the final evaluation.

PowerPoint. Each intern is also required to turn in a PowerPoint presentation describing the internship experience. Your major advisor can provide you with guidelines for developing these presentations. This presentation will be posted on the College's Digital Commons, so subsequent Architectural Studies majors can get a better sense of what an internship entails. You can view other PowerPoint presentations at <http://digitalcommons.conncoll.edu/archstudintproj/>.

Brief presentation. Using a version of the PowerPoint file, each intern will make a brief oral presentation at the Architectural Studies Senior Celebration held toward the end of the spring semester.

Due Dates and Deadlines

	<u>Spring Internships</u>	<u>Summer Internships</u>	<u>Fall Internships</u>	
Proposal (first draft)	December 1	May 1	August 1	
Proposal (final draft)	December 15	May 15	August 15	
Journal	May 10	September 1	December 15	
PowerPoint	May 10	September 1	December 15	
Sponsor's Evaluation	May 10	September 1	December 15	
Proposal (first draft – Honors thesis)		May 1	n/a	n/a
Proposal (final draft – Honors thesis)		June 1	n/a	n/a
Submission of first draft of thesis				
Submission of final draft of thesis for review by readers		Two weeks before date for final submission prescribed in College calendar		
Proposal (first draft – Independent Study, fall)		June 1	n/a	n/a
Proposal (final draft – Independent Study, fall)		June 15	n/a	n/a
Proposal (first draft – Independent Study, spring)		December 1	n/a	n/a
Proposal (first draft – Independent Study, spring)		December 15	n/a	n/a

Sponsor's Written Evaluation

The sponsor will provide a one- to two-page evaluation of the intern's work, based on criteria established in the proposal, and should include:

- 1) Detailed description of the actual work of the project or internship;
- 2) Evaluation of the student's general performance;
- 3) Critical assessment of special projects; and,
- 4) Judgment of the success of the project or internship in meeting its overall objectives.

THE CELS INTERNSHIP EVALUATION DOES NOT ADDRESS ISSUES THAT ARE KEY FOR THE ARCHITECTURAL STUDIES PROGRAM. ARC majors who use a CELS internship to fulfill the IP requirement must ask their sponsors to submit a second, more comprehensive evaluation.

Grading

The final grade for the project will be determined by the Director of the Architectural Studies Program, and will be based on three components: the intern's professionalism (contacting sponsors in a timely manner, meeting due dates and deadlines, submitting a well-written proposal); the sponsor's evaluation; and the quality of the learning documented in the intern's journal, PowerPoint, and oral presentation.