

SAN FRANCISCO URBAN DESIGN INTERNSHIP PROGRAM

THE ARCHITECTURAL INTERNSHIP (ARCHITECTURE 480)

Each student will spend five days a week, Monday through Friday, for five and 1/2 weeks in a participating architectural office with recognized design stature.

COURSE OBJECTIVES:

To provide a structured setting for understanding the transition between academic education and architectural practice--so that the two experiences complement and reinforce each other's value.

To facilitate a more balanced, responsible architect by providing order, direction, and resources for the developing architect from an experienced architectural firm functioning as adjunct faculty.

To further Cal Poly's educational philosophy expressed in its motto, "Learn by Doing."

COURSE PARAMETERS

Each office is requested to provide an advisor who will be responsible for the student's office assignments, guidance and continuity. This person should be helpful in pointing out critical areas of architectural practice where the intern-architect is expected to develop basic levels of skill and knowledge. This advisor will provide an evaluation of the student at the end of the quarter.

The intern's time should be an overview -- spread equally between the following four areas:

1. Pre-design, Planning, and Schematic Design:
including programming, client contact, developing goals and concepts, site analysis, schematic design, code research, building cost analysis, and design development.
2. Contract Documents:
including development of the drawings, details, and coordination with the consultants, selection of major systems, and coordination of specifications and material research.
3. Construction Administration:
including contractual relationships with the contractor and subcontractors, site visits, submittals and approvals, changes in the work, construction progress payments, and closing out the construction contract upon completion of the work.
4. Office Administration:
including types of management styles and staff organization, the financial aspects of practice, legal and ethical concerns, personnel policies and benefits, insurance requirements, contracts, marketing plans & presentation.

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THE ARCHITECTURAL INTERNSHIP:

"Get acquainted" interview 4:30 pm Thursday, October 16 unless otherwise arranged.

Oct 27 M First Day	28	29	30	31
Nov 3 M	4	5	6	7
Nov 10 M	11	12	13	14
Nov 17 M	18	19	20	21
Nov 24 M	25	26 travel day	27 thanksgiv.	28 travel day
Dec 1 M	2	3	4	5 Last Day

ADVISOR: Each office is requested to provide an advisor who will be responsible for the student's office assignments, guidance, and continuity.

FOUR AREAS OF CONCENTRATION: The first sheet lists the four areas of concentration. The aim is an overview, balanced between all four areas.

PAY: The student is receiving academic credit for this effort as part of their professional practice course Arch 480. To be consistent with the policies of the California Architectural Registration Board and acknowledging the teaching obligation of the architectural office, the students do not receive monetary reimbursement for the 40 hours per week. If a student works additional time for the office, if is perfectly permissible and proper to recompense the student for the time beyond 40 hours a week.

EVALUATION: At the end of the quarter, I will telephone each advisor for an evaluation of the intern's attitude, strengths, and weaknesses. The advisor should also have a debriefing interview with the intern to discuss strengths and areas for improvement.

Students have especially requested:

- MEETINGS:** Sitting in on meetings as a silent observer with clients, consultants, & building department /fire officials.
- CONSTRUCTION ADMINISTRATION:** Job site visits are extremely valuable learning experiences. We request at least one for each intern - the more, the better. Students found it useful to read job files to understand specific issues on the job site.
- OFFICE MANAGEMENT:** Interviews with personnel in charge of marketing, setting fees, etc. Obviously much information is confidential, but the "process" used is the educational tool needed.

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Cal Poly's architectural internship is fully in compliance with the Federal and State guidelines. I am enclosing the criteria related to student training programs for your own use.

Student Training Programs:

Trainees or students who are not on a company's payroll will be considered non-employees if various criteria are satisfied. The criteria that must be present pursuant to federal and state authorities are as follows:

1. The training should be similar to that given in a vocational school
2. Training must be for the benefit of the trainees or students
3. The students should not displace regular employees, but should work under close employee supervision
4. The employer must receive no immediate advantage from a student's work
5. The student should not automatically be entitled to a job at the end of the training period
6. Both parties must agree that the student is not entitled to wages for the work performed
7. Training should be part of an educational curriculum
8. Students should not receive employee benefits
9. Training should teach skills applicable to other employers in similar businesses
10. Training should not lead to specific employment with the company offering the training;
11. The screening process should be different from the company's employment screening process
12. Training program promotions should be couched in terms of education rather than employment