



The Alberta
Association of
Architects



Guidelines for Mentors and Employers

**Information to assist Mentors and Employers
in fulfilling their responsibilities under the
Intern Interior Design Program**

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Keywords

Intern Interior Designer

The title Intern Interior Designer (IID) is used in the province of Alberta for interns enrolled in the program leading to registration as a Licensed Interior Designer, and is interchangeable with the term Intern.

An Intern Interior Designer is an individual who has completed a degree program in Interior design at a Council for Interior Design Accreditation (CIDA) accredited program and has registered with the Alberta Association of Interior Designers in the IID program. An Intern Interior Designer receives the Intern Interior Designer Experience LogBook with instructions and forms for recording experience.

Interior Design Student

An Interior design student is an individual who is enrolled in a CIDA-accredited program.

Mentor

A mentor is “an experienced and trusted advisor” (Oxford Dictionary). Under the Intern Interior Designer Program, the mentor must be a Licensed Interior Designer (LID) or a retired LID, outside the Intern Interior Designer’s firm of employment, except in rare extraordinary circumstances.

Employer

An Employer is the individual within the firm, organization or practice who personally supervises and directs the Intern Interior Designer on a daily basis.

NCIDQ Examination

The Intern Interior Designer registration examination is developed and administered by the National Council for Interior Design Qualifications (NCIDQ) in the United States.

Intern Interior Designer Experience LogBook

The IID Experience LogBook is part of the Intern Interior Designer Program manual. The Intern Interior Designer is responsible for maintaining a continuous record of experience and submitting this record regularly to the provincial association for review and credit. The NCIDQ logbook is an accepted alternate to the AAA IID Experience LogBook.

Introduction - The Intern Interior Designer Program

Intern Interior Designer Program (IIDP) is administered by The Alberta Association of Architects. The IIDP contributes to the professional development of competent interns who will be able to provide exemplary Interior design services. A comprehensive internship program is necessary to acquire and reinforce the knowledge, integrity, judgment, skills, discipline and quest for learning that must serve the LID for a lifetime. The objectives of the Program are to:

- define and identify areas of practice where Intern Interior Designers must acquire basic knowledge and skills;
- encourage additional experience in other broad spheres of practice;
- provide information and advice about educational, internship and professional issues and opportunities;
- provide a uniform system for documentation and assessment;
- provide greater access to, and recognition of, supplementary educational opportunities;
- facilitate the transition between formal education and registration as a LID;
- involve members of the profession in the development and training of future members.

Recording work experience begins at the inception of the IID Program. The interior design graduate must first apply for registration in the Intern Interior Designer (IID) Program with the AAA. The AAA has adopted common admission standards regarding education, experience and examination. These standards include:

- Education – graduation with a degree from a CIDA accredited Interior design program;
- Experience – completion of the IID Experience LogBook (IIDEL);
- Examination – successful completion of the NCIDQ examination.

Under the Intern Interior Designer Program there are two types of experience: a Mandatory Component and a Optional Component noted as “Additional Experience” in the IIDEL. The Mandatory Component requires the completion of specific activities under the supervision of a Licensed Interior Designer or Architect. These activities must be recorded in the IIDEL which is part of the Intern Interior Designer Program manual. Licensed Interior Designers and Architects may serve as employers and mentors.

The AAA requires the timely review of the experience recorded in the IIDEL. When 600 - 800 hours of experience have been completed with the “Monthly Record Summary and Six Month Supervisory Summary documents” duly dated, signed and certified by the Intern Interior Designer, and signed and dated by the Employer and Mentor, these documents must be submitted by the IID to the AAA for review and credit within eight weeks of the date of the last entry. **Penalty fees may be charged for late submission or submissions beyond a year in duration.** The experience usually takes a minimum of two calendar years to complete but the internship program is a total of 3 years. The intern is required to take two mandatory AAA approved courses on the Alberta Building Code (ABC) and the Act and General Regulation course administered by the AAA in the third year of the Program.

An Intern Interior Designer may start writing the NCIDQ examinations according to the requirements of that organization. After obtaining a NCIDQ certificate it must be presented to the AAA. Upon successful completion of the NCIDQ exam and fulfillment of the IIDP requirements, the IID may apply to become registered with the AAA. The IID will be invited to an oral interview with members of the Registration Committee.

The Role of the Mentor

Mentors are experienced practitioners (Architects or Licensed Interior Designers) who passed along their knowledge and skills to the younger members of the community or interns. The intent of the relationship between Mentor and Intern Interior Designer (IID) is for the Mentor to offer counsel that is removed from the employment situation, thereby providing an independent and objective overview of the IID's training and experience.

The Mentor should meet regularly with the IID to review the progress of experience and to discuss career objectives and broader issues related to the profession.

The Mentor is expected to:

- act as the IID professional advisor for the period of experience, by conducting regular meetings (usually about three times a year) with the IID to discuss experience and performance and to offer constructive criticism. Contact with the Employer is encouraged;
- discuss issues pertaining to professional conduct and ethics;
- review the IID experience and advise of any deficiencies, and recommend changes in emphasis. These changes could possibly result in the IID changing employment to achieve certain objectives, if necessary;
- review with the IID comments from the AAA in regard to experience submitted for review;
- advise, if she/he so wishes, the IID on the requirements of practice including, the Architects Act, General Regulation and Bylaws, governing the profession;
- encourage, if she/he so wishes, the IID to participate in community service and continuing education;
- certify to the AAA that she/he has met with the IID.

The IID should determine the nature of his or her relationship with the Mentor and direction of his or her experience; however, the Mentor should provide counsel at all stages of this process. It is important to keep in mind the fact that IID's are often in a state of transition – moving from project to project within one office; or, from project to project and, from office to office. A Mentor can provide continuity and help an IID keep focused on the 'bigger picture'.

Becoming a Mentor can be mutually beneficial - it can serve as a reminder of why we chose Interior design as a career. Mentoring can provide an exchange of new ideas and concerns which help both the Mentor and the IID. Involvement with future members of the interior design community will assist a Mentor in keeping abreast of the latest cultural and technological developments within the profession.

In conclusion, the Mentor should provide motivation, encouragement, direction and constructive criticism toward the IIDs progress. A Mentor should "listen, guide and encourage".

The Role of the Employer /Supervisor

The intent of the relationship between Employer/Supervisor (Architect or Licensed Interior Designer) and Intern Interior Designer (IID) is for the Employer/Supervisor to supervise and direct the IID on a daily basis thereby providing guidance with respect to the tasks at hand. In addition to daily guidance, it may be helpful for the Employer/Supervisor to frequently meet with the IID to review each major stage of a project to ensure that she/he has a good understanding and working knowledge of all aspects of the work as it proceeds.

The Employer/Supervisor should regularly assess the quality of the work performed and certify the IID's documentation of work experience activity. Although the Employer/Supervisor is not responsible for documenting the IID activities, she/he should have a clear understanding of the objectives and experience requirements of the IID Program and be familiar with the documentation procedures.

The Employer/Supervisor is expected to:

- offer the IID the full range of responsibilities and opportunities afforded by the practice of Licensed Interior Design, to the extent that the nature of the practice allows in order to fulfill the necessary experience requirements for license/registration and to better acquaint them with the duties and responsibilities of an LID, and to meet the standards of the profession in order to protect the public interest;
- review and evaluate the IID's experience and performance on a regular basis with IID. At the discretion of the IID, this should be done either with, or independently from, the Mentor.
- provide detailed comments and recommendations on the Intern Interior Designer's Experience LogBook (IIDEEL);
- certify the IID's experience relating to employment within the practice in the IIDEEL

The mandatory component of the IID's experience must satisfy the minimum hours stated under the following categories:

Programming – 570 hours

Planning / Schematic Design – 445 hours

Design Development – 655 hours

Contract Documents – 1240 hours

Contract Administration – 325 hours

Professional Practice and Additional Experience – 285 hours

The IID should ensure that the employment situation is acceptable to the AAA before commencement of recording in the IID Experience LogBook (IIDEEL).

The Employer/Supervisor plays a crucial role in the Intern Interior Designer's career, not only by providing encouragement, direction and constructive criticism, but also by facilitating the transition between interior design education and practice and providing the practical professional experience required for license/registration.

Recording a Session with your Intern Interior Designer

It is helpful for the Mentor and Employer/Supervisor to record notes of each meeting with the Intern Interior Designer (IID). These notes may be in the form of a diary and can assist the Mentor and Employer/Supervisor in future discussions and in planning an IID's future work experience and career.

In addition, the Mentor and Employer/Supervisor must eventually sign a declaration indicating that he or she has met with the IID and these notes serve as back-up documentation for this declaration.

The following checklist may be of assistance:

- Obtain copies of the Intern Interior Designer's "Monthly Record Summary / Experience Hours Record Form" and "Six Month Supervisory Summary Form".
- Discuss the Intern Interior Designer's expectation from a Mentor and his or her expectations for internship.
- Identify and discuss the expectations of the IID from the Employer/Supervisor and the workplace and how the experience over the last few months compares with these expectations.
- Review and discuss the range of project types, sizes and occupancies and experience categories.
- Identify and record the level of responsibility of the Intern Interior Designer.
- List the professional goals of the Intern Interior Designer for the next few months.
- Discuss with the Intern Interior Designer upcoming dates and deadlines regarding the Intern Interior Designer program, including the NCIDQ Exam and acquired levels of experience.
- Record your recommendations for the next few months.
- Record observations on any deficiencies or activities required to be undertaken by the Intern Interior Designer.
- Make arrangements for the next meeting.

Experience LogBook | Programming

Programming is the process of setting forth in writing the owner's requirements for a given project. Steps in this process include: establishing goals, considering a budget, collecting, organizing and analyzing data, isolating and developing concepts, and determining general needs. The standard contract agreements usually presume that the owner will furnish the program and that any involvement of the interior designer in writing the program will be an additional service not covered in the basic agreement. However, many owners employ the interior designer to assist them in this effort. The project will also be affected by the mortgage lender; public officials involved in health, welfare and safety; future tenants, and the people who will work in the built environment. Their input at the programming stage is essential to maintain an orderly design process.

Recommended Intern Work Experience Activities:

- Participate in office conferences with clients regarding programming, periodic reviews and formal presentations and assist in preparing minutes or reports for future reference.
- Assist in preparing the summary and evaluation of data and requirements obtained from all sources. Research current literature pertaining to interior designer ural programming.
- Assess the site conditions, visit site, analyze space conditions and do site measurements.
- Meet with the client to ascertain requirements for space uses.
- Become familiar with relevant codes and regulatory standards applicable to various engineering systems.
- Participate in code reviews and occupancy requirements.

Experience LogBook | Planning & Schematic Design

From the owner-approved program, the interior designer develops alternative solutions to satisfy technical and aesthetic requirements. Preferred schemes are presented until owner and interior designer can agree on one. The interior designer develops space planning schemes, considers and implements life safety and building code requirements, meets with authorities having jurisdiction and clients and reviews furniture, fixtures and equipment.

Recommended Intern Work Experience Activities:

- Participate in the development and preparation of preliminary design concepts to determine the spatial relationships that best satisfy the owner's program.
- Participate in the development and coordination of program requirements with consultants.
- Assist in the preparation of space planning schemes.
- Calculate certain variables (i.e., numbers and size of exits, start dimension, public toilet rooms, ramps in satisfaction of life safety and building code requirements.
- Assist in searching and documenting codes, regulations, etc., for one or more specific projects.
- Meet with authorities having jurisdiction to review life safety and code issues.
- Assist in the preparation of presentation drawings, renderings and models.
- Assist in the analysis and selection of furniture systems and participate in equipment, fixtures and furniture preliminary layouts
- Participate in design review and approval meetings with clients and user groups.

Coordination of Engineering Systems

The interior designer is usually responsible for the selection, design and coordination of all building systems, including the engineering systems. The emphasis of this training requirement is to develop an understanding of the integration of the engineered systems normally designed by consultants and provided by product suppliers under the direct supervision and control of the interior designer. These

traditionally have included mechanical and electrical subsystems as well as newer technical innovations and special requirements, such as telecommunications and computer applications. Interior designers must know how engineering systems work, including system benefits and limitations, availability, cost and the space requirements necessary to provide the basis for system design, selection and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

Recommended Intern Work Experience Activities:

- Become familiar with construction methods and performance of different engineering systems.
- Understand safety requirements and the selection process for engineering systems.
- Assist in research, analysis and selection of engineering systems during the schematic design and development phases.
- Help coordinate engineering systems documents provided by consultants into the construction documents produced by the interior designer.
- Review consultants' drawings for conceptual understanding of systems, space requirements and possible conflicts or interference of structure, ductwork, plumbing lines, electrical fixtures, etc.

Experience LogBook | Design Development

Based on the client-approved schematic design, the interior designer details, for the client's approval, the size and character of the spaces and plan, including selection of materials, finishes, colours, fixtures and fittings.

Recommended Intern Work Experience Activities:

- Participate in the preparation of detailed design development drawings from schematic design documents.
- Assist in developing various schedules and outline specifications for materials, furniture, finishes, fixed equipment, fixtures, construction time and construction cost.
- Help coordinate engineering systems proposed for the project.
- Participate in design review and approval meetings with clients, user groups, etc.
- Prepare colour schemes, materials and finish selection on a variety of project types for review by clients.
- Create detail drawings including floor plans, interior elevations and sections on a variety of project types.
- Coordinate lighting plans and reflected ceiling plans with engineer and client.
- Participate in furniture and textile selection on a variety of project types.

Building Cost Analysis

An important responsibility of the Licensed Interior Designer is to evaluate potential project construction cost. Accurate estimates are crucial to the client and influence decisions involving basic design, selection of building products and systems and construction scheduling. Long-term maintenance, as well as tax impact of material and system selection are additional factors that bear on project design and planning. For their own preliminary analysis, most interior designers use computations based on area and/or volume. Estimates of cost provided later in the design process are frequently made on the basis of labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

Recommended Intern Work Experience Activities:

- Calculate the area and volume of a project.
- Complete quantity takeoff of selected materials and prepare comparative cost analyses on a variety of project types.

- Using references and texts utilized in cost estimating, assist in the preparation of cost estimates of each stage of a variety of project types.
- Assist in the preparation of cost analyses for current projects, using a variety of indices.
- Conduct a survey of current costs per unit area of various types of projects, using local cost data.

Building Code Research

Building inspectors as well as officials in zoning, environmental and other agencies relating to the health, welfare and safety of the public, oversee the enforcement of federal, provincial and local regulations related to the building industry. The codes enforced by these agencies have a direct bearing on the design process and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

Recommended Intern Work Experience Activities:

- Assist in searching and documenting codes, regulations, etc., for one or more specific projects.
- Study procedures necessary to obtain relief or variances from particular requirements as they relate to a variety of project types.
- Calculate certain variables (i.e., numbers and size of exits, space requirements, public toilet rooms, ramps) in satisfaction of code requirements.
- Meet with authorities having jurisdiction to review life safety and code issues.

Experience LogBook | Contract Documents

The contract documents or working drawings phase constitutes a major activity in an interior designer's office. These documents describe in graphic and written form all of the essentials of the work to be done: location, size, arrangement, materials, finishes, fixtures, furnishings and details of the project. Since the successful and timely execution of these documents can be equated closely with an office's financial success, interior designers constantly search for more efficient ways to produce construction documents. Regardless of the method of preparation, it is extremely important that the documents be clear, accurate, consistent, complete and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts between the various trades during construction.

Recommended Intern Work Experience Activities:

- Work in the preparation of detail drawings, developing technical skills in drafting accuracy, completeness and clarity.
- Assist in the coordination of all documents produced by the interior designer and the consultants.
- Develop knowledge of professional responsibilities and liabilities arising from the issuance of construction documents.
- Participate in the mechanics of assembling the finished construction documents.
- Assist the job captain (or equivalent) in routine administrative/control tasks.

Specification Writing and Materials Research

Knowledge and understanding of specification writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts and construction procedures cannot be communicated successfully. A cardinal principle of specification writing requires the interior designer to understand the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of material or products to be used in a project: appropriateness, durability, aesthetic quality, initial cost, cost effectiveness, maintenance, etc. To avoid future problems, it is extremely important that the interior designer recognize the function of each item to be specified. The interior designer must

carefully assess new materials as well as new or unusual applications of familiar items, regardless of manufacturer claims; to be certain no hidden deficiencies exist that might create problems for the owner and expose the interior designer to liability.

Recommended Intern Work Experience Activities:

- Review construction specifications' organization, purpose and format, and assist in writing specifications on a variety of project types.
- Research and evaluate data for products to be specified, including availability, cost, code acceptability and manufacturers' reliability.
- Research industry standards and guidelines for specific classes of products as they affect various manufacturers' items being considered for acceptability on a project.
- Research construction techniques and systems and understand workmanship standards.
- Evaluate the potential for using master specifications in a project specification, including procedures needed to adapt individual sections for this use.

Professional Consultant Coordination

Close coordination between drawings and specifications is essential when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the interior designer's working drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings must be checked and cross-checked for accuracy and compatibility.

Recommended Intern Work Experience Activities:

- Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the working drawings.
- Check and review drawings prepared by others for accuracy and completeness.
- Assist in developing a schedule of lead time required for proper coordination with other disciplines.
- Check consultants' documentation with interior designer documentation for conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc.
- Assist in the final project review for compliance with applicable codes, regulations, etc. on a variety of project types.

Tendering and Pricing

The interior designer assists in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiated proposals and making recommendations for the selection of the successful contractor or contractors.

The contract documentation along with construction contracts and related documents are the legal instruments that bind the parties to the contract during the construction of the project through to completion and to the end of the warranty period. These legal documents detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services.

Recommended Intern Work Experience Activities:

- Carefully review the bidding/award stages of previous projects. Develop an understanding of problems encountered and how they were resolved.
- Assist in the pre-qualification of bidders on a variety of project types.
- Gain experience in the preparation of addenda and the role of addendums in the bidding process.
- Assist in the receipt, analysis and evaluation of bids, including any alternates on several projects.
- Learn what information and submittal are required prior to issuance of notice to proceed.

- Assist in evaluating product considerations for approval of equals in preparing addenda.
- Meet with contractors and material suppliers to better understand problems they encounter with bid packages and construction contract documents.
- Gain understanding of the role of the lending institution during the bidding process.
- Assist in the preparation and negotiation of construction contracts and become familiar with the conditions of the contract for construction in order to identify the roles of the interior designer, consultants, contractor, owner, bonding company and insurer in the administration of the construction phase.
- Review and analyze bidding forms, insurance and bonding requirements, liens, supplementary and special conditions.
- Participate in the opening of bids and documentation of the process on a variety of projects.

Experience LogBook | Contract Administration

Construction Phase – Office Activities

During the construction phase there are many related tasks that do not directly involve field observations some of these include; processing contractors' applications for payment, preparing change orders, checking shop drawings and samples, adjudicating disputes, etc. The interior designer's handling of these matters will usually have a direct bearing on the smooth functioning of the work in the field. For example, prompt processing of the contractor's application for payment, including review of any substantiating data that may be required by the contract documents, helps the contractor maintain an even flow of operating capital.

Items such as shop drawings, samples and test reports, submitted for the interior designer's review, must be acted upon promptly to expedite the construction process. Changes in the work that may affect the construction schedule or modify the cost are accomplished by change orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

Recommended Intern Work Experience Activities:

- Participate in contractor coordination of site activities, shop drawings, materials selection etc.
- Preparation of presentation materials for colour, fixture and fittings sample boards for review and approval by the client on a variety of project types.
- Assist in processing applications for payment and preparing certificates for payment.
- Assist in checking shop drawings, evaluating samples submitted and maintaining records.
- Assist in evaluating requests for changes interpreting documents and preparing change orders.
- Participate in resolution of disputes and interpretation of conflicts relating to the contract documents.
- Become familiar with the legal responsibilities of owners, contractors and interior designer s.
- Participate in the preparation of record documents at project completion.

Construction Phase – Observation

In administering the construction contract, the interior designer's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of material and workmanship, the interior designer must be fully familiar with all of the provisions of the construction contract. Periodic reports on the stage of completion of scheduled activities are collected and compared to the overall project schedule at job site meetings. These meetings facilitate communication between the parties to the contract and produce a detailed progress record. Through observation the interior designer must determine the date of substantial completion and receive all data, warranties and releases required by the contract documents prior to final inspection and final payment. In addition to these construction related responsibilities, the interior designer interprets contract documents

when disagreements occur and judges the dispute impartially, even when the owner is involved. Dissatisfaction with the interior designer's decision could lead to arbitration or the courts.

Recommended Intern Work Experience Activities:

- Visit the job site and participate in observation of the work in place and material stored, and prepare field reports of such routine inspections.
- Review and analyze construction time schedules. Understand the various network methods (e.g. critical path method) potentially available to the contractor.
- Reviewing contract documents and participating in professional development programs to develop an awareness of the contractual obligations related to observation of construction.
- Attend periodic job-site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.
- Prepare and issue change notices, site instructions and certificates for payment on several project types.
- Participate in the substantial completion inspection and assist in the preparation of deficiency lists on a variety of project types.
- Experience the process of furniture coordination, delivery and placement in a variety of situations.
- Participate in the final acceptance inspection with owner and other involved parties.

Experience LogBook | Professional Practice & Additional Experience

Office Procedures and Technology

Although interior designer is a creative profession, current techniques of practice require that the interior designer's office operate in the same manner as a commercial enterprise. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use for future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of this information. Profitable use of office personnel requires budgeting time and adhering to schedules. The interior designer's relationship to the client is established by contractual agreement. A contract establishes the duties and obligations of the parties to the contract. In order for a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for lawful purpose and accomplishable within an estimated time frame.

Effective public relations play an essential role in the creation of the interior design firm's image. This is important in bringing new clients and work into the office as well as in attracting superior people for the professional staff. The interior designer must participate in marketing activities if the practice is to succeed. On the other hand, the interior designer's marketing activities are subject to certain professional constraints. The interior designer must learn marketing techniques that are effective while remaining within legitimate rules of professional conduct.

Recommended Intern Work Experience Activities:

- Review the process of internal accounting and cost control systems for operation of the firm.
- Participate in allocation of time to all elements involved in a total project from preliminary design through construction.
- Participate in the preparation of contractual agreements on a variety of projects.
- Review professional service contracts for their structure, content, determination of responsibility and enforcement procedures.
- Review the compensation structure as related to types of services rendered by the firm.
- Review current contractual relationships with consultants.
- Research legal obligations, limitations and liabilities of professional service contracts.

- Review the firm's professional liability insurance policy and develop an awareness of potential practices and procedures that are not covered by the policy.
- Assist in developing programs to publicize the firm's professional services and its expertise.
- Participate in the firm's program for securing commissions for professional services through assisting in market research, prospect list preparation and information-gathering activities.
- Assist in developing firm brochures and advertising as elements of promotion.
- Assist or accompany principals or marketing staff carrying out business development.
- Participate in presentation to prospective clients and formal selection interviews.
- Participate in the firm's internal budgeting and profit planning process.
- Take responsibility for reviewing and updating the products resource library including samples, catalogues and on-line resources.
- Make regular contact with product and trade representatives and gain familiarity with their products, on-line resources and availability of products and finishes.
- One year warranty inspection
- Documentation of some sustainable practices that you have incorporated in your designs

Additional Experience (Optional)

Interior designers have a responsibility to participate in a broad range of professional activities and be fully familiar with the professions exposure to professional liability.

The Intern is encouraged to offer volunteer service in traditional and non-traditional organizations. This involvement will enhance practical training in a number of ways, including broadening your understanding of the myriad forces that affect change in our society, expanding professional knowledge and reinforcing professional skills leading to a better quality of life in the community. The Intern and the profession of interior designer benefit through satisfying your social responsibilities.

Possible Intern Activities

- Contribute to the work of professional organizations through serving on committees and participating in conferences, conventions and open meetings focused on professional issues.
- Provide career counseling for high school and college students.
- Take an activist role in provincial/local government affairs.
- Conduct educational programs in elementary and secondary schools, and participate in other activities aimed at improving public understanding of the importance of design excellence.
- Participate in civic organizations, neighborhood groups, museum programs and other activities relating to such issues as the homeless, natural disasters, historic preservation, resource conservation and environmental awareness.

The IID experience requirement is not intended to be narrow or restrictive, but to bring into proper perspective the broad aspects of interior designer practice. In addition, new areas of involvement in the practice of interior design that do not fall within more traditional practice are opening to interior designers. These activities allow the Intern, while developing basic practice skills, to develop expertise in a larger environment. Possible related activities include energy conservation, computer applications, planning, landscape interior designer, environmental pursuits, applied research, teaching, conservation and presentation techniques.

The Intern, who is gaining experience in related activities, should determine from The Alberta Association of Architects how much of this time may be acceptable in accordance with the requirements of the IID program.