

This form is to verify fulfillment of the work experience requirement for Woodbury School of Architecture students. Please use this form to assess the student's preparation for work and to verify the hours that the Woodbury School of Architecture student worked for your firm, company or organization. Please send the completed form to **william.strickland@woodbury.edu** for review and recording with the Registrar's Office. Receipt of this form by the Registrar's Office is REQUIRED for the student's degree completion.

STUDENT LAST NAME	FIRST NAME	DEGREE PROGRAM, YEAR IN PROGRAM
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EMAIL ADDRESS	TELEPHONE NUMBER
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SUPERVISOR LAST NAME	FIRST NAME	COMPANY NAME
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POSITION	EMAIL ADDRESS	TELEPHONE NUMBER
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I, _____ hereby verify the gainful employment of _____ at
SUPERVISOR STUDENT

_____ from _____ to _____ for a total of _____ hours.
COMPANY NAME START DATE END DATE TOTAL HOURS

SUPERVISOR SIGNATURE

Please take some time to evaluate the student-intern based on your interactions with them and the quality of their work. These evaluations will not be viewed by the student, and will not be analyzed on an individual basis. The data gathered from these evaluations will be used exclusively for the aggregate assessment of the curriculum and extra-curriculum services and facilities offered by Woodbury University.

a. CAREER PATH

During their time as an intern at your firm:

1	the student demonstrated an ability to participate in the day-to-day operations of an architectural or design firm.					
STRONGLY DISAGREE	1	2	3	4	5	STRONGLY AGREE

2	the student demonstrated an understanding of the professional role of an architect or designer.					
STRONGLY DISAGREE	1	2	3	4	5	STRONGLY AGREE

3	the student demonstrated an understanding of the relationship between an architect/designer, a client, and any consultants.					
STRONGLY DISAGREE	1	2	3	4	5	STRONGLY AGREE

4	Were the hours of work experience completed by the student reported to NCARB?					
YES			NO			

b. LEADERSHIP AND COLLABORATION

During their time as an intern at your firm:

1	the student demonstrated critical and creative thinking in their contribution to project development.					
STRONGLY AGREE	1	2	3	4	5	STRONGLY DISAGREE

2	the student demonstrated an ability to communicate in a professional manner.					
STRONGLY AGREE	1	2	3	4	5	STRONGLY DISAGREE

3	the student demonstrated an ability to actively participate in team project activities.					
STRONGLY AGREE	1	2	3	4	5	STRONGLY DISAGREE



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c. PROFESSIONAL PRACTICE

During their time as an intern at your firm:

1	the student demonstrated an ability to conduct themselves in a manner befitting a design professional.					
STRONGLY AGREE	1	2	3	4	5	STRONGLY DISAGREE

2	the student demonstrated competency with the tools and software required for design practice.					
STRONGLY AGREE	1	2	3	4	5	STRONGLY DISAGREE

3	the student demonstrated an understanding of the project delivery process.					
STRONGLY AGREE	1	2	3	4	5	STRONGLY DISAGREE

4	the student demonstrated an understanding of pre-design and project research.					
STRONGLY AGREE	1	2	3	4	5	STRONGLY DISAGREE

5	the student demonstrated an ability to contribute to the preparation of project deliverables.					
STRONGLY AGREE	1	2	3	4	5	STRONGLY DISAGREE

6	Would you consider hiring the student for a full-time position following their degree completion?		
YES		NO	

d. RESPONSIBILITIES

Please provide a brief description of the project(s) the student worked on, and what their responsibilities were:

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PROJECT NAME / TYPOLOGY

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STUDENT RESPONSIBILITIES



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d. FUTURE FOCUS

Based on your professional experience, which of the following areas should the student focus on improving upon? (select all that apply)

<input type="checkbox"/>	Building Information Modeling (BIM)	<input type="checkbox"/>	Environmental Sustainability
<input type="checkbox"/>	Construction Technologies	<input type="checkbox"/>	Design Build / Development
<input type="checkbox"/>	Digital Fabrication	<input type="checkbox"/>	Zoning and Building Code Analysis
<input type="checkbox"/>	Rendering and Visualization	<input type="checkbox"/>	Presentation and Public Speaking
<input type="checkbox"/>	Written Communication	<input type="checkbox"/>	Time Management