



Woodbury School
of Architecture

EMPLOYER WORK EXPERIENCE VERIFICATION

BACHELOR OF FINE ARTS IN INTERIOR DESIGN

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 wsoa.workexperience@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

YEAR IN PROGRAM

EMAIL ADDRESS

TELEPHONE NUMBER

SUPERVISOR LAST NAME

FIRST NAME

COMPANY NAME

POSITION

EMAIL ADDRESS

TELEPHONE NUMBER

I, _____ hereby verify the gainful employment of _____ at
SUPERVISOR STUDENT

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

was compensated at a rate of \$ _____ per hour.
WAGE

SUPERVISOR SIGNATURE



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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-curricular 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 or NCIDQ?		
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 DISAGREE	1	2	3	4	5	STRONGLY AGREE

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

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

4	the student demonstrated an ability to navigate the social and cultural contexts of the project and work environment.					
STRONGLY DISAGREE	1	2	3	4	5	STRONGLY AGREE



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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 DISAGREE	1	2	3	4	5	STRONGLY AGREE

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

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

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

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

6	Would you consider hiring the student for a full-time position following their degree completion?		
YES		NO	
Why or why not?			

d. RESPONSIBILITIES

Please provide some brief details on the project(s) the student worked on, and what their responsibilities were:

☐ Single-Family ☐ Multi-Family ☐ Mixed-Use ☐ Commercial ☐ Religious ☐ Institutional ☐ Educational ☐ Other: _____

PROJECT TYPOLOGY

☐ Programming + Pre-Design	☐ Schematic Design	☐ Design Development	☐ Construction Documentation	☐ Construction Administration
☐ Other: _____				

STUDENT RESPONSIBILITIES



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e. FUTURE FOCUS

Based on their time at your firm, which of the following areas should the student focus on improving upon?

☐ Y	☐ N	☐ n/a	Building Information Modeling (BIM)	☐ Y	☐ N	☐ n/a	Environmental Sustainability
☐ Y	☐ N	☐ n/a	Construction Technologies	☐ Y	☐ N	☐ n/a	Design Build / Development
☐ Y	☐ N	☐ n/a	Digital Fabrication	☐ Y	☐ N	☐ n/a	Zoning and Building Code Analysis
☐ Y	☐ N	☐ n/a	Rendering and Visualization	☐ Y	☐ N	☐ n/a	Presentation and Public Speaking
☐ Y	☐ N	☐ n/a	Written Communication	☐ Y	☐ N	☐ n/a	Time Management
Other:							