

GENERAL INFORMATION ON THE NKBA ENDORSED PROGRAMS INTERNSHIP

The NKBA Endorsed Programs was developed to help provide consistent, quality education for students who desire to become kitchen/bathroom design professionals. Educational institutions all over the country offer kitchen/bath curriculums supported by NKBA.

Students who participate in an NKBA-endorsed curriculum:

- perform classwork based on NKBA's Professional Resource Library
- complete a planned internship of at least 160 hours in the kitchen and/or bath industry.

The internship, generally taken just before or during the final year of classroom work, provides important "real-world experience," and enhances and extends classroom learning.

With preparation through classroom and internship experiences, a student who completes an NKBA-endorsed curriculum should have the competencies considered to be the foundation for practice as a kitchen/bathroom designer. Graduates from a curriculum endorsed by NKBA also have advanced status toward AKBD/CKD/CBD certification.

WHY HIRE AN INTERN?

Hiring an intern can benefit you/your firm in a number of ways.

- It provides you with an additional employee -- one with education specifically in the kitchen/bathroom industry.
- An intern can assist with design, drafting, presentations, order processing, marketing projects and much more.
- Assigning entry-level responsibilities to an intern frees you and senior employees so you can concentrate on what's important -- making money!
- You get the help you need from an eager and knowledgeable intern.
- The student gets the real-world experience he/she needs to complete his/her education and embark on a career in the kitchen/bath industry.

FREQUENTLY ASKED QUESTIONS

Q. My firm would like to have an intern. How can I get one?

A. There are two ways to find interns.

- ? Access a list of students seeking internships on www.nkba.org in the members' only section under Endorsed College Interns.
- ? Advertise that your firm is seeking an intern by accessing the Marketing Toolbox Post Job Openings on the www.nkba.org members section and submitting online.

**The Benefits of
Hosting an Intern
at Your Kitchen/Bath
Business**



Q. My firm is an NKBA member, but we really do very little kitchen or bathroom design work. The major portion of our business is sales of kitchen/bath products to residential and commercial customers. Could we have an intern?

A. Yes. Appropriate internship opportunities exist in all segments of the industry. A key is that the emphasis be on work with residential customers. Many activities apply to the various segments of the industry (retail, wholesale, manufacturing, etc.). Some examples of possible intern responsibilities and areas an intern can help are:

Design

- Conducting client surveys/preparing budget outlines, using the NKBA Client Survey Form
- Gathering product information/helping to select products that meet clientsx needs
- Preparing preliminary plans, revising plans
- Assisting with presentations
- Preparing final project documents (design statement, floor plan, mechanical, construction and interpretive drawings) using NKBA Graphic and Presentation Standards
- Preparing/propping product displays

Product design

- Keeping resource files and project portfolios up-to-date
- Construction Systems
- Measuring at the job site, observing the following constraints: structural, plumbing, HVAC, millwork, electrical, windows, doors
- Assisting designer in supervising project installation
- Assisting designer in post-project evaluation with client

Business Management

- Customer service
- Pricing/estimating
- Preparing price schedule and budget
- Negotiating sales agreements using NKBA Business Management Forms
- Writing/entering/confirming/expediting orders
- Completing change orders/punch lists
- Scheduling delivery/inspecting products
- Conducting market and product research
- Photographing projects
- Working with the media to get projects published

- Tending trade/consumer show exhibits
- Hosting showroom/facility tours

Q. Can an intern really help? After all, an intern is still a student.

A. Student interns are only a year, at most, from graduation and entry into the industry. They have completed much of their major course work and will be ready to apply what they have learned. With careful planning, the firm can gain much from having the student work alongside experienced employees. Many on-site supervisors and others find the internship as beneficial for them as for the student.

Q. What is the firm expected to do?

A. Provide an overview experience of one or more segments of the kitchen and bath design industry as found in firms of an independent designer, a retail dealer, a large multi-branch retailer or wholesaler, or a product manufacturer.

Q. Do I have to pay the intern?

A. Policies regarding payment vary from one school to another and may be related to liability laws that also vary from one locality to another.

Some internships are paid; other are not. Some students work at an hourly wage; others may be paid a lump sum at the end. It is important to recognize, however, that students do have expenses, including tuition (they earn college credit for the internship experience). Tuition for the internship credits can be very expensive. In addition, the student may have extra living and transportation expenses and forego earnings from another job that would normally be saved to help pay expenses during the school year.

Q. Is there a lot of paper work involved?

A. Usually the paper work is minimal; again this varies from one school to another. At the least, it is wise to have in the firm's personnel file a written agreement (similar to an employee contract) with signatures of the student, the faculty supervisor and the on-site supervisor.

Q. Will I have to give a grade at the end?

A. The faculty supervisor is responsible for assigning the grade; however, the on-site supervisor usually is asked to provide a written evaluation of the student's work. The evaluation may be extensive or it may include just one question: Would you hire this student on a permanent, full-time basis?

Q. If I have an intern once, will I be expected to continue having interns?

A. This is negotiated on a case-by-case basis between the firm and the school. Some companies make a long-term commitment to a school; others prefer to make the decision on a year-to-year basis.

Q. What are my obligations to the student and the school after the internship ends? Am I expected to hire the student for full-time employment?

A. No. The commitment to provide an internship is just that. Any subsequent working relationship with the student is another matter