



INTERNSHIP HANDBOOK

INTERIOR DESIGN PROGRAM

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INTERNSHIP POLICIES

- Students are required to follow all procedures outlined in the *Internship Handbook*. Any exceptions must have prior approval from the Department Chair and the Interior Design Internship Coordinator.
- Students are to complete 36 hours of time applied towards their internship for each registered credit. Three credits equate to 108 hours of internship hours.
- An internship is taken for a Pass/No Pass (P/NP) grade. Students are responsible for obtaining, completing, and turning in all forms, papers, evaluations, and assignments on time to the Interior Design Internship Coordinator. A No Pass (NP) grade will be posted if all steps in the internship process are not completed.
- All internships must be completed within the registered academic term.
- Students interning in the Marylhurst Resource Library are allowed to spread their internship credit over two or three consecutive terms in a single academic year. Students must submit an "In-Progress Form" to the Interior Design Internship Coordinator prior to the last week of class each term. An "In-Progress" can only be issued if a contract is on file.

Resource Library students are to complete the evaluations and the internship report at the end of the final term of their internship.

- If difficulties arise in the internship, it is the first responsibility of the intern and site supervisor to attempt to work things out. However, the Interior Design Internship Coordinator is a resource for both supervisor and intern to call upon if needed.

INTERNSHIP OBJECTIVES

The objective of the internship is to provide students an opportunity to use and apply what they have learned from their coursework in a "real life" environment. It encourages the student to think critically and to constantly redefine the content and process of the learning experience. The internship also is expected to heighten the individual's awareness of community issues, motivate learners to create opportunities, embrace new ideas, and give direction to positive change.

CRITERIA FOR SELECTING AN APPROPRIATE INTERNSHIP SITE

Internships should focus on expanding the depth and breadth of learning for students in their particular areas of study. A successful internship can give a student valuable information in making decisions about the direction of future study or employment.

The internship must meet the following criteria:

- Internship must provide a new and significant learning opportunity for the student.
- Internship must integrate previous learning with new experiences.
- Internship students must be supported by appropriate supervision.

INTRODUCTION TO THE INTERNSHIP PROCESS

The following pages make up a step-by-step guide for completing a successful Interior Design internship at Marylhurst University. Students are to follow this guide and complete the steps as outlined.

The internship program is restricted to students who have been admitted into the BFA (Interior Design) program.

Please note the following important components of the program:

- Students complete an internship when they have reached junior or senior status.
- Students must work with the Interior Design Internship Coordinator to gain internship credit.
- Students must meet all of the internship objectives established as the foundation of the internship experience.

STEP ONE: INTERNSHIP ORIENTATION

Prior to doing an internship, interior design students will need to complete the orientation process with the Interior Design Interior Design Internship Coordinator. This orientation will help the student identify places of opportunity for completing an internship as well as provide a review of the internship requirements that should be addressed during the internship interview with the selected firm or business.

The internship report, contract forms, evaluation forms, assignments, and time and activity logs will be discussed during the orientation. Forms will also be available at that time.

STEP TWO: SELECTING YOUR INTERNSHIP SITE

Students are expected to find their own internship sites. Students are to select a site based on the opportunities to gain new learning and on the availability of appropriate supervision.

Selecting Your Internship Site

A "master list" of places for student to investigate is included at the end of this *Handbook*. See pages 17-20. (NOTE: These won't be "current" internship opportunities.)

The Interior Design Internship Coordinator is available to assist students in determining the appropriateness of internship options. Additional copies of the *Handbook* are available on the University Web site at www.marylhurst.edu/attend/undergrad/interiordesign.html.

Using Current Place of Employment for Internship Site

Students may establish an internship at the business where they are currently employed. Any internship established at the student's current work location must have the approval of the Interior Design Internship Coordinator. Students are required to complete the internship program as defined in this *Handbook* and demonstrate the following:

- There will be the opportunity to perform in roles other than the student's usual job.
- Appropriate supervision will be provided by the supervisor.

Placement Interview at Potential Internship Site

When a potential internship site has been selected, the student is required to make contact with the site supervisor. Initial contact with the site supervisor should include a telephone call and letter. An in-person interview with the site supervisor is required and should take place in advance of the internship's start date.

In the introductory meeting, explicit expectations need to be set by both parties. These expectations include the learning the student expects to gain from the experience, plus a discussion of the time commitment required by Marylhurst University. At this initial interview students should provide the site supervisor with appropriate material including site supervisor responsibilities, evaluation forms, and a draft of the internship contract.

Site Supervisor Responsibilities

The site supervisor plays a vital role in the success and quality of an internship. The supervisor should be an experienced professional who will oversee and evaluate the student intern.

The following is a general list of supervisor responsibilities. This list may change or grow, depending on the supervisor, the student, and the planned internship.

- Discuss parameters of the available position. Discuss the site's contribution to the intern's learning, how supervision will be provided, and time commitments at the site.
- Inform the student of all relevant personnel policies and procedures.
- Meet with the intern during the first week of the internship and assist the student with developing the internship contract. (See Step Four for more information regarding the contract.)
- Provide activities that are both challenging and consistent with the goals of the student.
- Schedule regular meetings with the intern to evaluate the progress and to make appropriate adjustments.
- Review and sign the time and activity log on a regular schedule.
- Complete internship evaluation by the site supervisor at the end of the term. The completed, confidential evaluation should be mailed to the Interior Design Internship Coordinator at Marylhurst University in a sealed envelope.

STEP THREE: REGISTRATION PROCEDURES

After selecting an internship site, students register for their internship at the beginning of the term using an Arranged Class form from Registration. This class cannot be registered for online. The course number and title for all interior design internships are ID 494 Interior Design Internship.

NOTE: For students electing to intern in the Interior Design Resource Library on campus, the three credits will be spread over three terms. For example, the student may register in the fall for ID 494 (one to three credits) and complete one credit (36 work hours) per term. The student must complete an "In Progress Form" at the end of each term. This internship must be completed within the registered academic year.

STEP FOUR: THE INTERNSHIP CONTRACT

The internship contract is an agreement between the student and the internship site supervisor. (See "Writing the Internship Contract," next page.) The contract serves as a starting point for the experience and will help clarify expectations and formalize the process. Through the contract, the student sets goals, objectives, and expectations pertaining to the internship.

The site supervisor and the intern share responsibility for determining the tasks and learning components in the internship. The student should prepare the contract and review it with the site supervisor prior to the first day on site. When discussing the internship contract, the student and supervisor need to agree on specific skills, abilities, and experiences they would like to develop or participate in during the internship. The student and supervisor should negotiate a schedule and agree on what is reasonable to accomplish within the internship time period. The finalized contract will serve as a tool in analyzing performance and to correct or avoid potential problems during the internship.

A signed copy of the contract is to be provided to the Interior Design Internship Coordinator by the end of the first week of the internship.

Summary of Contract:

1. Identify your internship goals for personal, professional, and educational development.
2. Define the internship activities. The contract is similar to an individualized job description that outlines your duties and responsibilities.
3. Design performance benchmarks. The intern should receive regular feedback throughout the progression of the internship.
4. Create a timeline for completion. Specify the number of hours and days of the week that you are able to fulfill.

Keep the following criteria in mind:

- Are the contract goals and learning goals clear?
- Are the learning activities challenging and interesting?

Writing the Internship Contract

The internship contract should be typewritten and without error. The format of the contract is standardized, yet each contract is individualized and specific to the internship site. The internship has not formally begun until the contract is complete and signed by the site supervisor and the student.

Outline of the Contract Requirements: (sample contract on page 8)

Student Contact Information

- Student name
- Student ID number
- Student home address including city and zip code
- Student residence, work phone numbers, and email address
- Academic term of internship (for example, Winter 2004)
- Course number
- Number of credits registered for in current term
- Internship site name
- Internship site address including city and zip code
- Internship site supervisor name, phone, and email address

Learning Goals

Identify the learning goals that you will address in your internship.

Internship Goals

Write a brief list of goals you would like to achieve during your internship. These goals should include, but are not limited to, personal, professional, and educational goals.

- *Example of personal goals:*
To increase my skills in:
 - Resolving conflict
 - Being assertive
 - Making presentations
 - Working with a diverse group
- *Example of professional goal:*
To develop an understanding of the responsibilities and working conditions of an interior design business.
- *Example of educational goal:*
To apply classroom learning related to architecture and interior design to real-life experiences in the field, and to expand that learning.

Internship Activities and Responsibilities

Describe activities you will engage in during the internship process. Each activity should support achieving the goals you have outlined above. Discuss the specific responsibilities of the work you will be doing. Many sites will provide students with a list of responsibilities or job description. This list may be used in writing the description of activities for the internship.

- *Activity example:* Attend weekly team debriefings. Deliver verbal and graphic presentations to the design team.
- *Activity example:* Accompany my supervisor under normal working conditions and assist as necessary. Write an analysis of the experience and review it with the supervisor for feedback.

Reading Component

Discuss written material you will use to aid in your learning experience. This material may include handbooks, training manuals, videotapes, or brochures provided by the site supervisor. Typically, a site supervisor will suggest reading material which will give an intern current knowledge related to some portion of the experience. The reading list should be included in the internship report.

Research Component

Some internships will include a research component. Typically, the site supervisor will identify a need for research and include it as part of the experience. Research might include library research, interviews, consulting with subject matter experts, phone calls, or use of questionnaires. If a research component is part of the internship, include a summary of this in the internship report.

Training Component

Discuss any required training that is part of the internship and provided by the site. Comment on time requirements. Are they reasonable for this experience?

- *Example of training requirement:* "As part of my internship, I am required to attend presentation training sessions prior to working with clients. This time will not only increase my personal knowledge related to the interior design business, but will also become part of my overall internship hours."

Required Assignments

There are three assignments the intern must complete and give to the Interior Design Internship Coordinator. The assignments must be typewritten and double-spaced.

Assignments #1 & #2 are to be completed and handed in to the Interior Design Internship Coordinator by the end of the third week of the term. Assignment #3 must be completed and handed in to the Interior Design Internship Coordinator by the end of Week 8.

- Assignment #1: General Information about the Business
- Assignment #2: Personnel Policies and Procedures
- Assignment #3: Advertising and Marketing

A copy of the assignments can be found on pages 14-16.

Additional Concerns

If you have any additional concerns related to this experience, summarize them at this point. Include how you will address these concerns.

SAMPLE CONTRACT

INTERIOR DESIGN INTERNSHIP CONTRACT

Name: Jane Doe

Student ID: 1254872211

Address: 1233 School Drive, town, state, zip

Phone: Home: xxxxx, Work: xxxx, Email: xxx

Academic Term: Spring 2003 or Fall 2002 – Spring 2003

Department Course Number: ID 494

Number of Credits: 3 or (1 Fall, 1 Winter, 1 Spring — for Marylhurst resource library only)

Internship Site_____ Name of Business_____

Site Address_____ Mailing Address_____

Site Supervisor_____ Site Supervisor Title_____

Site Supervisor Phone_____ Email_____

Learning Goals:

1. Formulate ideas and express them with clarity and accuracy in both oral and graphic communication.
2. Demonstrate effective communication skills in group and interpersonal settings.
3. Accomplish a practical professional task in a specific communication setting. (client meeting)

Personal Goal: To increase and develop my business skills in influencing and resolving design solutions.

Professional Goal: To apply my current strengths and knowledge while developing new skills and increasing my knowledge of communication and interior design business — specifically, an opportunity to work on one or two design phases of a project for the architecture/interior design firm.

Educational Goal: Apply classroom learning related to interior design practice. Develop my career direction and identify my interests in the design field.

Internship Activities and Responsibilities:

1. Prepare and present a project proposal for my supervisor’s approval.
2. Research, evaluate, select, and specify furniture, fixtures, and equipment.
3. Prepare cost estimates for FF&E.
4. Draw preliminary floor plans, elevations, and sections as needed for a particular project.
5. Coordinate and schedule project drawings and site installations.

Reading Component: Read various trade magazines and Web sites to aid in the selection of FF&E.

Research Component: Research and evaluate FF&E by reading, demonstrations, and feedback from other sources.

Training Component: Attend extra curricular activities offered through ASID, IIDA, or other professional associations.

Required Assignments: Meet with pertinent people to complete assignments as required.

Additional Concerns:

Student Signature _____ Date _____

Site Supervisor Signature _____ Date _____

STEP FIVE: DOCUMENTING TIME AND ACTIVITIES

The internship program at Marylhurst University is a high quality, hands-on process completed at an appropriate site. Because the internship is a learning experience, several steps need to be taken to guarantee that it is appropriately documented and is relevant to the student's goals.

Steps to document this process include:

1. Maintain a time and activity log.
2. Schedule regular meetings between student and site supervisor.

Time and Activity Log

At the beginning of the internship, the student will be given a time and activity log sheet. This sheet is used to record the amount of time spent doing an activity related to the experience and to record a brief accounting of the tasks accomplished. All entries in the activity log should be completed each day the student is at the site. When a time and activity form is filled, the hours are to be tabulated and signed by the site supervisor. Activity logs are to be maintained and turned in at the end of the internship as part of the internship report.

NOTE: Some firms have an activity sheet or time sheet that can be used for this step.

A copy of the time and activity log follows this section.

Accumulating Hours

Students are expected to complete 108 hours of internship during the registered term. The various ways you may accumulate hours are listed below:

- On-site hours
- Research related to the experience and approved by the site supervisor. Research is not part of every internship, but if it is appropriate it might include library research, information-gathering interviews, and writing a research report.
- Any training related to the internship and approved by the site supervisor
- Meetings related to the internship and approved by the site supervisor or the ID Internship Coordinator
- Time spent reading material approved by the site supervisor
- NOTE: For students interning in the Marylhurst Resource Library, some travel time may be accumulated toward the hours required for an internship. Accounting for travel time requires prior approval by the Interior Design Internship Coordinator.

Meeting with the Site Supervisor

Regularly scheduled, face-to-face meetings or performance reviews between the student and site supervisor provide the opportunity to evaluate the success of the intern and the experience. At these meetings, the internship contract can serve as the basis for evaluating the student's performance and making related adjustments for the student's progress. It is suggested that students meet with their supervisor once each week.

STEP SIX: THE INTERNSHIP REPORT

Students are required to write an internship report at the end of their experience. The report summarizes and assesses the value of the experience. The standard length of the report is a minimum of five typewritten, double-spaced pages. This report must be provided to the Interior Design Internship Coordinator at the completion of the internship by the last day of class. Please use the following guidelines when preparing the report.

Learning Goals:

- Which learning goals did your internship address?
- How did you apply theories and concepts of your academic studies to your internship?

Internship Goals:

- Were you able to achieve your internship goals?
- How did the internship experience relate to your personal, professional, and educational goals?

Learning Activities:

- Define the skills and activities that were employed.
- Were the learning activities challenging and meaningful?
- Discuss any new learning and how it might serve you in the future.
- Identify your strengths of experience and skills that you brought to the internship.

Reflection:

- Provide an overall evaluation of the internship to include the wisdom and insights gained.
- What values surfaced in terms of social, cultural, political, economic, and ethical parameters?
- What recommendations would you suggest to improve the internship experience?

Documentation:

- Discuss the merit of your research (if applicable) and how it was utilized.
- Include documentation or attachments that may serve as sample of your work or project.

Remember that the report is a graded document, and therefore must be correct in spelling, grammar, and punctuation as well as content. The report should include reflection on your internship experience as well as specific definition of the skills and activities that were employed. A well-written internship report can serve as a marketable element of your post-graduation job search.

STEP SEVEN: STUDENT AND SITE SUPERVISOR EVALUATIONS

At the end of the internship each student is required to complete a self-evaluation of the experience (see attached "*Student Evaluation Form*"). The student evaluation must be provided to the Interior Design Internship Coordinator along with the internship report. The site supervisor is also required to complete an evaluation of the student (see attached "*Site Supervisor Evaluation Form*"). The student should give the supervisor's evaluation to the supervisor early in the term. The supervisor is to mail the completed evaluation to the Interior Design Internship Coordinator at the completion of the internship. A self-addressed, stamped envelope is provided.

STUDENT EVALUATION OF INTERNSHIP AND SITE

Student Name _____

Internship Site _____

Supervisor's Name _____

Please rate the quality of your internship in each of the areas listed. Using the scale provided, circle the appropriate number with 5 being highest quality and 1 being lowest quality. If a component does not apply, circle NA.

Opportunity for new learning	1	2	3	4	5	NA
Relationship of internship to your degree	1	2	3	4	5	NA
Challenge of experience	1	2	3	4	5	NA
Quality of supervision at site	1	2	3	4	5	NA
Assistance available when needed	1	2	3	4	5	NA
Site's ability to work with interns	1	2	3	4	5	NA
Working conditions on site	1	2	3	4	5	NA
Meaningful use of time while at site	1	2	3	4	5	NA
Recommendation of this site to others	1	2	3	4	5	NA
Overall rating of site	1	2	3	4	5	NA
Personal growth through internship	1	2	3	4	5	NA
Professional growth through internship	1	2	3	4	5	NA
Overall rating of your internship	1	2	3	4	5	NA

Additional Comments:

Student Signature _____

Date _____

SITE SUPERVISOR EVALUATION OF INTERN STUDENT

Supervisor: Please return this form (in the envelope provided) to the Interior Design Internship Coordinator at the conclusion of the internship.

Student Name _____

Supervisor's Name _____

Title/Position _____

Business Name _____

Address _____

Phone _____

Email Address _____

Please rate the intern in each of the areas listed below. Using the scale provided, circle the appropriate number with 5 being highest quality and 1 being lowest quality. If a component does not apply, circle NA.

Dependability of student	1	2	3	4	5	NA
Ability to work with others	1	2	3	4	5	NA
Ability to take direction	1	2	3	4	5	NA
Ability to work independently	1	2	3	4	5	NA
Professional attitude	1	2	3	4	5	NA
Decision-making skills	1	2	3	4	5	NA
Problem-solving skills	1	2	3	4	5	NA
Communication skills	1	2	3	4	5	NA
Organizational skills	1	2	3	4	5	NA
Timeliness of work	1	2	3	4	5	NA
Quality of work	1	2	3	4	5	NA
Overall success of internship	1	2	3	4	5	NA
Time management skills	1	2	3	4	5	NA

Additional Comments:

Supervisor Signature _____

Date _____

ASSIGNMENT #1

Due: End of Week #3

GENERAL INFORMATION ABOUT THE BUSINESS

Intern's Name: _____

Internship Site _____

1. What type of business is it? (dealership, architecture firm, interior design firm)
2. What is their business philosophy?
3. What is their area of expertise?
4. What is the approximate number of employees?
 - a. Management: _____
 - b. Interior Designers: _____
 - c. Full-Time: _____
 - d. Part-Time: _____
 - e. Other: _____
 - f. Total: _____
5. Is the business a member of a professional organization? If so, which one(s)?
6. Does the business practice sustainable design? If so, how?
7. Does the business recycle? If so, how?
8. Briefly describe the business or corporate identity.

Student Signature _____ Date _____

Supervisor Signature _____ Date _____

ASSIGNMENT #2

Due: End of Week #3

PERSONNEL POLICIES AND PROCEDURES

Intern's Name: _____

Internship Site _____

1. What is the usual application and interview procedure for the selection and hiring of new personnel?
2. How was your application and interview procedure similar or different from that?
3. What did you learn from the application process?
4. List the benefits that are available to regular employees.
5. On what basis are employees paid? (hourly, salary, etc.)
6. How frequently and on what days are employees paid?
7. Are performance evaluations done? If so, by whom and how often?
8. What are the criteria used for performance evaluations? (attach a form if available)
9. Is there an employee handbook? If so, did you receive one? (list the table of contents if available)
10. What process is in place for termination of employment?
11. Does the business have regularly scheduled employee meetings?
12. Describe (briefly) the following:
 - Work attire
 - Hours of operation
 - Procedure for checking in and out during the day
 - Overtime policy
 - Lunch and break times
 - Billable hours vs. overhead hours
13. Are the employees given discounts? Encouraged to ride TriMet?
14. Are there secure places to park bikes for employees? Are there places to shower and clean up?
15. Does the business provide Family Leave benefits?
16. Does the business support educational opportunities and/or professional affiliations?

Student Signature _____

Date _____

Supervisor Signature _____

Date _____

ASSIGNMENT #3

Due: End of Week #8

ADVERTISING AND MARKETING

1. Is there a Marketing Department? Who is responsible for marketing, budget, and business promotion?
2. What are the marketing strategies?
3. Who are they targeting in their marketing?
4. Describe the promotional activities this person plans and carries out during an average month.
5. Are there promotional materials currently in use? (please attach examples if available)
6. Does the marketing technique include employee involvement and input?
7. Does the business display projects, products, or other examples of work? If so, what are the displays and where are they located?
8. Does the firm engage in community services?
9. Does the firm market itself as being a leader in sustainable design? If so, how?
10. Is there another identifying characteristic the business markets?

Student Signature

Date

Supervisor Signature

Date

MASTER LIST OF FIRMS

Alpha Engineering (aei) Kimberly Martin
 503.452.8003
www.alpha-eng.com

Ankrom Moisan Associated Architects Karen Bowery, principal
 6720 SW Macadam Ave., Portland, OR 97219
 503.245.7100; Fax: 503.245.7710
 Email: karenb@amaa.com
www.amaa.com

Associated Design Consultants, Inc Sam F. Taylor, IV, ASID
 722 SW Second Ave., Suite 300,
 Portland, OR 97204
 503.224.1878; Fax: 503.224.6305
sam@assocdesign.com

Bainbridge Design Inc Andrea Bainbridge, owner
 319 SW Washington St., Suite 914,
 Portland, OR 97204
 503.224.6681; Fax: 503.224.2023
 Email: info@bainbridgedesign.com
www.bainbridgedesign.com

B&I Furnishings
 3621 NW Yeon, Portland, OR 97210
 503.227.3107

BOORA Architects, Inc Leslie Kuhl, AIA
 720 SW Washington, Suite 800,
 Portland, OR 97205
 503.226.1575; Fax: 503.241.7429
 email: kuhl@boora.com
www.boora.com

C2 Design Chuck Cohen
 SE Portland, 503.320.8090
www.c2design.biz

Clark/Kjos Architects Naomi Copland
 333 NW 5th Ave., Portland, OR, 97209
 503.224.4848
 Email: naomi@ckarch.com
www.ckarch.com

Coalition for a Livable Future Teresa Huntsinger
 503.294.2889
www.cfuture.org

Czopeck & Erdenberger, Inc Linda Czopek, Georgia Erdenberger
 921 SW Washington St., Suite 772,
 Portland, OR 97205
 503.242.0956; Fax: 503.241.0548
 Email: georgia@czopek.com

Deca Architecture..... Sally Humphrey
 935 SE Alder St., Portland, OR 97214
 503.239.1987
 www.deca-inc.com

Diantha Knott & Associates Diantha L Knott IIDA, principal designer
 4600 SW Kelly Ave., Portland, OR 97201
 503.243.3375; Fax: 503.243.3390
 Email: dkassociates@compuserve.com

Edleman Soljaga Watson
 222 NW Davis St., Suite 300,
 Portland, OR 97209
 503.228.5122; Fax: 503.228.5933

Fletcher Farr Ayotte
 708 SW Third Ave., Portland, OR 97232
 503.222.1661; Fax: 503.222.1701
 Email: info@ffadesign.com
 www.ffadesign.com

GBD Architects Jody Pene IIDA, principal interior design
 920 SW Third Ave., Suite 4000,
 Portland, OR 97204
 503.224.9656; Fax: 503.299.6273
 www.gbdarchitects.com

Green Curve Studio Jacek Slizynski, Susanna Slizynski
 16185 NW Paisley Dr.,
 Beaverton, OR 97006
 503.629.5150; Fax: 503.645.9632
 www.greencurve.com

Group Mackenzie Susan B. Higbee, director of interior design
 0690 SW Bancroft, Portland, OR 97201
 503.224.9560; Fax: 503.228.1285
 Email: info@grpmack.com
 www.groupmackenzie.com

Hennebery Eddy Architects
 921 SW Washington, Suite 250, Portland, OR 97205
 503.227.4860
 www.henneberyeddy.com

Hills Design Group Patricia Hills
 812 SW Washington St., Suite 1250,
 Portland, OR 97205
 503.223.0605; Fax: 503.223.1070
 Email: pat@hillsdesign.com

Karol Niemi Associates Kathy Niemi, Karol Niemi
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 503.222.3426; Fax: 503.222.3470

MAD Collaborative Jason Naiman
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OHSU..... Andrea Carlson
 503.494.1953; Fax: 503.494.4256
 Email: carlsona@ohsu.edu

Opsis Architecture
 1202 NW 17th, Portland, OR 97209
 503.525.9511
 www.opsisarch.com

Otak Inc.
 17355 SW Boones Ferry Rd.,
 Lake Oswego, OR 97035
 503.635.3618,; Fax: 503.635.5395
 www.otak.com

Pacific Office Furnishings
 415 SW Second Ave., Portland, OR 97204
 503.242.4200
 (Herman Miller Dealer)

Pro Source..... Judy Jorgenson
 Tualatin, OR, 503.598.7550

Regence/Blue Cross Robin Klein
 SW Market, Portland, OR
 503.225.5454
 rklein@regence.com

SERA Architects Natasha Koiv, director of interiors
 123 NW Second Ave,
 Portland, OR 97209
 503.445.7372; Fax: 503.445.7395
 Email: natashak@serapdx.com
 www.serapdx.com

Smith/CFI..... Shannon Ferrigno
 135 NW Park Ave., Portland, OR 97209
 503.226.4151
 Email: Shannonf@smithcfi.com
 www.smithcfi.com

SRG Partnership PC..... Laura K. Hill, director of interiors
 621 SW Morrison St., Suite 200,
 Portland, OR 97205
 503.222.1917; Fax: 503.294.0272
 www.srgpartnership.com

sundeleaf + associates Kerrie Sundeleaf, president
 PO Box 82938, Portland, OR 97282
 Email: kerrie@sai-design.com
 www.sundeleaf.com

Thompson Design Associates Inc..... Mary Jean Thompson, IIDA
 2846 Fairfax Terrace, Portland, OR 97210
 503.221.3000; Fax: 503.221.5308
 maryjeanthompson@msn.com

Troy Farnsworth Home Building Design
P.O. Box 3206, Tualatin, OR 97062
503.692.0777

United Tile Carol Wiedemann, Cindy Mahaffey
3135 NW Yeon Ave., Portland, OR 97210
503.231.4958
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