OU COA – Interior Design Division
Junior/Senior Student Mentor Program
STUDENT COMMITMENT FORM

This program is being developed through the Interior Design Board of Visitors and the Interior Design Faculty to mentor currently enrolled Junior or Senior level interior design students. The goal is to share experience, knowledge and guidance between students and design professionals.

Students request at least one ‘face to face’ meeting and a minimum of once per month contact. Students desire a mentor for advice on the profession, projects, material applications and other design related topics. Mentors can be architects, interior designers, industry related artisans and product/service representatives.

You will continue with your student/mentor match through graduation. We will promote the mentoring program at the beginning of each Fall Semester and connect practitioners with one or more students who have expressed an interest in the program.

Students and practitioners will have an opportunity at the end of each semester to evaluate their satisfaction of the program. The evaluation will provide feedback to build upon successes or make modifications to the program as needed.

I agree to commit to participate fully in a professional manner in the mentoring program. I also agree to the described “Student/Mentee Responsibilities” section in bold on the second page of this form.

Signature:  
Date:  

Name:  
Year:  

Address:  
Phone:  

City/State/Zip  
Email:  

INTERESTED SPECIALIZATIONS (check all that you are interested in & rank your top 3 with 1 being the one you are most interested in):

___Interior Design Firm  ___Residential  ___Furniture Design  Other: _____________
___Architectural Design Firm  ___Contract/Commercial  ___Lighting Design  _____________
___Manufacturer Representative  ___Hospitality  ___Kitchen Design  _____________
___Retail  ___Healthcare  ___Historic Preservation  _____________
___Educational  ___LEED  ___Product Design  _____________
___Facility Management  ___Graphic Design  _____________

I prefer to have a mentor with ________ years or more experience in the profession.

** We will try to best match the student with mentors who have experience and/or specialize in the areas you have chosen

I have access to Skype/webcam and am willing to use it to communicate with my mentor ______

Preferred method of contact_________________ (phone, email, Skype, etc.)

FACULTY ADVISOR: Elizabeth Pober - epober@ou.edu
BOV LIAISONS: Bobby Newman- bob@3leveldesign.net and Christina Hoehn- choehn@fsb-ae.com

THANK YOU!
PROGRAM: OU – College of Architecture – Interior Design Division Student Mentorship

ELIGIBLE STUDENTS: Junior and Senior Level Interior Design Students

ELIGIBLE PRACTITIONERS: Architecture or Interior Design Professionals, Industry Related Manufacturers Representatives, Artisans and Craftsmen.

GOAL: A program to share experience, knowledge and guidance between the students and working professionals.

REQUIREMENTS: A least one ‘face to face’ interaction; opportunity to meet each other. A minimum of at least once per month follow up via the agreed upon preferred contact method until graduation. A written evaluation of the mentorship by both the student and practitioner at the end of each semester will be reviewed by the faculty and BOV program advisor. The evaluation will provide feedback to build upon successes or make modifications as needed.

PROGRAM INTIATION: Future enrollment will take place beginning in the Fall Semester and throughout the semester as students and practitioner participants become available.

FACULTY ADVISOR RESPONSIBILITIES: To inform eligible students of the program, develop the student’s responsibilities and enrollment form. Maintain enrollment documents and student/practitioner affiliation assignments. Solicit evaluations from the student participants, prepare a report to the BOV and assist the BOV Program Advisor in modifying unsuccessful affiliations. Recommendations to make program modifications will be submitted in writing and voted on by the BOV.

BOV PROGRAM LIAISON/BOV RESPONSIBILITES: Each non faculty or student member of the BOV is strongly encouraged to participate in the program by mentoring at least one student. In addition, members of the BOV, with the exception of the students, will provide a minimum of 3 practitioner participants not already on the Board to recruit to the program. The BOV will solicit evaluations from the practitioner participants, prepare a report to the board and assist the Faculty Advisor as needed in replacing unsuccessful affiliations. Recommendations to make program modification will be submitted in writing voted on by the BOV.

PRACTITIONER/MENTOR RESPONSIBILITIES: The mentor agrees to commit to participate fully in the program, acting professionally and ethically. The mentor agrees to give at least 24 hours notice for any changes of meetings, phone conversations, etc. that are scheduled between the mentee’s and the mentor. Any travel costs for meetings agreed upon by the student and mentor are the responsibility of the party traveling. The mentor is responsible for his/her own health and accident insurance. The mentor will consult with the Program Liaison immediately if specific circumstances or concerns arise which require them to ask that the mentee be withdrawn from the program. The mentor will also consult with the Program Liaison if they need to terminate their own participation in the program for the next academic year.

STUDENT/MENTEE RESPONSIBILITIES: The student agrees to commit to participate fully in the program, acting professionally and ethically. The student agrees to give at least 24 hours notice for any changes of meetings, phone conversations, etc. that are scheduled between the student and the mentor. Any travel costs for meetings agreed upon by the student and mentor are the responsibility of the party traveling. The student is responsible for his/her own health and accident insurance. The student will consult with the Faculty Liaison immediately if specific circumstances or concerns arise which require them to ask that they be withdrawn from the program. The student will also consult with the Faculty Liaison if they would like to be assigned a new mentor for the next academic year.

BUDGET: Solicitation and forms will be sent via email. No budget required.

**This program is intended to be educationally and professionally beneficial to all parties involved. The students and practitioners involved agree to adhere to professional and ethical standards and are solely responsible for their own actions while participating in this program.**

FORMS: Student Commitment Form, Practitioner Commitment Form, Student Evaluation Form (Pending), Practitioner Evaluation Form (Pending)