



In addition to the series of eleven required courses, the Kitchen & Bath Design Certificate from the Boston Architectural College includes the successful completion of a 160-hour internship. An Internship Placement Form and Continuing Education Course Registration Form must be submitted prior to the start date, with tuition paid in full. Upon completion, an Internship Completion Form must be submitted along with a letter from your internship supervisor affirming your responsibilities and verifying the 160 hours have been completed. Internship placements are secured independently by the student. Past experience can be applied to the internship hours with the approval of the Director of Certificate Programs if it was earned within 1 year of registration for the internship. Current experience may also be applied if the student is being supervised by a Kitchen & Bath professional. Please refer to the BAC website at www.the-bac.edu/ce or contact the Continuing Education office for information regarding forms and tuition information for the Kitchen & Bath Internship.

INTERNSHIP REQUIREMENTS

COURSE NAME: Kitchen & Bath Internship

COURSE NUMBER: TMC 200

CREDITS GRANTED: 0

HOURS REQUIRED: 160

PREREQUISITES: Completion of Kitchen & Bath Studio II, or approval of Director of Certificate Programs

TUITION: Non-credit rate

REQUIRED TO COMPLETE CERTIFICATE: Yes

GRADING: Pass/Fail

DESCRIPTION OF INTERNSHIP:

The student will find placement in a firm or retail setting that may include a variety of kitchen and bath experiences, such as a full or part-time salaried position, an unpaid apprenticeship or on-the-job training. Optimally, supervision will be provided by an NKBA Certified Kitchen Designer (CKD) or Certified Bath Designer (CBD), or a professional with a more advanced level of certification. Areas of experience may include, but are not limited to, the following areas:

- Product presentation, design and research
- Market research and communication media
- Client surveys and budget outlines, using the NKBA Client Survey Form
- Measuring job site and observing the following constraints: structural, plumbing, HVAC, millwork, electrical, window and door
- Preliminary plans, pricing, estimating, presentation, and revisions
- Presentation of final project documentation (design statement, floor plan, mechanical, construction and interpretive drawings) to a client, using NKBA Graphic and Presentation Standards
- Negotiating sales agreement, using NKBA Business Management Forms
- Order writing, confirmation, schedule delivery, and product inspection
- Installation supervision
- Customer service and post evaluation

FINDING AN INTERNSHIP PLACEMENT:

- NKBA resume posting service for Student Members, at www.nkba.org/student
- NKBA home website, www.nkba.org under the tab *Finding a New Job*
- The BAC Continuing Education e-mail job opportunities

The BAC Kitchen & Bath Design Certificate Program is recognized by the National Kitchen & Bath Association as an NKBA supported program.