

## Course Syllabus

### Course Title/Number/Section

**ADES 4700.503: Professional Internship**

### Instructors Information

- Lead Instructor: **Cynthia Gentzel**, *Lecturer*
  - Pronouns: She/her/hers
  - Office hours: by appointment at office ART 245 or Zoom
  - Email: [Cynthia.Gentzel@unt.edu](mailto:Cynthia.Gentzel@unt.edu)

Please use the **Canvas messaging function** for all communications with your instructor. Messages will be answered within 48 hours on weekdays.

Office hours offer you an opportunity to ask for clarification or find support with understanding class material. **Please email your instructor to request a booking.** I encourage you to connect with me for support. Additional office hours, in person and virtually, can be scheduled via Canvas. Your success is our goal.

### Course Description

In-Training programs offered in cooperation with approved professional business in communication design, fashion design, and interior design. Students must receive faculty approval prior to the start of the job experience.

### Course Structure

Face to face.

### Course Objectives

Upon successful completion of this course, learners will be able to:

1. Students will gain hands-on experience in the fashion industry, working with professionals to understand the practical applications of their academic studies.
2. Students will apply technical skills learned in the classroom, such as design, pattern making, textile knowledge, and production processes, in a professional setting.
3. Students will develop professional work habits, including time management, teamwork, communication, and problem-solving within a fashion-focused environment.
4. Students will establish and expand their professional network by interacting with industry professionals.
5. Students will critically reflect on their internship experience, identifying learning outcomes, challenges faced, and areas for future growth.

### Prerequisites

Fashion Design students must have consent of instructor.

### Required/Recommended Materials

There is no required textbook for this course.

### Minimum Technology Requirements

- Computer- students may use PC or Mac
- Internet access- required for submitting assignments on Canvas.
- Microsoft Office Suite- to use for all word processing, excel spreadsheets, and PowerPoint presentations (end of term projects will be in PowerPoint)
- [Canvas Technical Requirements](#) (please email UNT Canvas IT for any technical support needs at the following link: <https://aits.unt.edu/support>)

### Assessment

The assessments in this course consist of three assignments and one evaluation to be completed by the employer. A comprehensive breakdown of the grading point allocation will be provided along with the assignment instructions.

- 3 Assignments (200 points, 80% of total)
  - 1 Student Evaluation (50 points, 20% of total)
- Total: 250 points

### Grading

Your grade will be based upon the percentage of total points that the student accumulates from assigned activities/exams. Specific grading criteria for each project and assignment will be provided with the project instructions. Your grade is NOT based on the amount of time and/or effort you spent working on perfecting a skill, rather it is based on the degree to which the final product meets the established guidelines (on each project's rubric). The instructor of record determines all grades for each project, in class work, and attendance. For students who are intended to apply for the Fashion Design program, a final grade of "C" or higher is needed to proceed in the program.

- A: 90 – 100% (Outstanding, excellent work. The student performs well above the minimum criteria.)
- B: 80 – 89% (Good, impressive work. The student performs above the minimum criteria.)
- C: 70 – 79% (Solid, college-level work. The student meets the criteria of the assignment.)
- D: 60 – 69% (Below average work. The student fails to meet the minimum criteria.)
- F: 59% or below (Sub-par work. The student fails to complete the assignment.)

### Grade-related Policies

- Protocol
  - Projects must be saved with the following naming convention.  
"ADES 4700\_Student Name\_the abbreviated title of the assignment", for example: ADES 4700\_Cynthia Gentzel\_time log
  - Failure to use correct file naming convention will result in a reduction of 5 to 10 points from that assignment.
- Late Work
  - **No late work will be accepted** - this is the CVAD Fashion Design Program departmental policy. Please refer to Canvas for finals due dates/times. The Final submits for this class will be due on December 1th, 2025.
  - All work turned in after the deadline will receive a grade of zero unless the student has a [university-excused absence](#) and provides documentation with 48 hours of the missed deadline.
- Turnaround Time: I aim to return graded work to you within two weeks of the due date. When this is not

possible, I will send an announcement to the class.

- Extra Credit: There are no individualized extra credit opportunities in this course.

### Professional Internship Guidelines

Fashion design students planning to take the ADES 4700.503 Professional Internship course should first seek an internship opportunity that meets the following criteria:

- The internship needs to be directly related to fashion design, and it should benefit student's design and/or technical skills. Seek guidance from your fashion design course instructors to select the right internship for your academic and career development.
- An internship requires a total of 120 hours of work. Keep a record of your hours using the enclosed time sheet and ensure your supervisor signs it upon completion.
- Internships can start in the summer or during the Fall semester. However, the 120-hour internship must be completed no later than two weeks before the semester's end, along with other required materials for grading.

After securing an internship, complete the Employer Info sheet and Internship Verification form included in this packet with your employer, and obtain their signature.

Return completed and signed Employer Info sheet and Internship Verification form to the course instructor as soon as possible, but no later than one week before the Fall semester registration deadline.

Your instructor will enroll you in the Fall semester for ADES 4700.503 Professional Internship for Fashion Design.

Once Fall semester starts, the course project will include the following:

- a. Submit a midpoint report after completion of 60 hours of internship to answer a list of questions from this package.
- b. Submit a final experience report after completing 120 hours of the internship. Turn in your paper and signed time sheet on Canvas no later than two weeks before the end of the semester to receive a final grade for the course.
- c. Provide your employer with the Student Evaluation Sheet included in the package during the semester for them to evaluate your job performance. Your employer will then email the evaluation to the internship instructor.
- d. Failure to complete at least 70% of internship hours (84 hours) by the deadline will result in an "F" grade. If you finish 70% of the internship hours, you will receive an incomplete grade, and you can complete the internship over the UNT winter break. Once your instructor receives your signed time sheet, paper, and supervisor's evaluation, your incomplete grade will be changed to a letter grade.

### Scholarly Expectations

- Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without citations will be violating UNT's Academic Integrity Policy. Please read and follow this important set of [guidelines for your academic success](https://policy.unt.edu/policy/06-003) (https://policy.unt.edu/policy/06-003). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours.
- Time Management: There are frequent deadlines for this course to assist in the even pacing of the

workload. It is **strongly** encouraged that you do not wait until the last minute to post required files or feedback. Incomplete work will be graded “as is.”

- Metacognition: This can be defined as learning about how you learn. This relates to what environment you create to work in, when you work, and how you solve any problems you encounter. It is expected that if there is anything that you do not understand (a process, an assignment, or even a particular term), it is your own responsibility to make your best effort to independently overcome that obstacle. If after you have exhausted your own abilities to solve the problem, you can then consult with your peers or instructors.

## University of North Texas Policies

### Academic Integrity

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term “cheating” includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term “plagiarism” includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. View full policy: [Student Academic Integrity policy](#)

### Disability Accommodation

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](#) website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

View full policy: [Disability Accommodations for Students and Academic Units](#)

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the course management

system for contingency plans for covering course materials.

View [UNT Emergency Guide](#).

### Academic Progress

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may affect your current and future financial aid eligibility. Please visit [financial aid and scholarship](#) for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at [www.spot.unt.edu](http://www.spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu).

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom, and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <http://deanofstudents.unt.edu/conduct>.

### Access to Information – Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

### Incomplete Grades

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students

### Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus.

The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### Supporting Your Success and Creating an Inclusive Learning Environment

*I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.*