In-training programs offered in cooperation with approved professional businesses in fashion design. Students must receive faculty approval prior to the start of the job experience. Term reports are required of students and employers.

Course Objective:
The purpose of this course is to prepare the student for a career in fashion design through a profession experience in a fashion industry temporary internship/job/position.

Grading:
Registration Verification Form (before you start the internship) 10%
Student Performance and Work Schedule (completed hours & signed by supervisor) 70%
Internship Report 20%

Instructor Policies:
1. Attendance Policy: All internship students are required to complete 120 hours of internship. Day/hours of internship are determined and reported by internship supervisor. Note that if internship supervisor reports poor attendance or tardiness it may affect final grade.

2. The instructor of record determines all grades for each assignment, class participation, and the course.

Student Responsibilities:
1. Contact Internship course instructor for internship packet and regist in Spring 2021 semester for ADES 4700 – 748 Professional Internship.

2. Pick up or email for a list of internship contacts from the instructor. Begin contacting employers for an internship opportunity. The instructor will also forward internship opportunities to students once the information is received from companies.

3. After you have secured an internship, return completed registration verification form to faculty advisor as soon as possible (see page 2). This is the only way your instructor will know where and when you are working. An internship is 120 hours of work. You will need to keep a record of your hours on the enclosed time sheet and have your supervisor sign off on it when you finish. (see page 4).
4. Your instructor will call your employer during the semester to discuss and evaluate your job performance.

5. After completion of 120 hours, write a 3-5 page, typed paper about your experience. Turn in your paper and signed time sheet to the instructor no later than 2 weeks before the end of the semester to receive a final grade of the course. (You may mail, email it, or drop it off.)

6. If you do not complete your 70% of internship hours (84 hours) before the deadline, you will receive an “F” grade at the end of Spring 2021. If you finish 70% of internship hours, you will receive an incomplete grade for the course. As soon as your instructor receives your signed time sheet, paper and supervisor’s evaluation, your "I" will be changed to a letter grade.

7. If you have any problems, contact your faculty advisor.

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STUDENT ACKNOWLEDGEMENT

ADES 4700 Fashion: Internship                      Li-Fen Anny Chang

I _______________________________ (print) acknowledge that I have read the course syllabus. I understand the course structure, grading and attendance policies as well as the risk factor rating. I hereby agree to the syllabus and its provisions.

ADES 4700 – 748
Course Number, Section    Student Phone Number (print)    2     Risk Rating

__________________________________________
Student UNT E-mail Address (print)

__________________________________________  01-12-2021
Student Name    Student Signature    Date

Li-Fen Anny Chang  Anny Chang  01-12-2021
Associate Professor    Faculty Signature    Date
Fashion Design