Instructor: Li-Fen Anny Chang  E-mail: li-fen.chang@unt.edu

Office Hours: 02:00 PM – 3:00 PM, T/TR, by appointments only

Prerequisite: ADES 2550, ADES 2560, ADES 2570

Course Description:
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) 20%
Student Performance and Work Schedule (completed hours & signed by supervisor) 60%
Internship Report 20%

Textbook: No textbook required.

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 the 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 register in Fall 2021 for ADES 4700 – 748 Professional Internship (the instructor will email you list of the internship contacts. The instructor will also forward the information to students when receiving new opportunities).

2. Begin contacting employers for an internship opportunity. You are encouraged to start looking for apparel companies that interest you, inform the instructor, and start the hours during summer.

3. Contact instructor if you have questions in resume, cover letter, or portfolio.
4. After you have secured an internship, return the completed registration verification form to the instructor as soon as possible. This is the only way your instructor will know where and when you are working.

5. 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 (the instructor will call your employer during the semester to discuss and evaluate your job performance).

6. Keep instructor informed of your internship progress.

7. After completion of 120 hours, write a 3-5 page/double-spaced/typed report about the company, your responsibilities, and learning experience, etc. Include any designs/art works that you create for the company if you have. Submit your signed time sheet and report on course Canvas to receive a final grade of the course.

8. If you do not complete 70% of internship requirements before the deadline, you will not pass the course. If you finish 70% of internship requirements, you will receive an incomplete grade at the end of Fall. You will have the following Spring and Summer semesters to finish the requirements. When you finish the internship requirements, email the instructor for your signed time sheet and internship report. The instructor will evaluate your work and submit grade change.

9. If you have any questions, contact the course instructor.
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.

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<tr>
<th>ADES 4700 – 748</th>
<th>2</th>
<th>Risk Rating</th>
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<td>Course Number, Section</td>
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__________________________
Student UNT E-mail Address (print)

__________________________  08-24-2021
Student Name                Student Signature          Date

__________________________  08-24-2021
Li-Fen Anny Chang          Anny Chang                  Date

Associate Professor
Fashion Design