

Internship Application

FSH 484
(3 credits)

INSTRUCTOR: Leslie Bush

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BASIC INFORMATION

Graduate and undergraduate students in fashion may pursue internships to further their career goals. Internships may be arranged for the fall and spring semesters, and during summer session. Students are urged to make their plans well in advance.

For three credits, a student agrees to undertake a total of 135 hours of work with an approved institution. This number is calculated on a 13-week semester at roughly 10 hours a week, though some flexibility is possible in the configuration of a student's hours. Permission is required for all internships, which are hands-on educational experiences. To obtain approval students must fill out a School of Art Internship application form which is available online. The student will give a brief description of the internship, and indicate the name, telephone number, and address of the institutional sponsor. When the internship application is complete with appropriate approval signatures, using DocuSign, I will create the Student Placement Agreement and obtain signatures from the Internship Supervisor, Director of the School of Art and the Dean of the Herberger Institute of Design and Art. At this point, the schedule line number will be released, at which point you will be able to register.

In addition to the internship work, you are required to complete and submit:

- Conduct two interviews and write a 1-page summary for each interview of what you have learned and some of the significant issues that were raised in your discussion.
- A one to two-page typed diary of the dates worked and a summary of tasks completed.
- A resume
- 5 images that describe your experience
- A final report on the internship experience (one-page typewritten, single spaced) describing what you learned.
- A brief letter of evaluation from your institutional sponsor must be emailed to me

These materials must be received by the last day of class of the semester you are enrolled in the internship.

Students receive course credit and a grade for their internship. Grading options are either a "Y" or an "A, B, C, D, or E." Internships not completed within a one-year time limit will receive an automatic "E" (failing grade), unless permission is obtained from the School of Art. Undergraduate students may count three credits of internship as part of their major (it does not fulfill any area requirement). It may be also treated as an elective. If a student pursues more than three credits of internship, the additional credits can be counted as an elective.

NOTE: While students can receive course credit even if they receive a stipend or honorarium for their internship, the internship should generally not be undertaken at a place where they are currently employed. (A grade of "Y" has no effect on GPA, though the credits are good)

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INITIAL PROCEDURES & FORMS

1. Make appointments with one or more of the contact people. Explain your interest in an internship and something about your educational background and specific area of studio art interest. They may want a letter of recommendation from one or more faculty members. They will be evaluating your skills to see if you are a good match with their needs. You should also carefully think through the duties of the internship and your schedule to make sure the opportunity advances your career goals. The main objective is for you to grow as a professional and gain career experience. Before starting the internship, discuss your goals for the internship, what you are hoping to accomplish during your internship, and the preliminary list of tasks you will be expected to undertake.
2. Once you have received a commitment from a sponsoring institution, then you should fill out the School of Art Internship 484/584 Application form and email it to Leslie Bush (Leslie.Bush@asu.edu), Faculty Associate to process. If you have questions at any point in the process, please email Leslie to discuss or set up an appointment.
3. Through Docusign, I will create a Student Placement Agreement and obtain the necessary signatures of the Internship Supervisor, Director of the School of Art, the Dean of Herberger Institute of Design and Art. The Student Placement Agreement is a required document that serves to protect the student while off campus. Only then will the line number be released.
4. Once the Schedule Line Number is released you will receive an email indicating that you may register for the Internship.

ONCE THE SEMESTER HAS BEGUN

1. Establish a regular schedule with the sponsoring institution. Even if the internship allows for some flexibility in your schedule, you should treat the internship as a professional job, whether or not you are being paid. Your internship supervisor will need to know when to expect you so that they may assign tasks and know that you will complete them in a timely manner. With your supervisor, you should work out a list of duties and tasks to be completed throughout the semester.
2. Keep careful track of your time (keep a log with notations, which you will type up at the end of the semester).
3. Feel free to update me by email or during office hours throughout the semester and alert me as soon as possible if you experience any problems.