The following guidelines have been developed to clarify the roles and responsibilities of the FMAD Student Internship participants:

**Internship Eligibility**

The internship course is a 12-credit course, which will only be approved after all of your other course requirements have been met. You are highly encouraged to pursue summer and winter internships for your own professional development, but you will not be eligible for school credit for these internship assignments for the FMAD 4790 course.

**Internship Procedures**

- Initiate internship procedures with the designated Internship Professor in the semester prior to your internship assignment. (See the internship deadline dates)
- Register for the course: FMAD 4790 (12 credits)
- Compose Resume and a Cover Letter to apply for Internship positions
- Contact business/agency for internship placement, (internship dates should be the first day of class meetings through the last day of class meetings, excluding the final exam period)
- Seek internship site Approval from Internship Professor, (this must be done, before you formally accept an internship position)
  - Design emphasis students must complete a design-based internship.
  - Merchandising emphasis students can work in any area of interest within the fashion industry.
- Discuss and develop Internship Objectives with the assistance of the business/agency
  - These objectives will be submitted on the formal internship application, (Objectives and Signature Page)
- Supply Internship Professor with copies of resume; any correspondence concerning internship offer and acceptance; and other relevant documents as requested for student's internship file
- Submit completed and signed internship application with objectives to Internship Professor by the semester deadline
  1) Objectives and Signature Page
  2) Liability Waiver
  3) Formal Internship Offer
- Purchase the textbook required for the Internship:
o Submit weekly reports to Internship Professor throughout internship as directed by Internship Professor

o Submit your Special Project to Internship Professor by the Deadline

o Submit final critique, **Student Internship Summary** of Internship by the Deadline

o Be certain that your Onsite Coordinator is completing your **Student Internship Evaluation** and is sending it to your Internship Professor by the Deadline.

o Represent the Georgia Southern University in a Positive, Professional Manner

o Follow-up with the internship organization with a letter to the business/agency expressing gratitude for the time and experiences offered in the internship.

o Network with Underclassmen by sharing good internship site possibilities and contacts, sharing advantages and disadvantages of the career and informing underclassmen of professional expectations.

**Internship Site Approval Deadlines**

- Summer internship – May 1
- Fall internship – August 1
- Spring internship – December 1

**Internship Assignment Dates**

The dates of the internship are the dates of the first day of classes through the last day of classes for that intended semester, excluding the exam period. During the summer semester the dates of the internship are the dates of the long term for summer. The start and end dates of the internship are flexible pending approval of your internship professor and site supervisor, but the total number of days worked should be equivalent to an entire semester.