



## Frequently Asked Questions

### ***What is an internship, and what will I be doing as an intern?***

An internship enhances a student's learning experience by expanding education beyond the traditional classroom setting to include real world experiences. The intern will be learning to do, and doing, the job. In some cases, interns receive permanent job offers from the companies that sponsored their internship.

### ***To how many companies do I apply?***

Apply to as many companies to which you feel you can maintain "follow-up". Following up is more than good manners, its good business.

### ***What if I receive more than one offer?***

Balance your interests, educational background and future career goals in making your selection. Once you reach a decision, you should no longer interview with additional companies. Be sure to follow up with a thank you letter to any companies whose offer you did not accept.

### ***How do I know what companies are offering internships?***

To find an internship start at the website for the Walter Center for Career Achievement at <https://careers.college.indiana.edu/> Also be sure to join the Retail Studies Organization and participate in their Recruiter events <http://www.indiana.edu/~iurso/> Attend internship fairs. The Walter Center for Career Achievement offers up-to-date listings in the Career Resource Library and online through the Web Link Library. Research companies of interest and ask your professors. Network with friends, family and anyone you know. Be professionally assertive and follow-up. If the Merchandising Area is aware of any internship opportunities they also may be sent to you via email from the advisor or RSO.

### ***Factors to consider when applying for internship:***

- Location of company internship
- Culture of company
- Your career interests
- Paid or unpaid
- Work environment
- Opportunity for a learning experience
- Financial health of the company
- Stated objective of the company internship program
- Length of time established for the internship
- The Company mission and vision statement
- Housing accommodations
- Transportation to and from internship



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### ***Can I do an internship for credit if I am getting paid?***

Yes.

### ***How am I graded?***

S/F grading. See syllabus for x-373 for course requirements and expectations.

### ***What fees are associated with Y398?***

The fees for x-373 are the same as any other credit-bearing course. Fees are based on your residence status (in-state or out-of-state) and the number of hours for which you are enrolled. SOAAD-x-373 is offered for 2 to 3 credit hours. Be sure when you apply that you designate whether you want 2 or 3 credits. Overseas studies will be listed separately.

### ***What if the internship is not in my hometown?***

Students often accept positions in other cities and this can be a valuable experience too. It is recommended if you want to relocate to a new city after graduation, you try out that city in an internship. Some companies provide housing or help students with housing while they are doing internships. Students doing internships in New York often rent rooms at the N.Y.U. dorms or other university housing. Also check the Walter Center for Career Achievement for scholarships to assist with your internship expenses. Some companies provide transportation to and from location.

### ***How many hours am I required to work?***

An intern is required to work a minimum of 100 hours for 2 credits and 150 hours for 3 credits between May 15th and August 15th to receive full credit for the course. Overseas study is only 3 credits and is for 8 weeks.

### ***What is required for the course?***

- BEFORE you apply, you need to attend one of the spring internship orientation meetings that Professor Bomberger and Professor Shaffer will be offering. One meeting is **REQUIRED** so sign up as soon as you think you will be wanting to do an internship (**even before you have secured a specific internship**). The advisors will be sending the dates of these meetings so watch for an announcement and plan to attend the first available meeting you can attend.



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- **Weekly Assignments**

Students are responsible to turn in a Weekly Activity Report posted on Canvas each week. It is the student's responsibility to complete the Weekly Activity Report (00-009S) fully and submit timely. No reminders will be given and you MUST keep up with the reports. Start with Report #1 the first week of your internship and continue each week.

- **Start Date**

By May 1<sup>st</sup> notify Professors of start date and also planned last day of the internship.

- **Student Evaluation Forms (Mid-Term and Final)**

Students are responsible to turn in the Mid-Term Evaluation Report - Student (00-010S) at the halfway point of your internship. It is the student's responsibility to track this date for the halfway point. Forms are available on Canvas and should be submitted to Canvas. It is the student's responsibility to complete the Mid-Term Evaluation Report - Student (00-010S) fully and submit timely. No reminders will be given. Students are responsible to turn in the Final Evaluation - Student (00-011S) at the end of your internship (last week). It is YOUR responsibility to complete the Final Evaluation on time and submit it fully on Canvas. No reminders will be given.

- **Employer Evaluation Forms (Mid-Term and Final)**

Students are responsible to give the supervisor a copy of the Mid-Term Evaluation Report – Employer (10-003E) at the halfway point of the internship. It is the student's responsibility to track this date for the halfway point. Forms are available on Canvas so you will need to print and give to your supervisor early in your internship. The employer can send it to your professor of record (Rick Bomberger <[rbomberger@rbapparel.com](mailto:rbomberger@rbapparel.com)> or Janis Shaffer at [jalshaff@indiana.edu](mailto:jalshaff@indiana.edu)) or you can submit on Canvas since you will need to sign it before it is submitted. A big part of the evaluation is for them to discuss with you the feedback they have for you, so be sure they go over it with you and you sign. It is the student's responsibility to follow-up with the employer to ensure compliance.

Students are responsible to ensure the supervisor has received the Final Evaluation– Employer (10-004E) during the final week of the internship so the employer has an opportunity to review performance with the intern. Forms are available on Canvas for you to share with your employer. It is the student's responsibility to follow-up with the employer to ensure compliance. BE SURE this is done BEFORE you leave your internship and they have reviewed it with you and it is sent via Canvas or email to your professor.



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- **Self-Reflection Paper**

Complete a self-reflection paper upon completion of your internship regarding the internship experience plus additional insights you find relevant to your internship. Include insights into your strengths and weakness and relate how your internship experience can be utilized in your career development. The paper should be at least 5 double-spaced pages and include any relevant project information you experienced during your internship. Your paper must be turned in upon completion of your internship or no later than the 1<sup>st</sup> day of the fall classes. Your self-reflection paper should be submitted on Canvas or to your professor's office. NO late papers!!! Including photos of your internship are not required, but are a big plus.

### ***How do I apply?***

Applications are available on the department website at <http://design.indiana.edu/internships.shtml> You are required to complete the Student Application for Internship (00-004S) and the Student Internship Agreement (00-006S). You also have to have the company you will be interning with complete the Company Compliance Requirements and Agreement (10-002E) and the the Company Internship Profile (00-005S) . **All 4 forms must be completed in their entirety and all turned in together to either Professor Shaffer's office (Kirkwood Hall #314) or Professor Bomberger's office (KW #317).** You will not be considered for the internship program until all application materials are completed.

### ***When do I apply?***

Students should apply **AS SOON AS YOU HAVE ACCEPTED AN INTERNSHIP** so your application can be reviewed. These should all be turned in at least by April 15<sup>th</sup>. The very latest applications will be accepted will be on May 31<sup>st</sup>. (and only for those students who procure an internship after going home for the summer).

### ***How do I know if I am accepted?***

You will be notified of your acceptance via email. Registration approval will be given at that time and you also will be notified for which section you need to register. You may not register until you receive your email acceptance.

### ***How do I register for x373?***

Once your application is approved the department will notify you via email and give you authorization to register for x373. Authorization time is limited so you must register immediately upon notification. BE SURE to register for the section to which you are assigned and for the exact number of credits for which you have been approved.

### ***Still interested?***

Once you have an employer confirmed for your internship will need to fill out the application forms and submit. Please try to do this as soon as you have accepted an internship so you can get authorized for the course. **READ ALL INSTRUCTIONS CAREFULLY!!!!**