Turn in your application materials to Mrs. Dee Wilson, Chilton 355A or CMHT main office.

Your internship must be approved first before you can officially accept your internship. It should not be assumed that your internship will be automatically approved.

*Spring 2016 Application Deadline: Friday, January 8, 2016*  *Summer 2016 Application Deadline: Friday, May 27, 2016*  

**PLEASE ATTACH YOUR RESUME AND UNOFFICIAL TRANSCRIPT TO THIS 4 PAGE APPLICATION FORM**

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**Student Personal Information**

It is the student’s responsibility to find his/her internship position.

Date: __________________________ Email: __________________________

Name: __________________________________________

Last

First

Address: __________________________________________

Street/P.O. Box

City

State

Zip

Phone: __________________________________________

Home

Cell

Student I.D.: __________________________

Please Circle One: Texas Resident  Non-Texas Resident

---

**Student Internship Information**

Major(s): Merchandising □  Home Furnishings □  Digital Retailing □  Minor: __________________________

Semester for Internship: Fall □  Spring □  Summer □  Year______  Expected Grad Date: ________________

Current Overall (Transfer & UNT) GPA: __________________________  Current UNT GPA: __________________________

(If on a fall 2012 catalog or prior, must have a minimum 2.25 overall GPA to be eligible for internship. For fall 2013 catalog and after, must have a minimum 2.5 overall GPA.)

List the other courses you will be taking during the semester you are enrolled in 4790:

_________________________________________________________________________________________________

How do you see this internship relating to what you have learned in your major classes?

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

How do you feel this internship experience will help you with a future merchandising career after graduation?

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

---

To be Completed by the Internship Coordinator:

Instructor Approval: __________________________  Date: ________________  Course Code: ________________  Section ______

Date attended Internship Orientation: ________________  Internship Not Approved: __________________________
Check below the merchandising, business and other relevant courses that you will have completed before you begin your internship experience.

To meet the pre-requisites for acceptance into the internship class, you must have completed MDSE 3510 along with 24 additional hours (8 classes) listed under the “area of specialization” and/or “merchandising electives” in your major degree plan with a “C” or better prior to the semester you plan to do your internship for credit.

You must also have completed MDSE 3790 Pre-Internship Seminar with a “C” or better. (Diverse Workforce, Pre-Internship Seminar, Creating Consumer Experiences and Nutrition do not count toward the required eight completed courses mentioned above.)

You are expected to do your internship in one of your last two semesters prior to graduation.

<table>
<thead>
<tr>
<th>Merchandising Major (MDSE)</th>
<th>Home Furnishings Merchandising Major (HFMD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparel Evaluation (1650)</td>
<td>Foundations of Home Furnishings (2980)</td>
</tr>
<tr>
<td>Product Development I (2350)</td>
<td>Aesthetics &amp; Environments (2380)</td>
</tr>
<tr>
<td>Introduction to Apparel Merchandising (2490)</td>
<td>Introduction to the Furniture Industry (2400)</td>
</tr>
<tr>
<td>Textiles for Apparel (2650)</td>
<td>Textiles for Home Furnishings (2655)</td>
</tr>
<tr>
<td>Consumers in a Global Market (2750)</td>
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</tr>
<tr>
<td>Hot Topics &amp; Cool Trends (2980)</td>
<td>Historic and Contemporary Styles (3355)</td>
</tr>
<tr>
<td>Consumer Engagement in Digital Channels (DRTL 3090)</td>
<td>Global Home Furnishings Industry (3380)</td>
</tr>
<tr>
<td>Product Development II (3250)</td>
<td>Drawing &amp; Planning for Home Furnishings (3405)</td>
</tr>
<tr>
<td>Historic and Contemporary Styles of Clothing (3350)</td>
<td>CAD for Home Furnishings (3410)</td>
</tr>
<tr>
<td>Fashion Theory and Trend Analysis (3370)</td>
<td>Profit Centered Merchandising (3510)</td>
</tr>
<tr>
<td>Profit Centered Merchandising (3510)</td>
<td>Decorative Accessories Merchandising (3570)</td>
</tr>
<tr>
<td>Consumer Studies in Apparel &amp; Home Furnishings (3750)</td>
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</tr>
<tr>
<td>Promotion of Apparel and Home Furnishings (3850)</td>
<td>Promotion of Apparel and Home Furnishings (3850)</td>
</tr>
<tr>
<td>Global Textile and Apparel Industries (4010)</td>
<td>Merchandising Ventures (4080)</td>
</tr>
<tr>
<td>Advanced Merchandising Applications (4660)</td>
<td>Estimating for Home Furnishings (4400)</td>
</tr>
<tr>
<td>Plus electives (MDSE - 2750, 3090 3570, 3650, 3850, 4000, 4020, 4040, 4080, 4510, 4560, 4800, 4850; HFMD 3570; DRTL 2080, 3190; GEOG 4220)</td>
<td>Advanced Merchandising Applications (4660)</td>
</tr>
<tr>
<td>Plus electives (2080, 2350, 2750, 3090, 3650, 3750, 3850, 4000, 4020, 4040, 4510, 4560, 4800, 4850, or GEOG 4220)</td>
<td>Plus 9 hours from: DRTL 3190 or MDSE 2350, plus 6 hours in either:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Digital Retailing Major (DRTL)</th>
<th>Digital Retailing Continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Authoring &amp; Publishing Tools (DRTL 2080)</td>
<td>Apparel Evaluation &amp; Textiles for Apparel (1650 &amp; 2650)</td>
</tr>
<tr>
<td>Introduction to Electronic Merchandising (DRTL 2090)</td>
<td>Textiles for HF &amp; Decorative Accessories (2655 &amp; 3570)</td>
</tr>
<tr>
<td>Consumers in a Global Market (MDSE 2750)</td>
<td>Found of Int’l Travel &amp; Tourism &amp; Hosp Industry Mktg &amp; Sales (HMG 2800 &amp; 3300)</td>
</tr>
<tr>
<td>Hot Topics &amp; Cool Trends (MDSE 2980)</td>
<td>Plus 9 hours from: DRTL 3190 or MDSE 2350, plus 6 hours in either:</td>
</tr>
<tr>
<td>Consumer Engagement in Digital Channels (DRTL 3090)</td>
<td>3850, 4000, 4020, 4080, 4510, 4560, 4800, 4850, or HMG 3920, CMHT 4800</td>
</tr>
<tr>
<td>Profit Centered Merchandising (MDSE 3510)</td>
<td>Journalism</td>
</tr>
<tr>
<td>Consumer Studies (MDSE 3750)</td>
<td>Plus 6 hours in either:</td>
</tr>
<tr>
<td>Global Textile &amp; Apparel Industries (MDSE 4010)</td>
<td>Principles of Strategic Communications (2000)</td>
</tr>
<tr>
<td>Virtual Merchandising (DRTL 4090)</td>
<td>Principles of Public Relations (2420)</td>
</tr>
<tr>
<td>Advanced Merchandising Applications (DRTL 4660)</td>
<td>Advertising Media and Marketing Strategy (3040)</td>
</tr>
<tr>
<td>Information Tech in Hosp &amp; Tourism (HMG 4600)</td>
<td>Direct Response (4012)</td>
</tr>
<tr>
<td>Plus 6 hours of the following pairs of classes:</td>
<td></td>
</tr>
</tbody>
</table>

You will be contacted by e-mail to let you know whether your internship has been approved or not. If approved, you will then receive a code to register for the internship course.
This form must be completed by the employer who has agreed to provide the internship experience. Once this form is received along with the student’s internship application, it will be reviewed for consideration of approval. Students should not start working until the internship has been approved and the internship class begins. Please either fax this form to Dee Wilson at 940-369-8220 or scan and e-mail to dee.wilson@unt.edu. You may also give this completed form back to the student for him/her to turn in.

Name of Student requesting consideration to do an Internship for Credit with you__________________________________________

Name of Company______________________________________________ Type of Business______________________________

Business Address_________________________________________________ City/State/Zip________________________________

(Internships cannot be located in an employer’s/supervisor’s private home or in the student’s home.)

Located in _______________________________________ Mall/Center (if applicable)

Supervisor Name and Title______________________________________________________________________________________

(Supervisor cannot be related to intern, nor can the intern work in his/her family’s business.)

Supervisor e-mail___________________________________ Supervisor Phone: __________________________________________

What are the areas of expertise that the supervisor has?
____________________________________________________________________________________________________________

Title of Internship Position____________________________________________________________________________________

Is this internship paid?  Yes_____   No_____     If paid, what will the pay rate be?_____________________________

If unpaid, please review the Department of Labor Fair Labor Standards Act Criteria below.

For unpaid internships in the “for-profit” sector, there are six criteria articulated in the Fair Labor Standards Act by the Department of Labor (DOL) that must be met. Please review the Fair Labor Standards Act (FSLA Fact Sheet provided by the U.S. Department of Labor – http://www.dol.gov/whd/regs/compliance/whdfs71.htm). These six criteria must be met in order for an unpaid internship to be considered for approval. If you have specific questions regarding the FSLA, please consult with your attorney.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

As a provider of an internship that is being considered for University credit, I verify that my unpaid internship experience meets all six criteria of the FLSA listed above.

Employer Signature_____________________________________ Printed Name_______________________________ Date___________

Criteria for an Experience to Be Defined as an Internship for Credit

To ensure that an experience is educational, and thus eligible to be considered a legitimate internship, all of the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge the intern has gained in their major field of study. It must not be only to advance the operation of the employer or the work that a regular employee would routinely perform.
2. The skills and knowledge learned must be transferable to other future employment settings within the intern’s major.
3. The experience has a defined beginning and end, and a specific job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There will be supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There will be routine feedback by the experienced supervisor to the intern.
7. There will be resources, equipment, and facilities provided by the host employer that support learning objectives/goals. Students will not be asked to provide personal computer equipment, supplies, or other items necessary to use in this learning experience.

As a provider of an internship that is being considered for University credit, I verify that my internship experience will meet all seven criteria.

Employer Signature ____________________________ Printed Name ____________________________ Date _____________

Please provide a **DETAILED JOB DESCRIPTION** of the **MAJOR PROJECTS and RESPONSIBILITIES/LEARNING OBJECTIVES** that will be provided in this internship experience. Please Be Specific. The more detail that can be included will be extremely helpful in determining if the internship meets approval requirements for internship credit. Feel free to provide an attachment, if needed. The Internship Coordinator may contact you for clarification or additional information.

1. ______________________________________________________________________________________
2. ______________________________________________________________________________________
3. ______________________________________________________________________________________
4. ______________________________________________________________________________________
5. ______________________________________________________________________________________
6. ______________________________________________________________________________________
7. ______________________________________________________________________________________
8. ______________________________________________________________________________________

Is this student currently working or has worked for your company before? Yes______ No______ If yes, how many months/years approximately?______ How will this internship experience be significantly different and provide several new learning experiences from their previous/current responsibilities? ______________________________________________________________________________________

If you have a formal internship program, how many hours per week (on average) will the student work? _____ How many weeks do you require? _____ Does your company have a specific start and end date for your internship? Yes____ No____ If yes, what are the dates? ______________________________________________________________________________________ Are these dates flexible? Yes____ No____

What should be the potential skills sets developed and competencies learned after a student completes your company’s internship? ______________________________________________________________________________________

How do you see this internship experience relating to a major in merchandising, home furnishings merchandising, or digital retailing, as well as assisting the student in obtaining a career after graduation? ______________________________________________________________________________________

Employer Signature ____________________________ Printed Name ____________________________ Date _____________

*The spring 2016 Internship class will be from 1/19/16 to 5/7/16. The summer 2016 Internship class will be from 6/6/16 to 8/11/16. Internship learning experiences and hours worked should coordinate within this same timeframe.*

**Important Information to Employer:** If the internship has been approved, the student must complete the entire semester with the same employer and have a minimum of 300 hours worked during the required internship period. During fall or spring semesters, students will need to work an average of 20 hours per week during the 15 week internship class period. In the summer, students will need to work an average of 30 hours per week during the 10 week internship class period. Students can earn more than 300 hours toward their internship experiences if the employer has a need. The required hours must be earned at the same time the student is enrolled in the internship class.