



Internship Application
Merchandising & Digital Retailing
(CMHT 4790 - 3 credits)

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

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

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.

Summer 2017 Application Deadline: Friday, May 26, 2017

Fall 2017 Application Deadline: Friday, August 18, 2017

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.: _____ What is your residency for tuition purposes?
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: _____

GPA Requirement: If on a fall 2010, 2011, or 2012 catalog, must have a minimum 2.25 "major" GPA to be eligible for internship. For fall 2013 catalog and after, must have a minimum 2.5 "major" 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: _____ Date Application Received: _____
Course Code: _____ Section _____
Date attended Internship Orientation: _____ Internship Not Approved: _____

Check below the courses that you will have completed.

To meet the pre-requisites for acceptance into the internship class, you must have completed CMHT 2790 and MDSE 3510 along with 24 additional hours (8 classes) listed under the “area of specialization” and/or “electives” in your major degree plan with a “C” or better prior to the semester you plan to do your internship for credit, as well as meet the gpa requirement.

Diverse Workforce & Creating Consumer Experiences do not count toward the required 8 classes mentioned above.

Most students are eligible to do their internship in one of your last two semesters prior to graduation.

Merchandising Major (MDSE)	<input checked="" type="checkbox"/>	Home Furnishings Merchandising Major (HFMD)	<input checked="" type="checkbox"/>
Product Development I (MDSE 2350)		Aesthetics & Environments (HFMD 2380)	
Introduction to Apparel Merchandising (MDSE 2490)		Introduction to the Furniture Industry (HFMD 2400)	
Textiles for Apparel (MDSE 2650)		Textiles for Home Furnishings (HFMD 2655)	
Consumers in a Global Market (MDSE 2750)		Consumers in a Global Market (MDSE 2750)	
Consumer Engagement in Digital Channels (DRTL 3090)		Historic and Contemporary Styles (HFMD 3355)	
Product Development II (MDSE 3250)		Drawing & Planning for Home Furnishings (HFMD 3405)	
Historic & Contemporary Styles of Clothing (MDSE 3350)		CAD for Home Furnishings (HFMD 3410)	
Fashion Theory and Trend Analysis (MDSE 3370)		Profit Centered Merchandising (MDSE 3510)	
Profit Centered Merchandising (MDSE 3510)		Decorative Accessories Merchandising (HFMD 3570)	
Consumer Studies in Apparel & Home Furnishings (MDSE 3750)		Global Sourcing (MDSE 4010)	
Promotion of Apparel and Home Furnishings (MDSE 3850)		Merchandising Ventures (MDSE 4080)	
Global Sourcing (MDSE 4010)		Estimating for Home Furnishings (HFMD 4400)	
Advanced Applications (MDSE 4660)		Advanced Applications (MDSE 4660)	
Plus 12 hours of electives: MDSE - 3650, 4001, 4002, 4003, 4004, 4020, 4080, 4510, 4560, 4850		Plus 9 hours of electives: MDSE 2350, 3250, 3650, 3750, 4001 4002, 4003, 4004, 4020, 4510, 4560, 4850	
HFMD 2400, 3570; DRTL 2080, 2090, 3190		DRTL 2080, 2090, 3090, 3190	
RETL 3950, 4850 and CMHT 4800		RETL 3950, 4850 and CMHT 4800	
Digital Retailing Major (DRTL)	<input checked="" type="checkbox"/>	Digital Retailing Continued	<input checked="" type="checkbox"/>
Digital Authoring & Publishing Tools (DRTL 2080)		Plus 6 hours of the following pairs of classes:	
Introduction to Digital Retailing (DRTL 2090)		Product Development I & Textiles for Apparel (2350 & 2650) OR	
Consumers in a Global Market (MDSE 2750)		Textiles for HF & Decorative Accessories (2655 & 3570) OR	
Consumer Engagement in Digital Channels (DRTL 3090)		Found of Int'l Travel & Tourism OR Intro to International Sustainable Tourism, & Hosp Industry Mktg & Sales (HMGMT 2800 OR 2810 & 3300)	
Digital Retailing Strategies (DRTL 3190)		Plus 6 hours of electives: MDSE 3250, 4001, 4002, 4003, 4004, 4020, 4080, 4510, 4560	
Profit Centered Merchandising (MDSE 3510)		HFMD 2400	
Consumer Studies (MDSE 3750)		HMGMT 3920, CMHT 4800	
Global Sourcing(MDSE 4010)		RETL 3950, 4850	
Digital Retailing Analytics (DRTL 4070)		Business Courses (12 hours)	
Virtual Merchandising (DRTL 4090)		Journalism Courses (6 hours)	
Advanced Applications (MDSE 4660)			

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.



Merchandising & Digital Retailing Internship Experience Information Form

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 (FLSA 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 FLSA, 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 be 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 summer 2017 Internship class will be from 6/5/17 to 8/10/17. The fall 2017 Internship class will be from 8/28/17 to 12/9/17.. 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.