

***Internship Application***

***CMHT 4790 – 3 credits***

*Turn in your application materials to Ms. Marissa Zorola, Chilton 355C or CMHT main office, Chilton 331.*

*\*PLEASE ATTACH YOUR RESUME AND UNOFFICIAL TRANSCRIPT TO THIS 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. You will be contacted by email regarding approval.

\*Summer 2019 Application Deadline: Friday, May 24, 2019\*

# Student Personal Information

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

## Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student EUID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Last First*

**What is your residency for tuition purposes?**  **Please Circle One:** **Texas Resident Non-Texas Resident**

# Student Internship Information

## Major(s): Merchand. Home Furn. Digital Retailing Consumer Exp. Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Semester for Internship: Fall Spring Summer Year\_\_\_\_\_\_ Expected Grad Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GPA Requirement: Students must have a minimum 2.0 “overall” GPA to be eligible for internship.**

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

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

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

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**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.**

*To be Completed by the Internship Coordinator:* Date Application Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section \_\_\_\_\_**

**Date attended Internship Orientation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Internship Not Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



***Merchandising & Digital Retailing***

***Internship Experience Information Form***

This form must be completed by the employer who has offered the internship experience. Once this form is received along with the student’s internship application, it will be reviewed for approval. Students should not start working until the internship has been approved. *Please either fax this form to Marissa Zorola at 940-565-4348 or scan/e-mail (no photographs) to marissa.zorola@unt.edu. You may also return this completed form 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 for-credit, 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 the internship 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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?  
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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?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

***The Summer 2019 Internship class will be from 6/3/19 to 8/10/19.***

***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.