

BALTIMORE FASHION WEEK

Internship Program

Internship Forms

- Internship Application Form
- Checklist for Internship
- Evaluation of Information
- Intern Feedback Form

INTERNSHIP GUIDELINES AND FORMS

Baltimore Fashion Week (hereinafter called “BFW” and “Supervisor”) will be interviewing and hiring students for internship positions, who will work with a member of the development team for BFW and/or with a registered designer of BFW.

Below are key points for this internship program.

Purpose:

An internship is an opportunity for a student to gain practice in a real world setting under the guidance of a knowledgeable, experienced, and successful supervisor. The internship can be established in any setting in which information is gathered, stored, managed, retrieved, and disseminated.

Internships with BFW were created for and are completed by students for the purpose of earning academic credits toward graduation.

Statement to Potential Internship Applicants:

Students who have skill sets in the area of areas of fashion, design, apparel, and fibers are welcomed to apply for this internship program. Student must possess administrative skills and have some knowledge of Microsoft Office, and should be available to work on specific projects on and off campus, as they related to BFW.

A. Time Frames

1. Normally, an internship is for one semester, approximately 16 weeks. The fall semester usually begins the last week of August and runs through the second week in December. The spring semester usually begins the second week in January and runs through the first week in May. The summer term usually begins the second week in May and runs through the second week in August.
2. The internship is a part-time position and should not exceed 20 hours per week. Normally, the internships should be equal to 8 to 12 hours of on-task activity each week of the semester. Actual schedules, however, are determined by mutual agreement between the supervisor and intern.
3. An internship placement should be for no less than three credits, during any given semester.
4. BFW has the option of employing the same intern for more than one semester, if the student’s academic schedule permits. This allows a greater number of students to gain the experience and

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does not commit the institution to long-range internship obligations. BFW will offer the opportunity to allow students to gain the experience necessary for entering into the fashion industry.

5. Interested interns will be interviewed by a team member of BFW at least one month prior to the start of the internship. Placements will be determined no less than one week prior to the beginning of the semester of the experience.

B. Intern Job Descriptions:

1. BFW will provide the job descriptions.
2. Job descriptions will include specific tasks to be performed, the expected skill set(s), scheduled hours, supervisor's name, and location of internship.
3. Job descriptions may be revised to meet various skill sets of individual interns and requirements of BFW, but specific tasks must be agreed upon before an intern is placed.
4. Interns are expected to meet a reasonable dress code and time schedule requirements as determined by the both BFW and the interning institution.
5. BFW may release an intern before the end of a semester's experience, or an intern may terminate the position with BFW before the end of the semester. In either case, due process will include first establishing a conference among the intern, the supervisor, and the internship coordinator. Resolution of problems should come from this meeting, but should the problems continue in the opinion of any of the parties involved, the internship can be terminated with the student. In some cases a replacement intern may be requested, if available.
6. Typical areas of responsibility for interns will be listed in the job descriptions.

C. Supervision:

1. BFW will provide a reliable supervisor for each intern placed.
2. The supervisor is expected to determine the role of the intern and the specific tasks to be accomplished. The supervisor is expected to furnish a written evaluation of the intern at the end of the semester. The supervisor should contact the internship coordinator, if problems arise with the intern's placement.

D. Academic Guidelines:

Elements Required for Credit

- Any internship may be completed for academic credit provided the student is engaged in a variety of high-level tasks.
- The opportunity to complete an internship is for credit only. At this time BFW cannot guarantee placement, but each student is encouraged to seek an internship if this experience is potentially valuable in meeting the student's career goals.

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Common Requirements for Academic Credit - Academic credit is granted for those internships that include the opportunity for the student to experience, as nearly as possible, the professional role of the supervisor. The student should take an active part in any activity as it relates to the fashion industry. It is expected that the student will work independently or with minimal supervision during a substantial portion of the internship. The student intern will document the experience in a written journal.

Role of the Student - The student should raise the potential for an internship with his or her academic adviser early in the planning stages.

A student may explore the potential for internship placement at a specific site and discuss the possibilities with a potential supervisor. There should be no commitments made however, until the internship has been negotiated by the coordinator.

During the first few weeks of the semester prior to the internship the student should contact the coordinator to discuss options for the internship placement. The internship application should be completed before mid-term of the semester prior to the expected internship experience. BFW will in conjunction with the internship coordinator schedule an appointment to interview the student interested in the internship. Just as the coordinator may deny placement, BFW/supervisor has the same right to decline placement of an applicant, and the student may decline an offered internship placement. The goal is to secure an environment that will provide a quality internship experience for all parties involved.

Role of the Student's Adviser - It is important for the student's adviser to give guidance and recommendation as to when and where the internship should take place. The adviser is expected to help judge the adequacy of the student's academic and skill background for the internship. Normally, at least 18 credits should be completed prior to the internship. Credit courses should have an accumulative grade point average of a B or better. Courses which are directly relevant to the internship should also be completed, but are not required. Thus, it is normal that the student enroll in the internship experience during his or her final semester, but this enrollment period will be between the advisor and the student.

This internship is intended to provide some practical application of skills, and also for students to come as close as possible to "entry level" experiences for positions similar to that held by the supervisor. The internship should involve a wide variety of tasks, problems, opportunities, observations, and challenges. It is never to be a clerical or a routine experience. A special project may be established by the supervisor which may consume a great deal of the student's time, but this one project should not comprise the entire internship experience.

Students may be expected to have completed several specific courses relevant to the internship prior to beginning their duties.

Role of the Internship Coordinator - The coordinator makes final placement and confirmation. The coordinator may visit any intern on site and is responsible for gathering information (student journal and supervisor's evaluation) for granting credit. The coordinator convenes meeting(s) of all interns at the end of the semester to report on their experiences.

Role of the On-site Supervisor - The supervisor assigns, monitors and evaluates tasks and projects. Following completion of the internship, the supervisor completes an evaluation and recommends whether the intern deserves credit for the course.

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INTERNSHIP APPLICATION

CHECK the intended semester: Fall Spring Summer Year: _____

Return Internship Application to Internship Coordinator.

PLEASE PRINT ALL INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Nbr: _____

Work Nbr: _____

Student's ID: _____

Email: _____

Normally, the internship is for three academic credits, or a total of 180 hours on site. Total number of credits for which you intend to enroll: _____, 60 on site hours per credit.

Describe the type of fashion industry duties you would like to perform during your internship with BFW: (use a separate sheet of paper if needed)

Final placement is arranged by the coordinator. Please give complete and correct information. All information must be current.

PLEASE PRINT ALL INFORMATION. Area to be completed if student is accepted into the

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internship program. All information must be current and accurate.

Supervisor BALTIMORE FASHION WEEK / Designer: _____

Position and title _____

Address _____

City, State, ZIP _____

Phone number (_____) _____

Email: _____

Attach to this application the following:

A list of course work you will have completed prior to beginning this internship. Note the grade, semester and year for each course. (Students are expected to have completed no fewer than 18 credits, including the required courses and electives directly relevant to the content of the internship.)

A description of any job experiences, additional course work (undergraduate or graduate), degrees, licenses, or certifications which you have that are relevant to this internship.

A statement of your career goals and explanation of how this internship will help you reach those goals. Be specific as to the experiences you want to gain through this internship.

Signature of Student/date

Signature of Internship Coordinator

The student's advisor should review the completed application before it is submitted to the internship coordinator. Once the advisor has approved the internship as an elective, the student may enroll in the Baltimore Fashion Week Internship Program.

Applications are due:

For Fall by July 15--intern will receive confirmation by August 15

For Spring by November 15--intern will receive confirmation by December 15

For Summer by March 15--intern will receive confirmation by April 15

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CHECKLIST FOR INTERNSHIP DOCUMENTS

- ONSITE SCHEDULE AND GOALS** - Before starting the internship, you should contact the Internship Coordinator to arrange a meeting to plan a schedule for hours, create a list of likely tasks to be completed, and agree on the goals of the internship.

- INTERN SUBMITS PLAN** - Before ten hours of work are completed, please submit the following to your supervisor and your internship coordinator:
 - (a) a one-paragraph description of the goals of the internship;
 - (b) a list of tasks or objectives to be accomplished by the intern; and
 - (c) the work schedule agreed to by both the Intern and the Supervisor

- JOURNAL** - You will compile a journal that reflects the entire internship experience. At least one entry is expected for every 10 hours worked. Include brief notes on what occurs, with more extensive discussion of exceptional experiences and reflections on how your sense of professional practice develops. Your journal may be hand written, word processed, or kept as a blog.

- PROFESSIONAL READINGS** - You will summarize documents and published literature relevant to the internship: one 200-word, descriptive abstract or annotation for every 20 hours worked. Sources may include articles from professional practice or research journals, local institutional or departmental reports or policy statements, operation manuals, authoritative websites, and chapters from authoritative books.

- INTERIM PROGRESS REPORT** - Interns should submit a brief summary of their progress to date and any changes in the goals, objectives, work schedule, or tasks when half of the internship hours have been completed. This report should be submitted to both the supervisor and the internship coordinator.

- EVALUATION** - The Supervisor is to complete the "Evaluation of Information" discuss the ratings with the Intern, and send the completed evaluation to the Internship Coordinator at the completion of the internship. The form is available: <http://www.baltimoresfashionweek.com/internship>

The intern has the option of completing the "Intern Feedback" form, which provides a sense of the Supervisor's effectiveness in this internship. If you submit the form, the Supervisor will receive a copy: <http://www.baltimoresfashionweek.com/internship>

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FINAL GRADE - Internships are graded Succeed/Fail. To receive an "S" for the course you must submit your plan (at the start of the internship) your interim progress report, your journal and professional readings (due 5 days before the oral report), and make your oral report. Satisfactory evaluation from your supervisor is also required.

IF THERE ARE PROBLEMS - If there are any concerns on the part of either the Intern or the Supervisor about tasks, performance or evaluation, contact your Internship Coordinator *immediately*. **DO NOT** wait until the end of the internship to express such concerns. Adjustments and modifications will be made in tasks or placements when the need is shown.

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EVALUATION OF INFORMATION

(TO BE COMPLETED BY THE SUPERVISOR)

The original of this evaluation will be placed in the intern's file with the learning institution. A copy of the evaluation will be sent to the intern. The supervisor is encouraged to attach a letter of reference concerning the intern's performance to provide additional information.

Name of the Intern: _____

Name of the Supervisor: _____

This internship started on (date) _____ and was completed on (date) _____

at (location) _____

Please give a brief summary of the internship:

Evaluation of **personal qualities** of the intern observed during the internship. Select **one** evaluation level for each area by marking an "X" under that level that represents the intern's performance.

PERSONAL QUALITIES	EXCELLENT	GOOD	AVERAGE	POOR	N/A
Ability to adapt to a variety of tasks					
Decision making; judgment; setting priorities					
Persistence to complete tasks					
Reliability and dependability					
Enthusiasm for the experience					
Attention to accuracy and detail					
Willingness to ask for and use guidance					
Ability to cope in stressful situations					

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Professional abilities related to information and library services. Select **one** evaluation level for each.

PROFESSIONAL ABILITIES	EXCELLENT	GOOD	AVERAGE	POOR	N/A
Ability to synthesize information and communicate it effectively					
Analysis skills; ability to determine information needs for self and patrons					
Ability to select the best potential resources to meet information needs					
Ability to organize, classify, and deliver information effectively					
Ability to plan with and work cooperatively with others					
Ability to create and communicate possible solutions to problems					
Professionalism; demonstrated interest in the issues, policies, and organizations related to the field					

Additional comments:

Signature of Supervisor and date of evaluation:

SHARAN NIXON, BALTIMORE FASHION WEEK

DATE

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The supervisor is encouraged to discuss this evaluation with the intern before sending the evaluation to the Internship Coordinator.

The intern will receive a copy of this evaluation **if** he or she provides a complete address below, indicating where the copy can be sent approximately six weeks following the completion of the internship:

Intern's Name: _____

Address: _____

City, State, Zip _____

All completed evaluations will be sent to the Internship Coordinator via email or United States Postal Service.

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INTERN FEEDBACK FORM

Name of Supervisor: _____

Address of Supervisor: _____

With this evaluation the intern assesses the supervisor's contributions to the internship. Completion of this form is optional; if it is completed the supervisor will receive a copy.

1. I received effective orientation for Baltimore Fashion Week. [Please Circle One]

Strongly Agree

Agree

Neutral

Disagree

Strongly Agree

List any comments below:

2. I received the instruction needed to accomplish the tasks assigned. [Please Circle One]

Strongly Agree

Agree

Neutral

Disagree

Strongly Agree

List any comments below:

3. I received feedback and guidance throughout the internship. [Please Circle Once]

Strongly Agree

Agree

Neutral

Disagree

Strongly Agree

List any comments below:
