

# Department of Apparel, Events and Hospitality Management

## Internship Program Guide

**AESHM 470F/AESHM 470N/HSP M 470: Supervised Professional Internship**

**Internship Coordinators:** Jamie Beyer (EVENT), Jason Gagnon (AMD), and Carolyn Elbert (HSPM)

**Department Mailing Address:** 31 MacKay Hall 2302 Osborn Drive Ames, Iowa 50011-1078



**IOWA STATE UNIVERSITY**

College of Human Sciences

Department of Apparel, Events, & Hospitality Management

## Table of Contents

I.	Internship Welcome Letter.....	3
II.	Internship Program Requirements .....	4
III.	Professional Internship Information .....	5
	Course Description .....	5
	Course Objectives.....	5
	Internship Criteria.....	5
	Possible Internship Positions by Program.....	6
	Finding an Internship .....	7
	Professional Internship Abroad .....	7
IV.	Internship Supervisor Responsibilities.....	8
V.	Student Responsibilities.....	8
VI.	Hours and Week Requirements.....	9
VII.	Proof of Hours .....	9
VIII.	Unpaid Internships.....	9
IX.	Registration Requirements .....	10
X.	Professional Internship Registration Checklist.....	10
XI.	International Students Additional Guidelines for Registration.....	11
XII.	Frequently Asked Questions.....	12-13
XIII.	ISU Policies .....	14

## Internship Welcome Letter

Dear Student:

Internships are an essential part of your curriculum and the overall undergraduate experience. The knowledge obtained through your professional internship provides you with practical skills required to be successful in your career. Through an internship you can strengthen your professional network, build your resume and potentially secure a permanent position upon graduation.

The results of your internship experience are a direct reflection on our program, your peers and Iowa State University. To continue the success of the internship program with our participating organizations your positive results are critical. To ensure you uphold our program and institution to the highest honors the following guidelines have been established.

1. Completing an internship while studying at Iowa State University means students have accepted responsibilities to the: university, department, employer and community which the internship serves. Students are the primary arbiters of their own ethical and professional conduct. In supporting the mission of the university, department, major and employer, students must abide by the ethical statements of their employer and the policies of the university. Any reported violation of professionalism that results in termination of your internship prior to the completion of the academic semester will ultimately result in the failure of this course.
2. If you are residing in housing on-premises or provided by your internship employer you must follow the established rules. Your employer has the right to inspect and reprimand you if the established rules are not followed. Any reported violation of these rules that is reported to me prior to the completion of your internship and the academic semester will ultimately result in the failure of this course.
3. Enjoy your experience! Make the most of your time while being an intern: attend educational events, explore the community, network with other students and ask questions. This is your opportunity to see if this organization/industry is right for you.
4. Remember, this is a course for college credit. Provide yourself with time to complete your assignments associated with your internship experience according to the class syllabus and schedule.

Internships are a required component of your program, take this experience seriously. The industry is diverse and the networking capabilities are immense. How you represent yourself within your internship can leave a lasting impression.

Best Regards,  
Your Internship Coordinators

## AESHM 470 Program Requirements

	AMD	EVENT	HSP M
<b>Requirements</b>	Junior or Senior Minimum 2.0 GPA	Junior or Senior Minimum 2.0 GPA	Junior or Senior Minimum 2.0 GPA
<b>Credit Hours</b>	3 Credits (200 hours) 4 credits (267 hours) 5 credits (333 hours) 6 credits (400 hours)	3 Credits (200 hours) 4 Credits (267 hours) 5 Credits (333 hours) 6 Credits (400 hours)	3 Credits (400 hours) Can repeat for 3 credits
<b>Grading</b>	Letter Grade	Letter Grade	Letter Grade
<b>Prerequisites</b>	AESHM 111/111L AESHM 311	AESHM 111/111L AESHM 311 EVENT 171	AESHM 111/111L AESHM 311 9 credits in HSP M
<b>Hour/Week Requirement</b>	200 hours & 10 weeks minimum	200 hours & 10 weeks minimum	400 hours & 10 weeks minimum
<b>Job Requirement</b>	AMD Related, Instructor Approval	Events Related, Instructor Approval	Supervisory/Rotational Instructor Approval
<b>Course Registration</b>	Concurrent	Concurrent	Concurrent
<b>Proof of Hours</b>	From supervisor in Final Evaluation	From supervisor in Final Evaluation	From supervisor in Final Evaluation
<b>Supervisor Evaluation</b>	(2) Midterm & Final	(2) Midterm & Final	(2) Midterm & Final

- Design and Product Development students: AMD 210, AMD 225, AMD 231, AMD 245, and AMD 278 are recommended.
- Merchandising students: AMD 275 and AMD 376 are recommended.
- Museum focused internships: AMD 257 is recommended.
- Public Relations focused internships: AMD 275, ADV 230, and PR 220 or PR 305 are recommended.

# AESHM 470/HSP M 470

## Professional Internship Course Information

### Course Description

Supervised & structured practical industry work experience with a cooperating firm or organization.

### Course Objectives

Students will:

- Participate in a professional work setting in preparation for a professional career
- Reflect on their internship interactions, observations, and responsibilities
- Recognize and implement specific academic concepts throughout the work experience
- Evaluate their learning, strengths, skills, background and areas for growth
- Document and record industry work through projects and a CHS profile

### Internship Criteria

- Duties aligned with **leadership tasks** in Apparel, Merchandising, & Design, Event Management or Hospitality Management. (See page 6 for more information)
- **Work experience tasks**, such as but not limited to: retail sales associate, barista, server, bartender, floral design will not be approved.
- **Formally designed internship program** with direct interaction with your supervisor
- **Approved Organization**
  - CyHire: Iowa State University operates an electronic job board called [CyHire](#). EEO policy requires that all professional employment opportunities (internships and full-time) made available to our students be posted in the system. This ensures that all students have an opportunity to learn about the position and apply if they are qualified. Most internships posted through CyHire, have been vetted by career services and are acceptable for AESHM 470 credit\*
  - Companies must have been in business for minimum of 3 years
  - Must have dedicated studio, office, or storefront
  - Direct supervisor may not be an immediate family member
  - Must be a different position and/or role from AESHM 170/270

## Possible Internship Job Titles/Positions by Program

**Apparel, Merchandising and Design** internships may include:

- Creative and technical design
- Product development
- Product management and sourcing
- Visual merchandising
- Retail marketing and ecommerce
- Brand management
- Fashion communications
- Trend forecasting
- Retail management
- Styling

**Event Management** internships may include:

- Event planning & design
- Sports management
- Client meetings, tours, sales, price quotes, proposals
- Incentive trip planning
- Event marketing or public relations
- Execution of the event
- Sponsorship
- Vendor sourcing
- Logistics, Operations
- Virtual event planning and implementation
- Volunteer management

**Hospitality Management** internships may include:

- Private club management
- Hotel-supervisory role in front office
- Hotel--supervisory role in housekeeping
- Food & beverage-supervisory role which may include inventory management, menu development, special events
- Culinary-supervisory role with catering and banquets, training with a head chef or baker
- Tourism- CVB, State, Local or Regional Office
- Human resources-recruitment, training, and employee relations
- Senior lifestyle management

## Finding an Internship

Be proactive and start searching early

- **Iowa State University Career Fairs** held in September and February  
<https://hs.iastate.edu/current-students/careers-and-internships/career-fairs/>
- **CHS Career Connections** HYPERLINK "<https://hs.iastate.edu/current-students/career-connections/>" List of past internship sites organized by program:
- **CyHire Search** Employers recruiting Iowa State University students for interns and full-time employees post positions in CyHire. You can search positions by college or major, upload your resume, view career fair information and more.
- **CHS Career Services Internship Report:** [View past internship employers and job titles by major](#)
- **Other Job Search Websites** LinkedIn, StyleCareers, Indeed, Hcareers, etc.
- **Company of Interest Website** Look for employment/internship postings and keep checking back as company posting dates and deadlines vary greatly
- **Networking** Internship Coordinator, Faculty, Staff, friends & family, local businesses that you visit, and community organizations that you have connections with. They can give you ideas and resources, connect you to others, or may have opportunities.

## Professional Internship Abroad

Students are welcomed and encouraged to complete internships outside of the United States. The following information provides some additional information for students both domestic and international who choose to complete their internship abroad.

### Requirements:

- Students are required to complete program hours and minimum 10 weeks for internships abroad (same as domestic)
- Proof of hours worked must be written in native language and translated into English
- International students returning to their home country must complete a study abroad application.

### Approval Process:

1. Complete the ISU [Study Abroad Application](#)
2. Contact your Internship Coordinator, to grant approval for your international internship
  - a. Please note not all internships qualify for academic credit please address any questions to your internship coordinator prior to registering for or selecting any internships abroad.
  - b. International internships must follow the same guidelines as domestic internships
3. Follow steps within the course registration checklist to enroll within the course.

## **Internship Supervisor Responsibilities**

1. Complete online Supervisor Agreement Form.
2. Provide student with regular training that is given to new employees including an orientation to the policies and procedures of the company or organization.
3. Assign specific areas of responsibility on which the student can be rated. Such duties and responsibilities should be clearly explained to the student by a supervisor at the beginning of the internship. Internship must provide an opportunity for the student to build a professional portfolio of their work preferably documenting a project that is mutually beneficial for the company and the student.
4. Provide student with opportunity to work closely with individuals in management or supervisory positions and perform some of their more routine tasks.
5. Provide student with opportunities to experience a variety of tasks in order to develop an understanding of the department or organization.
6. Complete evaluations at the mid-point and conclusion of the internship.
7. Make internship coordinator aware of any problems that arise during the internship.

## **Student Responsibilities**

1. Conduct a professional internship search and secure an internship.
2. Complete registration checklist (see p. 10).
3. Complete online Student Agreement Form.
4. Be prepared and on time for work each day.
5. Dress appropriately for the workplace.
6. Behave ethically and professionally.
7. Be positive and enthusiastic about the internship.
8. Provide documentation of a minimum of 10 weeks of employment and the minimum number of hours DURING the registered semester.
9. Complete all required coursework
10. Complete student evaluation and make sure supervisor completes midway and final evaluation.
11. Maintain communication during internship by reading CANVAS announcements and checking student email.
12. Discuss any problems with supervisor and, if necessary, with the internship coordinator.



## Hour and Week Requirements

Students must complete the minimum number of hours & work for a minimum of 10 weeks during the academic semester or summer session of their internship experience.

***This requirement is mandatory to pass the class, students who do not meet this requirement will receive an F for the course regardless if other requirements are met.***

It is your job to communicate this requirement to your supervisor and manage situations that happen during the course of your internship such as illness, vacation, slow business, etc. These situations may result in lost hours that could impact you meeting the required hours by the deadline. Keep this in mind as you work with your employer on your schedule.

## Proof of Hours

The hour minimum must be completed and submitted as part of the FINAL EVALUTATION **prior** to the final day of the academic semester, see course syllabus for specific a date.

## Unpaid Internships

The Department of Apparel, Events, and Hospitality Management strongly encourages employers to pay interns. If your organization must provide an unpaid internship, please be aware that it must meet strict guidelines set forth by The Fair Labor Standards Act. Information about these guidelines is on the US Department of Labor website.

<https://www.dol.gov/agencies/whd>

The College of Human Sciences has scholarships for CHS undergraduate students who enroll in internships. Scholarships range from \$1,000 to \$2,000. The larger awards will be considered for students serving in an unpaid experiences within the state of Iowa.

<https://hs.iastate.edu/current-students/scholarships-and-financial-aid/non-oneapp-application/internship-and-student-teaching-scholarships/>

## Registration Requirements

Professional Internships are completed concurrently with enrollment in AESHM/HSPM 470. This means you need to register (enroll via AccessPlus) just as you would any of your other classes at Iowa State University. Once your internship is approved you will receive notification from your coordinator providing you with your specific registration information. Within this email you will receive instruction on how to register, indicating the number of credits you are completing and your unique reference number (this is different than your RAN). Once you have this information input the data into AccessPlus to register for 470. You must register for your internship prior to starting your internship, please be aware of the following deadlines:

**May 1<sup>st</sup>** for Summer      **September 1<sup>st</sup>** for Fall      **February 1<sup>st</sup>** for Spring

Once the registration deadline has passed, you will need to contact your internship coordinator directly to see if you can add the course late.

## Professional Internship Registration Checklist

- 1.\_\_\_\_ Complete the pre-requisites for your program; specifically, **AESHM 311**
- 2.\_\_\_\_ Have a formal offer from a company or organization offering you an internship
- 3.\_\_\_\_ Have a formal job description or position details from the company or organization offering you an internship.
- 4.\_\_\_\_ Communicate with your respective internship coordinator regarding your plans including:
  - Company Name
  - Proposed Internship and Job Description
  - Identify if you have completed your prerequisites for AESHM/HspM 470
- 5.\_\_\_\_ Register via AccessPlus for your internship AESHM/HspM 470, following directions provided by your internship coordinator

## International Students Additional Guidelines for Registration

International students are approved to complete their Internship in the United States through Curricular Practical Training or CPT

**CPT Eligibility:**

- Students in valid F-1 status
- Completed one full academic year at Iowa State University (Fall and Spring Semester)
- Internship must be directly related to Major

**CPT Application Process:**

- Attend CPT workshop (online: access through ISSO website)
- Received offer letter from employer
- Applies for Fulltime (over 20 hours per week) CPT in Cystart
- Wait for approval from Internship Coordinator
- Wait for ISSO approval
- Student picks up CPT I-20 and uses it to complete I-9
  - Must have I-20 to start working
- Follow steps within the course registration checklist to enroll within the course

As a student of Iowa State University it is your responsibility to contact ISSO regarding your internship plans to ensure your enrollment status as each student's VISA status is different. You must also communicate with the internship coordinator regarding your internship plans.

## Frequently Asked Questions

### How do I add the class after the start of the semester?

Contact your Internship Coordinator

### How do I increase my credits?

1. Contact the internship coordinator and discuss this with your supervisor.
2. Meet with your advisor to see how increasing your credits affects your degree audit/class schedule. Also keep in mind any [financial](#) implications this may have.

### How do I decrease my credits?

1. Contact the internship coordinator and discuss this with your supervisor if you feel you will have trouble meeting the hour requirement.
2. Meet with your advisor to see how this may affect your credit audit. Also keep in mind any [financial](#) implications this may have.

### How do I drop or withdraw from the class?

- If this is the only course you are taking during the semester, you will need to complete paperwork for a [University Withdrawal](#) and submit it to your academic adviser.
- If you are taking multiple courses, you can drop the course within the first 5 days of the semester on your own, through Access Plus.
- Please remember there are [financial](#) penalties for withdrawal/drop from class.

### What are the deadlines for withdrawing from the class?

All course deadlines can be found on the [Academic Calendar](#), available from the Office of the Registrar.

### What are the financial penalties for withdrawing from the class?

All [Tuition Adjustments](#) can be found through the Office of the Registrar's website. Students can contact Scheduling and Fees at: 515-294-2331 or [schedfees@iastate.edu](mailto:schedfees@iastate.edu)

### How do I address internship experience concerns?

If you feel your experience is not what you expected, you are experiencing issues with co-workers or supervisors, you feel you are not gaining the experience listed in the job description, or you are encountering any other concerns that are negatively impacting your experience, please do the following **as soon as possible**:

- If you feel comfortable, discuss the situation with your supervisor as soon as the situation develops. Be prepared to bring specific examples or situations to the discussion. Report conversation and outcome to your internship coordinator.
- If you are uncomfortable discussing the situation with your supervisor, contact the internship coordinator to discuss the situation.
- Keep all documentation and/or examples of specific experiences or situations.

- Based on the discussion with the internship coordinator, a plan of action will be developed.

***The earlier the situation is addressed the better the chances are of a positive outcome.***

**What happens if my employer terminates me?** Termination by your employer for dishonesty or infraction of company policy will result in failure of the internship course.

**What happens if I resign from my internship?** Resigning from your internship without providing appropriate notice will result in failure of the internship course. If you are considering submitting a resignation, please discuss this with the internship coordinator first.

## ISU Policies

Sexual Misconduct, Sexual Assault, Sexual Harassment, Stalking, and Intimate Partner Violence Involving Students Policy

<https://www.policy.iastate.edu/policy/students/sexualmisconduct>

Sexual Misconduct Policy Procedures, Applications, and Guidance

<https://www.policy.iastate.edu/policy/students/sexualmisconduct#proc>

Discrimination and Harassment Policy

<https://www.policy.iastate.edu/policy/discrimination>

Non-Retaliation Against Persons Reporting Misconduct Policy

<https://www.policy.iastate.edu/policy/nonretaliation/>