

## 2016 • 2017

**COURSE NO. & TITLE**                      **FSN 402 Internship**

**TERM & HOURS**                              Winter 2017  
**TEACHING MODE**                            Work experience  
**PRE-REQUISITES**                            FSN 707  
**CO-REQUISITES**                            Not applicable

<b>INTERNSHIP COORDINATORS</b>	<b>Fashion Design:</b> Lu Ann Lafrenz	<b>Fashion Communication:</b> Grahame Lynch
<b>OFFICE LOCATION</b>	KHW 59A	KHS 55E
<b>TELEPHONE</b>	416-979-5000 Ext. 7077	416-979-5000 Ext. 4550
<b>E-MAIL</b>	<a href="mailto:lalafrenz@ryerson.ca">lalafrenz@ryerson.ca</a>	<a href="mailto:g3lynch@ryerson.ca">g3lynch@ryerson.ca</a>
<b>COUNSELING HOURS</b>	To be posted on D2L	To be posted on D2L

**NOTE:** Both Internship Coordinators have office hours in the Fall and Winter terms. At this time students may discuss employment strategies and discuss specific needs and/or interests they may have regarding internship related issues. During the December holidays and summer breaks, coordinators may not check FITS on a regular basis.

**COURSE DESCRIPTION**                      In order to enhance the application of theory into practice, students are required to complete 400 hours of documented work experience. It is recommended that students start their internships after first year (in the summer prior to second year), and complete the total hours by a specified date in the final term of their fourth year. Internship experience must be related to the fashion and communication industries. While fashion retail experience is acceptable for a maximum of 100 hours, additional internship hours must be completed with a minimum of two different companies. All positions must be approved prior to starting, and both student and employer assessments are to be completed within two weeks of work completion. This course is graded on a Pass/Fail basis.

**COURSE INFORMATION**                      For information and process see the School of Fashion website.  
**Direct link to Internship:**  
<http://www.ryersonfashion.ca/current-students/undergraduate/internships>

**Fashion Internship Tracking System (FITS).**  
 Direct link to FITS: <https://ccs.cf.ryerson.ca/fashionintern/>

FSN 402 is only offered in the Winter term; students should plan to complete their required hours prior or during the term they register. Normally this is taken in the Winter term of 4<sup>th</sup> year.

**All internships including volunteer hours must be entered on FITS and approved by your Internship Coordinator within two weeks of starting the position.**

Internships that have been started and/or completed without approval may not be accepted and therefore may not count toward your total required hours. Once you reach 400 verified hours no further approvals will be issued and students are no longer eligible for coverage from the Workplace Safety Insurance Board.

**Workplace Safety Insurance Board (WSIB)** forms are legally required for all unpaid internship placements. To be eligible for WSIB coverage while on unpaid work placements, students must download and complete the following documents at <http://www.ryersonfashion.ca/current-students/undergraduate/internships>

- Students must complete the **Declaration of Understanding** and return to the Internship Coordinator for their program option. PDF with digital signature, or printed and signed copies are acceptable.
- Student must ask each employer to complete the **Letter to Placement Employers** and student must return it to the Internship Coordinator for their program option. PDF with digital signature, or printed and signed copies are acceptable. If documents are printed and signed, students should retain originals and employers should retain a copy.

#### **Liability Waiver**

While the School of Fashion makes every effort to inform students about making safe decisions pertaining to internship opportunities, students must complete a Liability Waiver to acknowledge that they are ultimately responsible for their safety and well-being. Download the form at:

[http://www.ryerson.ca/ri/download/StudentLiabilityWaiver\\_Feb2010.pdf](http://www.ryerson.ca/ri/download/StudentLiabilityWaiver_Feb2010.pdf)

#### **Disclaimer:**

The School of Fashion posts internship opportunities as a service; these are not vetted or authorized prior to posting. Students are encouraged to use good judgment when pursuing leads for internships and meeting potential employers.

#### **COURSE ASSESSMENT**

A minimum of two fashion-related work experiences totaling 400 hours are required; three if any hours are retail experience.

- The minimum hours for a single internship is 50 and the maximum is 200.
- The maximum hours for retail experience is 100.
- The maximum total hours for service or volunteer positions is 50 hours.

The 400 internship hours must be approved by **March 17, 2017**.

All internship hours must be completed and verified on FITS by **April 6, 2017**.

**If the 400 hours are not completed by April 6, 2017, you may receive a failing grade for the course**, and it may affect your graduation date. Failing grades must be cleared within 12 months of the issue date; after 12 months students must re-register the course FSN 402.

#### **LEARNING OUTCOMES**

As a result of successfully completing this course, students will:

1. Obtain industry experience and knowledge that will assist them in future internship or employment opportunities.
2. Acquire additional job seeking skills (i.e., job research, portfolio development, resume writing, interviewing).

3. Establish industry contacts through colleagues they worked with on-the-job or met as a result of working in the industry.
4. Prioritize activities related to their personal, professional, and academic life during the internship employment period.
5. Understand what careers they are not interested in pursuing.

## SCHOOL OF FASHION COURSE MANAGEMENT POLICIES

- The Fashion Course Management Policies are in accordance with Ryerson University Policy #145 Course Management Policy.
- Academic Accommodation Support  
Students who require, or suspect a need for disability-related accommodations are to contact Academic Accommodation Support (AAS) as soon as possible.  
<http://www.ryerson.ca/studentlearningsupport/academic-accommodation-support/index.html>. Contact with AAS is treated confidentially.
- Please refer to the School of Fashion Student Guide for specific information on attendance, illness, assignments, missed tests and exams, plagiarism, student codes of academic and non-academic conduct.  
<http://www.ryersonfashion.ca/current-students>. All scheduled classes will begin promptly at 10 minutes past the hour. Students arriving late will be accommodated at an appropriate time in the class. Lateness will be treated as an absence and will affect the attendance and participation grade.
- Students are responsible for their own learning; attendance and class participation are essential for the development and understanding of course content.
  - **Regular attendance**, in their registered section is expected of all students. If a student is found to have attendance irregularities, such as more than one absence without proper documentation, lateness to class and/or departing before a class officially ends, and if this irregularity continues for more than three (3) classes within a given semester, the student may be required to meet with the instructor for the purpose of correcting the situation. Frequent absences without proper documentation may result in failing the course.
  - **Student participation** includes some or all of the following: arriving on time and listening in class, being prepared, sharing ideas, concepts and creative exploration, sharing conceptual development in progress, cooperating in group projects, analyzing and offering constructive criticism during class discussion, and being an active participant in critique. In studio courses, students must be seen by the instructor working on their projects in class to ensure authenticity of the work.
- Students who do not want their work submitted to an electronic plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternate arrangements.
- The School of Fashion values the timely submission of work in order to be fair to all students. All assignments are due as specified on the project brief, in the weekly breakdown and/or course outline. Incomplete assignments will be accepted at the time date specified for the assignment, and evaluated based on the completed elements. Any elements found to be incomplete will receive a "0" grade. Late assignments will only be accepted with proper documentation for medical or compassionate reasons; acceptance requires timely action by the student; please refer to **Course Considerations** in the School of Fashion Student Guide.  
<http://ryersonfashion.ca/current-students>.
- Every attempt will be made to return all graded assignments and projects to students, in class, within two weeks of submission. Students must pick up their projects from their instructors by the last day of the exam period each term. Please refer to the individual instructor's Assignment Sheets and Course Outlines for the appointed time and location for submitting work.
- Modifications to course outlines will be discussed in class prior to implementation and a written statement of revision will be provided to students.

- Students are required to submit high quality work in all multi-segment courses (i.e., FFD 313, FFD 40A/B, FFD 413, FFD 513, FFD 613, FFC 503, FFC 603, FSN 120, FSN 220) in order to receive a passing grade. Grades are calculated separately for each segment and then added to arrive at a course grade; they are **not** totaled then averaged between the segments. A failure in one or more segments will result in an “F” grade for the entire course. An “F” must be cleared if the course is a pre-requisite for another course and/or a requirement to graduate.
- It is essential that all work submitted is completed by the individual student or the students in a particular team. Group projects may involve both group and individual assessments; evaluation criteria will be identified on project briefs and rubrics.
- The Faculty Course Survey (FCS) will be delivered online in Fall and Winter terms. Some instructors will conduct FCS both online and on paper. Dates to be announced.
- Should a student miss a test or other form of assessment, with appropriate documentation, normally a make-up will be scheduled as soon as possible in the same semester, and where possible, before the last date to drop the course. Make-ups will cover the same material as the original assessment but may be in a different format. Please refer to section 2.2 of Policy 145 <http://www.ryerson.ca/senate/policies/pol145.pdf>
- Grades for assignments, tests and exams may be posted by numerically sorted student numbers (at least first four digits removed to ensure that the number remains unique). Students who do not wish to have their grades posted must inform their instructor in writing.
- Examinations will be written during the examination period. Students are advised to consult the Ryerson Calendar to review policies, procedures, and examination dates before finalizing holiday and employment plans. Please consult the School of Fashion Handbook to review the University’s examination policy and procedures. Students who miss an exam or are more than 30 minutes late for a scheduled exam, without documentation, will receive a zero grade. Final exams will not be returned to students. They are available for review in case of an appeal and are kept on file for a period of one year. <http://www.ryersonfashion.ca/current-students>
- Religious Observance – Please refer to [www.ryerson.ca/senate/policies/pol150.pdf](http://www.ryerson.ca/senate/policies/pol150.pdf)
- An Aegrotat and/or INC grade will be awarded only on petition by the student. Please consult the Ryerson University Calendar for significant dates and procedures. An INC grade must be cleared if the course is a pre-requisite for another.
- The use of electronic devices in class will only be permitted at the discretion of the instructor.

#### **COMMUNICATING WITH YOUR PROFESSOR OR T.A./G.A.**

- Electronic communication from Ryerson University, the School of Fashion, Instructors, and Assistants is through Ryerson e-mail, therefore all students must activate and regularly check their Ryerson e-mail account.
- When e-mail communication is necessary, students are required to communicate with their professors using their Ryerson University e-mail accounts.
- Students are responsible for monitoring their Ryerson e-mail accounts to ensure that they are active and are not “over quota”.
- In all communications, students should identify themselves by full name (as written on the course roster), student number, course number and section number. Communications not following this format will not receive a response.
- Students are responsible for consulting D2L Brightspace regularly for course outline information, assignment details and deadlines, pertinent announcements and when seeking answers to previously given information.
- Messages requesting the following will not be returned: information found in the course outline, explanations of material or announcements given in class or posted on D2L Brightspace, or grade information.

- Professors will make every effort to respond to student email messages within 3 days (72 hours) of receipt of the message. Students should keep this timeframe for response in mind when sending messages asking for information or clarification relating to assignments or tests. It may not be possible for the professor to respond to messages sent less than 3 days prior to the test or assignment prior to the due date.

### **CONTRACTOR POLICY**

- Students may have to use external contractors to complete their assignments (including but not limited to: embroidery, pleating, pressing and buttonholes, book binding, printing, editing etc.). The use of any contracted service must be approved by the instructor in advance. While the School of Fashion and individual instructors may recommend contacts for such work they cannot be held responsible for the quality and the work completed by external contractors.

### **DISPLAY OF STUDENT WORK**

- In this course, professors or instructors may select student work for display on Ryerson campus or university related events for a period lasting until the end of the academic year. In addition, student work may be displayed electronically on the School of Fashion web site for a period of up to 3 years. If you do not wish your work to be displayed, please notify your professor/instructor in writing as soon as possible. All student work chosen for display will be returned to the student. Any questions about the display of student work can be directed to your professor/instructor.