

Steps to setting up your internship: Fashion

Start early!

It can take several weeks to get through the set-up process

Preparation Steps

Search for internships

Off-Campus: [Handshake](#) > Jobs > Internships

On-Campus: [Handshake](#) > Jobs > On-Campus > Search "Community Leaders"

Brainstorm ideas with Fashion faculty & Career Development

Prepare your resume, cover letter, and interviews

Resources: [Resume Guide](#), [Cover Letter Guide](#), [Interview Guide](#), [InterviewStream](#)

Determine Credits

Fashion Merchandising requires a minimum of 3 credits

Fashion Design requires a minimum of 2 credits

Options	Hours/Week	Semester Hours
4 Credits	10-12 Hours	150-160 Hours
3 Credits	8-10 Hours	120 Hours
2 Credits	5-6 Hours	75-80 Hours
0 Credits	5-6 Hours	75-80 Hours

Find a Faculty Advisor

Set-Up Steps for Registration

Complete a Learning Contract

-Record internship details, duties, goals, and assignments

-Obtain e-signatures from your faculty advisor and internship site supervisor

Complete the Experiential Learning Agreement

Request an Experience in Handshake

Go to [Handshake](#) > Career Center > Request an Experience

Schedule an Internship Set-Up Appointment

Go to [Handshake](#) > Career Center > Appointments

Use this Timesheet throughout your internship

Resource found on KatieCareer Virtual Center