

Fashion Internship Tracking System (FITS) – Student User Guide

Access Internship Tracking System on the School of Fashion website and login using your matrix id & password <http://fashion.ryerson.ca/index.php/index/current-bachelor-internship>

Disclaimer: The School of Fashion posts job and internship opportunities as a service. Jobs are not vetted or authorized as internships prior to posting. All internships including volunteer hours must be cleared with your Internship Coordinator prior to starting the position.

1. For Pre-Approval

Click **“Create New Application”** and enter information into all forms (follow specified form entry requirements)

NOTE: If you specify that your internship is retail, you will only be able to submit a maximum of 100 hours.

- Click **“Save”** to save the application and come back to it later
- Click **“Save and Submit”** to submit it to your Internship Coordinator for pre-approval.
- Click **“Proceed to Submission”** to confirm and submit.

You can return to your main page by clicking **“Home”** at the top of the form. On your homepage, a detailed list of your submitted applications will be displayed.

Student Name Home Logout

Intern Summary

FSN402 In Progress (W2013) Verified Hrs: 140 Retail: 0 Grad Yr: 2013

Please select your graduation year

If you will graduate in 2013, make sure your FSN 402 status shows “In Progress (W2013)”.

Please
Total required hours = 400 Internship hours
Number different fashion related experiences = two (three required if a maximum of 100 hours are retail)

Your applications

A total of 6 items were found. Show All | 10 | 30 | 50 items per page. Results 1 - 6 of 6 items

| Company | Status | Actual Credit Hours | Date Last Modified |
|--|--------------|---------------------|------------------------|
| H&M | Draft | 0 | Sep-14-2012 02:02:03PM |
| Banana Republic | Rework | 110 | Sep-14-2012 02:03:12PM |
| Paris Fashion Haus | Pending | 80 | Sep-14-2012 12:25:32PM |
| Champagne and Cupcakes | Pre-Approved | 40 | Sep-14-2012 01:55:35PM |
| Holt Renfrew | Complete | 100 | Sep-14-2012 02:04:26PM |
| Generic Fashion Brand | Verified | 140 | Sep-14-2012 12:22:07PM |

Next to the name of your submission, you will notice the submission status:

- **Draft** indicates that the submission has not yet been completed or sent to your Internship Coordinator.
- **Rework** indicates an issue with your submission. You must edit your application and resubmit.
NOTE: To resubmit an application – click on the application that has a “rework” status. You will be brought to a “summary” page. Click on the “details” tab at the top of the page to make amendments to the information you submitted previously. Once you are done, click “save and submit”. Your application will now have a “pending” status. If your submission is pre-approved, you may proceed to the next step.
- **Pending** indicates that the Internship Coordinator has yet to pre-approve your submission.
- **Pre-approved** indicates that you are ready to move on to the next step. You must receive Pre-approval prior to start date of your internship placement.
- **Complete** indicates that you have completed the internship placement and student response.
- **Verified** indicates that you have received internship credit hours for this placement.

2. Student Response

After you’ve completed your internship experience, click on “Details” tab if you need to modify the employer’s contact info or the actual credit hours, fill out the Student Response with details of your job description, recommendations and responsibilities. When you are ready, click “save and submit to proceed”. An e-mail will be sent to the employer’s e-mail address that you had provided in your application. This email contains the link to the Employer Response Form.

3. Employer Response

Your employer will now fill out the online assessment. When they complete, the Employer Response will be available for your review.

| Summary | Details | Student Response | Employer Response |
|---------|---------|------------------|-------------------|
|---------|---------|------------------|-------------------|

Employer Response

The tab shows the evaluation that the employer has submitted. The credit hours for this internship will be added to your total once your internship has been reviewed and verified by the coordinator.

IN PROGRESS

A. Overview

| | EXCEL. | GOOD | FAIR | UNSAT. |
|---|--------|------|------|--------|
| Attendance | | | | |
| Punctuality | | | | |
| Ability to get along with co-workers | | | | |
| Reliability in completion of task | | | | |
| Willingness to learn enthusiasm | | | | |
| Follows instruction | | | | |
| Willingness to perform over and above assigned duties | | | | |
| His/her actual performance of a given duty | | | | |
| Appearance/suitability for establishment | | | | |

B. Briefly describe the student's duties and responsibilities.

C. Please comment on the student's skills and knowledge as it applies to your business.

D. Would you recommend this student for employment?

E. Would you be prepared to participate in the program next year?

F. Do you have any additional comments regarding the student or the program?

Employer last saved: Never Accessed

If the employer has lost the email containing the link to their *Employer Response Form*, [click here](#) to resend that email.

If your employer does not complete the online assessment within 2 weeks, you may re-send the invitation.

4. Verification

Once all of the aforementioned steps have been completed, the Internship Coordinator will review the information and verify the internship hours credited.