

2017 • 2018

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

TERM & HOURS Winter 2018
TEACHING MODE Work experience
PRE-REQUISITES FSN 707
CO-REQUISITES Not applicable

INTERNSHIP COORDINATORS	Fashion Design: Lu Ann Lafrenz	Fashion Communication: Grahame Lynch
OFFICE LOCATION	KHW 59A	KHS 55E
TELEPHONE	416-979-5000 Ext. 7077	416-979-5000 Ext. 4550
E-MAIL	lalafrenz@ryerson.ca	g3lynch@ryerson.ca
COUNSELING HOURS	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 4th 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:

<https://www.ryerson.ca/content/dam/fcad/Exchange/Liability%20Waiver.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, 2018**.

All internship hours must be completed and verified on FITS by **April 6, 2018**.

If the 400 hours are not completed by April 6, 2018, 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 Undergraduate Course Management](#).

General Information

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. All scheduled classes begin promptly at 10 minutes past the hour; students arriving late will be accommodated at an appropriate time in the class. 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.

Modifications to course outlines

Any modifications will be discussed in class prior to implementation and a written statement of revision will be provided to students

Student Guide

Please refer to the [School of Fashion Student Guide](#) for information on administrative services academic and technical matters specific to the School, including the process for requesting academic considerations and accommodation for health or compassionate reasons, beginning on page 29.

Faculty Course Survey (FCS)

The FCS will be delivered online in Fall and Winter terms. Some instructors will conduct FCS both online and on paper. Dates to be announced.

Electronic Devices

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 and the name you go by in class if it is different), student number, course number and section number. Communications not following this format may not receive a response.
- 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.
- Messages requesting the following may not receive a response: information found in the course outline, grade information, or explanations of material or announcements given in class or posted on D2L Brightspace. 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.

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.

Evaluation

Group Work

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.

Late assignments

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.

Late assignments with proper documentation for health or compassionate reasons will be accepted without penalty; acceptance requires timely action by the student; please refer to *Academic Considerations* beginning on page 29 in the [School of Fashion Student Guide](#)

Late submissions without documentation will be accepted with a 20% penalty up to 7 days past the due date and time. Submissions after 7 days will not receive a grade, but may receive feedback. To ensure the timely submission of final grades, approval is required if an assignment is to be submitted past the final week of class; extra time may not exceed the date and time agreed upon between the instructor and student.

Grades for Multi-Segment Courses

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.

Missed Classes and/or Evaluations

When possible, students are required to inform their instructors of any situation which arises during the semester which may have an adverse effect upon their academic performance, and must request any consideration and accommodation according to the relevant policies as far in advance as possible. Failure to do so may jeopardize any academic appeals.

- **Health certificates** – If a student misses the deadline for submitting an assignment, or the date of an exam or other evaluation component for health reasons, they should notify their instructor as soon as possible, and submit a Ryerson Student Health Certificate AND an Academic Consideration Request form within 3 working days of the missed date. Both documents are available at www.ryerson.ca/senate/forms/medical.pdf.

Forms are submitted to the Academic Coordinator for the School of Fashion

- **Religious, Aboriginal and Spiritual observance** – If a student needs accommodation because of religious, Aboriginal or spiritual observance, they must submit a Request for Accommodation of Student Religious, Aboriginal and Spiritual Observance AND an Academic Consideration Request form within the first 2 weeks of the class or, for a final examination, within 2 weeks of the posting of the examination schedule. If the requested absence occurs within the first 2 weeks of classes, or the dates are not known well in advance as they are linked to other conditions, these forms should be submitted with as much lead time as possible in advance of the absence. Both documents are available at <http://www.ryerson.ca/senate/forms/reobservforminstr.pdf>. **Forms are submitted to the Academic Coordinator for the School of Fashion.**
- **Academic Accommodation Support** – Before the first graded work is due, students registered with the [Academic Accommodation Support office](#) (AAS) should provide their instructors with an Academic Accommodation letter that describes their academic accommodation plan.

Examinations

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 Student Guide](#) or see [Policy 135](#) 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.

Make-up Tests or Exams

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 2.2.7 of [Ryerson University Policy 145](#).

Incomplete (INC) Grades

The INC grade is for incomplete coursework or a missed final examination due to documented health or compassionate grounds. Students must within 3 working days, or as soon as reasonably possible, of a missed final examination or final assignment deadline, petition their instructor and the Academic Coordinator to receive an INC grade. Supporting documentation (e.g. Ryerson Health Certificate) must be provided to the Academic Coordinator.

An INC can be awarded only when the completion of the outstanding work or an alternate final examination may result in a passing grade.

The outstanding work or alternate examination must be completed by the date agreed upon between the instructor and the student. The INC will be replaced by an official course grade when the work is completed. If the work is not completed by the deadline the INC will become a grade of F. An INC grade must be cleared if the course is a pre-requisite for another.

Full details are available in [Ryerson University Policy 46](#).

Academic Integrity

Ryerson's [Policy 60 \(the Academic Integrity policy\)](#) applies to all students at the University. Forms of academic misconduct include plagiarism, cheating, supplying false information to the University, and other acts. The most common form of academic misconduct is plagiarism – a serious academic offence, with potentially severe penalties and other consequences. It is expected, therefore, that all examinations and work submitted for evaluation and course credit will be the product of each student's individual effort (or an authorized group of students). Submitting the same work for credit to more than one course, without instructor approval, can also be considered a form of plagiarism.

Suspensions of academic misconduct may be referred to the Academic Integrity Office (AIO). Students who are found to have committed academic misconduct will have a Disciplinary Notation (DN) placed on their academic record (not on their transcript) and will normally be assigned one or more of the following penalties:

- A grade reduction for the work, include a grade of zero for the work.
- A grade reduction in the course greater than a zero on the work. (Note that this penalty can only be applied to course components worth 10% or less, that any additional penalty cannot exceed 10% of the final course grade, and that information explaining that such a penalty may be assigned must be included on the course outline.)
- An F in the course
- More serious penalties up to and including expulsion from the University

The unauthorized use of intellectual property of others, including your professor, for distribution, sale, or profit is expressly prohibited, in accordance with Policy 60 (Sections 2.8 and 2.10). Intellectual property includes, but is not limited to:

- Slides
- Lecture notes
- Presentation materials used in and outside of class
- Lab manuals
- Course packs
- Exams

For more detailed information on these issues, please refer to the [Academic Integrity policy](#) and to the [Academic Integrity Office website](#).

Turnitin.com [IF USED IN THIS COURSE]

Turnitin.com is a plagiarism prevention and detection service to which Ryerson subscribes. It is a tool to assist instructors in determining the similarity between students' work and the work of other students who have submitted papers to the site (at any university), internet sources, and a wide range of books, journals and other publications. While it does not contain all possible sources, it gives instructors some assurance that students' work is their own. No decisions are made by the service; it generates an "originality report," which instructors must evaluate to judge if something is plagiarized.

Students agree by taking this course that their written work will be subject to submission for textual similarity review to Turnitin.com. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of comparing the similarity of such papers. Use of the Turnitin.com service is subject to the terms-of-use agreement posted on the Turnitin.com website.

Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with their instructor to make alternate arrangements.