

## INTERNSHIP ASSIGNMENT INSTRUCTIONS BA 2/3/4 CR

Students who register a 2,3, or 4-CR internship with AUP are REQUIRED to complete a series of assignments to clear the incomplete grade for their internships:

1. Student Internship Evaluation and Assignment Submission webform
2. Internship Report (Includes the following sections):
  - a. Cover Sheet
  - b. Table of Contents
  - c. Organization Summary
  - d. Overview of the field/industry
  - e. Work Assignment(s)
  - f. Research project(s) (optional)
  - g. Description of Internship Experience
  - h. Conclusion
  - i. Bibliography
3. Informational Interview
4. Updated CV or Resume
5. Employer evaluation request (not graded)

**Internship assignments are required of all students by AUP academic policy and by French law.**

The purpose of the assignments is to give students a framework to summarize what they learned and observed at the internship, and to connect their future goals and endeavors with their internship and academic experience. If students run into difficulties completing a part of the assignments, they are encouraged to propose a creative or original solution when confronted with this challenge and to contact the internship office ([internship@aup.edu](mailto:internship@aup.edu)) and their assigned faculty reader for guidance.

**The Internship Office STRONGLY advises students to start thinking about their assignments before the internship has actually ended so that they gather information and arrange their informational interview more easily.**

### **2,3, and 4-Credit Internship Assignments:**

#### **1. Student Internship Evaluation and Assignment Submission Webform**

**[Click here to access the form.](#) Note: You will also submit your assignments using this webform.**

- a. The aim of this exercise is for you to reflect on your internship experience:
  - i. To compare your expectations with actual results
  - ii. To assess whether you feel better equipped to enter this field/industry as a result of this internship
  - iii. To consider how the experience contributed to your future choices (next internship, graduate school, career, etc.)
- b. Submission requirements:
  - i. You must submit a webform that includes internship evaluation questions
  - ii. Make sure you answer the reflective prompts with at least five full sentences.

## **2. Internship Report**

The report reflects your internship and its relationship to your studies: namely, how has the theoretical knowledge you acquired in your courses prepared you for this professional experience? How has this professional experience impacted your understanding of the subjects you have been studying? Finally, did any aspects of your internship surprise you based on what you have learned, and if so which ones?

### **Length of Internship report:**

7 pages (2-CR Internship)

10 pages (3-CR Internship)

15 pages (4-CR Internship)

The report must include a cover sheet, a table of contents, and a bibliography. These items are not included in the 7/10/15 report page count.

### **HOW TO ORGANIZE YOUR INTERNSHIP REPORT**

Use the list below as a checklist to make sure you include all the information and pieces of the report in your portfolio.

#### **1. Cover Sheet**

- a. (see Annex I for template).
- b. The cover sheet does not count towards the 7/10/15 page count.

#### **2. Table of Contents**

- a. The table does not count towards the 7/10/15 page count
- b. Be sure to indicate the major sections of the report.

#### **3. Organization Summary:**

The Organization Summary is a description of the company you worked for. Please include the following information: Name of the organization, Location(s), Company activities (products, services), Company Structure and size, Brief history of the company, Company slogan and/or mission statement. When applicable, also include the function of the particular department in which you were working. Describe the work culture of where you were working.

- a. Tips for finding information about the company/organization:
  - i. Sources such as industry publications, company newsletters and related documents, and interviews with key personnel can help you acquire a deeper understanding of your employer.
  - ii. In the private sector, the annual report in particular will provide the following information: the organization's current objectives and policies, structure, anticipated growth, accomplishments, description of operating divisions, financial review, and contributions to the industry or field.
  - iii. A comparison of the two most recent annual reports can be especially revealing. In the case of an internship in a public service area (NGOs, museums, etc.), mission statements, fundraising documents, and related reports can clarify specific organizational objectives.

#### 4. **Overview of the field/industry:**

This section should present information about the history, traditions, organizations, products, and expected growth of the field or industry in which you are working. Where relevant, current issues, developments, and the effect(s) of political and economic trends on the field or industry should be included.

#### 5. **Work Assignment(s)**

In this section, describe your duties and responsibilities, the means at your disposal to accomplish your assignment, your working conditions (physical setting, hours, and benefits), the general atmosphere, your relationship with your supervisor and co-workers and how they interacted with you.

#### 6. **Research Project (optional):**

If you wish to integrate a specific research project into your report, please contact your faculty reader to discuss details.

#### 7. **Description of internship experience:**

Explain the reasons for the choice of this internship, the results (completion of projects, acquisition of new skills, application of classroom learning in a professional context).

#### 8. **Conclusion**

Summarize the previous section, reflect on what you learned at the internship and how it may have contributed towards your future choices – graduate school, career plans, etc.

#### 9. **Bibliography:**

- a. Footnotes throughout the report, as well as the Bibliography, should follow the format required for research in your field.
- b. This section does not count towards the 7/10/15 page count.
- c. If you have questions about how to format this, contact your faculty reader, the [AUP Library](#) or the [Academic Resource Center \(ARC\)](#).

### **REPORT LAYOUT AND SPECIFICATIONS**

- i. Include the following information in the header of all pages:
  1. First Name, Last Name, Student ID number
  2. Internship Report
  3. Name of Company
- ii. 7/10/15 pages, depending on the number of credits. Assignments that are less than the page requirement will not be approved.
- iii. Written in English
- iv. A4 paper format
- v. 1" margins top, bottom, left, and right
- vi. Times New Roman font size 12 or Arial font size 12
- vii. Line spacing of 1.5. Do NOT add extra spaces between paragraphs
- viii. Add page numbers to the footer of the document
- ix. Save in PDF format

### 3. Informational Interview

Write-up of a 4-5-page informational interview with your internship supervisor or a colleague at the internship. The aim of this exercise is to acquire useful information for your career plans.

The length of the informational interview is 4-5 pages for 2, 3, and 4-credit internships.

Please see the guidelines below for examples and ideas of what to discuss during the interview.

#### a. Informational Interview Guidelines

##### i. RECOMMENDED PROCEDURE

1. Call or write directly to request permission to interview your contact. You should inform them of the interview's purpose and approximately how much time it will take. Schedule an appointment (in person or remote).
2. Prepare the interview by making a list of questions (see below). Please avoid personal questions.
3. Be on time for the interview. Ask for permission to take notes or record the interview should you wish to do so. If discussing confidential information, make sure that the contact understands that the written summary will be read exclusively by members of the AUP community.
4. Within a week following the interview, send a note to your contact to express thanks for their time, consideration and ideas. Send them a copy of the interview if he or she wishes to receive one.
5. It is important to aim for a written copy of the interview that is informative and interesting, and which clearly sums up the interviewee's responses.

##### ii. SUGGESTED QUESTIONS FOR INFORMATIONAL INTERVIEWS: Select the questions most appropriate to the person you are interviewing, or create some of your own.

1. How did you get involved in this line of work?
2. Are any degrees or qualifications required or recommended for this position?
3. In your opinion, what are some key skills and personality traits needed to succeed?
4. How many hours a week do you work? Is it common to bring work home?
5. How much variety is there in your work? How much specialization?
6. What is a typical day like? A typical week?
7. What are the most difficult problems and decisions you have ever faced? What about weekly decisions/problems?
8. Does this job have any travel obligations?
9. Are there any civic or social obligations that go with this job?
10. Is it easy for someone in this field to move to another location?
11. In your opinion, what is the best thing about this job? The worst?
12. How visible are you in this job?
13. What trends do you see happening in your field?
14. What is a typical starting salary? What can someone expect to earn after five or six years of experience?
15. Are there ways to "try out" this line of work, i.e. internships, summer jobs, part-time work?
16. What is the supply/demand situation in this field?

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17. What do you wish you had known when you began your career?
18. What advice would you offer to a recent graduate interested in working in this field?

**b. Document layout and specifications** (see Annex II for template)

- i. Include the following information in the header:
  1. First Name, Last Name, Student ID number
  2. Internship Assignments: Informational Interview
  3. Name of Interviewee, Company Name, Role at the Company
- ii. 1-2 full pages. Assignments that are less than one full page will not be approved.
- iii. Written in English
- iv. A4 paper format
- v. 1" margins top, bottom, left, and right
- vi. Times New Roman font size 12 or Arial font size 12
- vii. Line spacing of 1.5. Do NOT add extra spaces between paragraphs
- viii. Page numbers in footer
- ix. Save in PDF format

#### **4. Updated Resume or CV**

A resume or CV is a document that summarizes your education, experience, and skills. Make sure your resume or CV includes the internship tasks and responsibilities from the internship you just completed.

**a. Document layout and specifications**

- i. 1-2 pages
- ii. Written in English
- iii. A4 paper format
- iv. Save in PDF format

- b. Scroll down to the bottom of [this page](#) for examples of sample resumes, and suggested templates. You may also wish to consult this [sample CV](#) or [video](#) put together by the ACE Center.

#### **5. Employer Evaluation Request**

- a. By submitting the student evaluation form, you trigger an automatic email to your internship supervisor prompting him/her to fill out the online employer evaluation and comment on your performance during the internship.
- b. The internship office recommends writing to your supervisor after you submit the form to let them know that you have sent them an employer evaluation, and request that they fill it out.
- c. Students will not be held academically responsible if the employer does not complete the employer evaluation, or if the employer refuses to participate in the informational interview.

#### **Assignment Submission Deadlines**

Assignments are due **one month** after the internship's official end date. For example, if your internship ends on March 15, your assignments are due on April 15 **at the latest**.

If a student does not turn in their assignments by the deadline, their grade will automatically be changed to No Credit on October 31 (for Spring and Summer Internships) or March 31 (for Fall internships).

## INTERNSHIP ASSIGNMENT INSTRUCTIONS BA 2/3/4 CR

All materials (organization summary, interview, & CV) except the employer evaluation form must be saved as individual documents (PDF format). For 2,3, and 4-credit internships, all materials must be uploaded and [submitted via the online student evaluation web form](#). Emailed assignments will not be accepted for grading.

After the student submits the online student evaluation webform, the Internship Office will download all documents and share them with the faculty reader for grading. Faculty readers submit internship assignment grades via a webform (the Internship Office shares this webform with faculty via email).

Student grades will remain as Incomplete until their assignments have been graded.

### **Grades:**

**2,3, and 4-credit internships are graded Credit/ No Credit (CR/NC).**

### **Grading system:**

0- Fail	1 – Inadequate	2- Good	3- Excellent
<ul style="list-style-type: none"> <li>- Fails to address the questions</li> <li>- Fails to engage with the assignment criteria</li> <li>- Does not follow the assignment guidelines (ex. too short)</li> </ul>	<ul style="list-style-type: none"> <li>- Barely addresses the questions</li> <li>-Barely engages with the assignment criteria</li> <li>- Barely adheres to the assignment guidelines</li> </ul>	<ul style="list-style-type: none"> <li>- Fully responds to the questions</li> <li>- Fully engages with assignment criteria</li> <li>- Follows assignment guidelines</li> </ul>	<ul style="list-style-type: none"> <li>- Fully responds to the questions</li> <li>- Fully engages with assignment criteria</li> <li>- Follows assignment guidelines</li> <li>- Provides meaningful answers with complex material and expresses compelling ideas</li> </ul>

**Students must receive a 2 (“Good”) or higher in order to earn credit for the assignments.**

**Note: students who turn in assignments on-time are allowed to resubmit assignments that received a 0 or a 1.**

Students who wish to resubmit assignments must contact the Internship Office and the faculty advisor **within two weeks** of receiving a NA/NC grade to request this option and confirm a new deadline for resubmitting assignments.

No Credit (NC) will be awarded for assignments that are:

1. Incomplete
2. Late
3. Not Submitted

### **Late submissions and non-submission of Assignments**

Students who do not turn in assignments by the deadline will be sent an overdue notice. If a student does not turn in their assignments by the deadline, their grade will automatically be changed to No Credit on October 31 (for Spring and Summer Internships) or March 31 (for Fall internships).

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If a student needs to request an extension due to exceptional circumstances, such as an unexpected illness, they must contact the Internship Office and their faculty reader before the initial internship deadline. Extensions will be approved or denied on a case-by-case basis.

If the student would like to submit an extension or turn in assignments after the grade has been changed, the student must successfully petition for an exception to academic policy. Exceptions will be approved or denied on a case-by-case basis by the department of Academic Affairs.

### **Evaluation Criteria:**

Assessment rubric for the **Internship Evaluation Webform Reflective Prompts and the Internship Report**

	0- Fail	1 – Inadequate	2- Good	3- Excellent
Did the student follow the assignment guidelines?				
Has the student effectively communicated the internship experience with professionalism?				
Has the student engaged in clear and realistic self-reflection based on their experience?				
Has the student engaged in analysis of the experience and expressed how the experience can help prepare them for future success?				

Assessment Rubric for the **Informational Interview**

	0- Fail	1 – Inadequate	2- Good	3- Excellent
Has the student effectively communicated the internship experience with professionalism?				
Did the student follow the assignment guidelines?				

Assessment Rubric for the **CV or Resume**

	0- Fail	1 – Inadequate	2- Good	3- Excellent
Has the student effectively communicated their academic and professional qualifications with professionalism?				
Did the student follow the assignment guidelines?				
Does the CV or resume include the latest internship?				

**Students must receive a 2 (“Pass”) or higher in all categories in order to earn credit for the assignments.**

Students are allowed to resubmit assignments that received a 0 or a 1.

Students who wish to resubmit assignments must arrange a new deadline with the faculty reader.

Revised assignments must be submitted within one month after the faculty reader grades the internship.

Note: Faculty readers do not grade the employer evaluation. Students will not be held academically responsible if the employer does not complete the employer evaluation, or if the employer refuses to participate in the informational interview.

### **Confidentiality**

**When preparing your report, please be aware of any confidentiality or non-disclosure agreements you may have signed with your organization.** Indeed, employers may ask interns to sign confidentiality statements, which may have a bearing on what information you may disclose in your internship report and elsewhere. If this is the case, individuals and client corporations may be described rather than named, and projects may be recounted in general terms rather than specific details.

**Students with this type of agreement are encouraged to discuss any questions that may arise with the Internship Office and/or their faculty reader** to make sure they fully understand the terms and conditions of the agreement.

### **Plagiarism**

The report and all related documents may be inspired in part by the organization’s corporate literature, but the bulk of the project must be the student’s own. **Students who draw heavily from other sources without proper citation will be subject to university disciplinary action.**

### **AUP Library Resources**

AUP students benefit from remote access to AUP library databases, but these databases are intended for non-profit educational use and are for the student’s personal research only – NOT for research requested by the employer as part of the student’s internship duties. Please contact the AUP Library for further clarification: [library@aup.edu](mailto:library@aup.edu)



# INTERNSHIP ASSIGNMENT INSTRUCTIONS BA 2/3/4 CR

## Annex I: Cover Sheet Template

**BACHELOR'S DEGREE STUDENT  
CREDIT-BEARING INTERNSHIP PORTFOLIO**

First name, last name:  
Student ID number:  
Internship semester & year:  
Number of credits:

I submit the work enclosed in order to obtain credit for my internship at: \_\_\_\_\_.

Portfolio submission date: \_\_\_\_\_.

**Checklist:**

Internship report (\_\_\_\_ pages)  
 Informational interview (\_\_\_\_ pages)  
 CV/Resume

**Annex II: Sample Informational Interview**

Interview with [REDACTED], Editor in chief [REDACTED]

**1. How did you get involved in this line of work?**

Literally because of fashion, I have always been passionate about it. I looked for people, started doing research, I looked for the PR in brands, worked on my magazine, started doing editorials, contacting brands and explained what the project was about. I then created a brand and a DNA and what it was about. I created a concept and looked for contributors and with my sister I slowly started forming a team.

**2. Are any degrees or qualifications required or recommended for this position?**

First of all it is important to be interested in fashion. A degree in fashion direction will also be good. Being knowledgeable of the fashion industry and participating in fashion weeks is also essential. This is how you create your own network and start meeting people.

**3. In your opinion, what are some key skills and personality traits needed to succeed?**

In my opinion, the most important of all is believing in yourself. Recognizing and spotting and exploiting your own talent and capabilities is also very important. Looking to the future and what it holds is essential. Never look sideways and try to compete with others, keep focused on your own work and your own material. This will help you a lot in developing your identity. Having a good eye and appreciating art is important, enriching art, culture and knowledge is important. Never stop learning and evolving.

**4. How many hours a week do you work? Is it common to bring work home?**

I work approximately 30 hours a week. Work is almost always home, which is good to keep it dynamic.

**5. How much variety is there in your work? How much specialization?**

There is a lot of variety, my work is always changing like fashion, but in the end the endgame is the same, to produce beautiful content for the readers and my audience.

**6. What is a typical day like? A typical week?**

The news cycle never stops, we work 365 days of the year because every day we publish news without missing. The daily routine is that the person charged to look for news everyday does research with visual images to publish the news and I pick the relevant news that are going to be published. That is normal day, obviously when we have editorials, fashion weeks, events, press days, meetings with clients etc. When that happens, then routine changes, which I love because it keeps me on my toes everyday of the week.

**7. What are the most difficult problems and decisions you have ever faced? What about weekly decisions/problems?**

With magazines the problem is that you have to take last minute decisions, sometimes we need to make an editorial and something happens or we are shooting someone and the clothes don't fit the talent, and these things have to be solutioned fast, think in the moment, make tough calls and improvise and solve problems. A magazine depends on many people like collaborators, talents, clients, brands, employees, photographers, makeup artists, hairstylists etc. but the work of an editor in chief is to keep it all together and make the best outcome out of it. A tough call I had to make over the years was to let go of someone that was a long time contributor and I had to let him go because he wasn't a suitable part of the magazine anymore. It was not an easy decision to make, but at the same it was the right one.

**8. Does this job have any travel obligations?**

Of course, and I love that. The magazine has to be represented on an international level and there are many things like shootings, fashion weeks etc. that have to be done in other countries and I have to assist. An example is Milan fashion week, I have to go there as editor in chief of the WALK to fashion shows like Prada, Versace, Missoni and events like Bulgari and Vogue magazine. The traveling can sometimes be exhausting, but at the same time it has helped me grow a network of people for the magazine, and draw inspiration for editorials.

**9. Are there any civic or social obligations that go with this job?**

No there aren't but I really want to expand into the social sphere, I feel like it is very important to help people that have sufferings, especially due to the increasing pollution of the fast fashion industry.

**10. Is it easy for someone in this field to move to another location?**

Not really. And editor in chief in a creative director he has to have knowledge of art, music, culture, interior design, textile design, and obviously fashion. He has to know commercially what he has to sell and to whom. And artistically how he's going to do it so in the end it is easy for them to change location, because we are well informed and we like to learn.

**11. In your opinion, what is the best thing about this job? The worst?**

In my opinion the best thing is that you get to know many people, places and ways of thinking. You also get to know many artists, poets, photographers and writers. I think it is an amazing job because there is a lot of freedom and you are able to let your imagination fly and work and experiment on different things. You can use your creativity to create a space where other artists can also use their minds and knowledge, and I love giving that platform to people.

The worst thing about this job is that the fashion world is a world where it is easy to get lost, it is overwhelming. That is because it's a very competitive world, it is difficult to make money, it is demanding and people can easily betray your trust in order to advance in their career. So it is always difficult to fully feel at ease.

**12. How visible are you in this job?**

Very, I work closely with many media so I would say I am very visible.

**13. What trends do you see happening in your field?**

Today we can see trends like the 2000s, they are back and I have a feeling they are here to stay. Everything that Paris Hilton and Lindsay Lohan wore at that time is now very relevant and everyone wants it. I am also beginning to see a lot of consumerism, after the pandemic people want and want. People are repeating last decades styles.

When it comes to the editorial style, we are seeing a lot of androgynous fashion, freedom of speech, the support to the LGBTQ community and overall talking about strong controversial and political topics. The fashion editorial world has become a leader of opinion not only in fashion but in many other sectors.

**14. Are there ways to “try out” this line of work, i.e. internships, summer jobs, part-time work?**

The best way to try out this job is to reach out to the creative team. Internship and freelance are very good at the walk but we specially like to work with creative people. If something you created catches the teams eye, you are welcome on board. We love to get young, old, and every kind of people on board, as long as they are ready to create and see the world differently. Today we are growing and we are looking for part-time job seekers in Paris and interns in Mexico, the family is getting bigger but the like the concept of it still being a family.

**15. What do you wish you had known when you began your career?**

Trust your instincts and own who you are without apologizing. In the beginning of my college career I studied law, even if I adored fashion insanely since I was a kid, I didn't listen to myself. This was crazy but I still put myself through the craziness of this weird new major. After two years, I decided to quit, get into fashion and move to Paris. I enrolled into Instituto Marangoni and started studying creative direction. I already had the magazine as a blog but had not started working as hard and full time as I do know. When I was taking fashion classes, I learned even more about the world I wanted to be involved in and the importance it was to be properly educated on many things. I learned how to work closely with new fashion people and how to treat them. I also perfected my skills as a creative director and was better at producing and directing photo shoots. So I wish I would've known to follow my instinct and go for what I believe in instead of what society wanted from me.

**16. What advice would you offer to a recent graduate interested in working in this field?**

I would tell them to not give up. In the world of fashion it can be easy to wanting to give up because it is a hard world. However, I would tell a graduate that interested in working in the field to be ready to fail and get up. Fashion people can be rough, but it is also a beautiful world. I would also tell them to look for inspiration on everything, not just fashion, expand their horizons and learn about everything. In the fashion world information is key. Trust your instincts, take risks and enjoy the ride.