

LDM INTERNSHIPS

Lorenzo de' Medici credit-bearing internships offer the possibility to learn different aspects of working in Italy, a country known for its artisan and small business structure. Students get to know the characteristics and structure of the Italian workplace.

CREDITS

A standard 3-credit internship corresponds to a minimum of 135 hours, including journals and papers. During the semester, the internship requires 10-12 hours per week in the company, excluding the first / last week of classes and the break.

A standard 6-credit internship corresponds to a minimum of 260 hours, including journals and papers. During the semester, the internship requires 20 hours per week in the company, excluding the first / last week of classes and the break.

PREREQUISITES AND REQUIRED DOCUMENTATION

Students participating in the internship program must fulfill the relevant prerequisites. The application for an LdM internship is due by the application deadline, along with the required supporting documentation (e.g. student's resumé, formal essay, two reference letters, portfolio). Late submission of the supporting documentation can compromise the eligibility for an internship placement.

At least one of the two reference letters should be from an eligible professor/employer with knowledge of student's work/study ethic in the requested field. The formal essay must specify: reason for choosing the internship, future goals, and professional experience in the selected field. Also, it should include the student's expectations and a detailed description of the duties the student would like to fulfill. This can better assist LdM to determine the appropriate company for each student.

HOW TO APPLY

- Students who are interested in an internship, and who meet the requirements, should indicate their choice of an internship on their course selection form, with an alternate course in case the internship is not possible.
- If the student is deemed suitable, based on the supporting documentation, LdM will propose the student as an intern to the partner institution. The institution will decide if the student has been provisionally accepted as an intern.
- An on-site interview is required for all internships and the internship will be confirmed only after the interview.

Placement in internships is not guaranteed, and choosing an alternate course is mandatory. Student taking an internship must retain full-time status, with a minimum of 15 credits per semester.

IMPORTANT NOTES

Internships are unpaid and placement opportunities are limited. Internship placement is a serious commitment which, when accepted, must be completed within the expectations that are outlined in each syllabus. Students must maintain a strong level of performance in work activities and outcomes.

ACADEMIC DETAILS

The internship will appear on the student's course schedule and will therefore be considered a regular academic course. The internship will also appear on the student's LdM transcript, with the corresponding letter grade and credits.

An Internship On-Site Supervisor will guide students through practical support, and evaluate their on-site performance. A Supervising LdM Professor will supervise the internship from an academic perspective and evaluate written assignments.

During the interview, the student, the Supervising LdM Professor and the Internship On-Site Supervisor will determine a detailed work schedule for the internship. In addition, the student will be required to write weekly journals, and to present at least two papers to the Supervising LdM Professor.

Upon completion of the internship, the Internship On-Site Supervisor will evaluate the student's performance through submitting the LdM Internship Evaluation Form. The final grade will be given by the Supervising LdM Professor based on the Internship Evaluation Form and the student's academic performance.

LEGAL REQUIREMENTS

Upon arrival in Italy the student will be responsible for fulfilling all necessary bureaucratic steps according to Italian internship regulations (such as the Codice Fiscale, which is the Italian version of a social security number, Permit of Stay, etc.). LdM staff will assist the student with these steps.





COMMUNICATIONS INTERNSHIP: LDM WEB TV

COM 361 F; Dual listed: FVM 361 F
Cr: 3; Contact hrs: 135

This course provides practical and professional experience in the field of Communications. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with the LdM Web TV; interns may develop and carry out various activities which may include but are not limited to: script writing, multimedia writing, interviews, research, video work, editing, and website management.

Admission contingent on student CV, two reference letters, formal essay (due by application deadline) and on-site interview.

Prerequisites: Communications / Journalism / Film majors of junior standing. Fluency in Italian may be advantageous, but it is not a requirement.

FLORENCE PROGRAM:

LDM COMMUNITY INTERNSHIPS

TAKING PLACE AT THE LDM INSTITUTE

MARKETING INTERNSHIP: LDM MARKETING OFFICE

BUS 362 F
Cr: 3; Contact hrs: 135

This course provides practical and professional experience in the field of Marketing. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with the LdM Marketing Office; interns may develop and carry out various activities which may include but are not limited to: market research based on social media; marketing strategy focused on merchandising; price strategy, distribution and promotional strategy; business development strategy.

Admission contingent on student CV, two reference letters, formal essay (due by application deadline) and on-site interview.

Prerequisites: Marketing majors of junior standing with at least 2-3 courses in the field. Fluency in Italian may be advantageous, but it is not a requirement.

GRAPHIC CENTER INTERNSHIP: LDM PRINTING CENTER

GRA 360 F
Cr: 3; Contact hrs: 135

This course gives participants an opportunity for hands-on activity in the Graphic Design field. Through the internship in the Tetriz Lab, (the Lorenzo de' Medici printing center), students learn everything about professional print services such as the design and printing of brochures, leaflets, booklets, posters, top-quality images, textiles, t-shirts, etc. Students who participate in this course become part of the printing center staff, which provides fundamental services to the LdM community. Students acquire a professional experience in establishing and maintaining business relationships, store administration and promotion, and problem solving.

The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

Admission contingent on student CV, two reference letters, formal essay (due by application deadline) and on-site interview.

Prerequisites: Graphic Design majors of junior standing. Fluency in Italian may be advantageous, but it is not a requirement.

FLORENCE PROGRAM:

FLORENCE COMMUNITY INTERSHIPS

TAKING PLACE IN THE FLORENCE METRO AREA

MUSEUM EXPERIENCE

ART 360 F

Cr: 3; Contact hrs: 135

The course entails individual work experience in a museum or church in the Florentine area, supervised by a faculty and the cooperating museum, or Florentine curia staff. The internship provides students with practical experience, especially in the field of cultural mediation and museum education, through direct observation of the various activities developed at the hosting museums and churches, individual studying and direct participation in guided tours at museums and churches. Through this experience students have the opportunity to learn and apply new professional skills, while directly interacting with institutional staff and the visitors.

The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

Admission contingent on student CV, two reference letters, formal essay (due by application deadline) and on-site interview.

Prerequisites: Art History / Museum Studies majors of sophomore standing. Fluency in Italian may be advantageous, but it is not a requirement.



MARKETING/ADVERTISING INTERNSHIP

BUS 361 F

Cr: 3; Contact hrs: 135

This course provides practical and professional experience in the field of Marketing and Advertising. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is in a Marketing/Advertising office. Interns may develop and carry out various activities which may include but are not limited to: market research; developing marketing, price, distribution and promotional strategies; creating advertisements for local and international print & e-publications; newsletters, mailing lists; website content and social media management.

Admission contingent on student CV, two reference letters, formal essay (due by application deadline) and on-site interview.

Prerequisites: Marketing / Advertising majors of junior standing with at least 2-3 courses in the field. Fluency in Italian may be advantageous, but it is not a requirement.

INTERNATIONAL BUSINESS INTERNSHIP

BUS 371 F

Cr: 6; Contact hrs: 260

This course provides practical and professional experience in the field of International Business. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Twenty hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with an international commerce office; interns may develop and carry out various activities which may include but are not limited to: organize and facilitate conventions, create international marketing strategies, social media and database management, translations, copywriting, sales and external relations, business relations and negotiations with client.

Admission contingent on student CV, two reference letters, formal essay (due by application deadline) and on-site interview.

Prerequisites: 1) International Business / Marketing majors, minimum Junior standing 2) Intermediate Italian 2 completed (ITL 202 level) and concurrent enrolment in an Italian class. Fluency in Italian required.

COMMUNICATIONS INTERNSHIP

COM 362 F

Cr: 3; Contact hrs: 135

This course provides practical and professional experience in the field of Communications. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with a Communications agency. Interns may develop and carry out various activities which may include but are not limited to: writing new articles; updating and adapting pre-existing articles for different media formats; database entry; contributing to blogs, social media, websites; developing new projects.

Admission contingent on student CV, two reference letters, formal essay, writing sample (due by application deadline) and on-site interview.

Prerequisites: English / Writing / Journalism majors of junior standing. Fluency in Italian may be advantageous, but it is not a requirement.

FASHION DESIGN AND APPAREL CONSTRUCTION INTERNSHIP

FAS 362 F

Cr: 3; Contact hrs: 135

This course provides practical and professional experience in the field of Fashion Design and Apparel Construction. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with small fashion boutiques and related businesses. Interns may develop and carry out various activities which may include but are not limited to: product development, working on fabric/garment prototyping, cutting and sewing of garments and accessories, design assistance, window display, merchandising, customer relations.

Admission contingent on student CV, portfolio, two reference letters, formal essay (due by application deadline) and on-site interview.

Prerequisites: 1) Fashion Design / Product Development majors of junior standing 2) Elementary Italian 2 completed (ITL 102 level) and concurrent enrollment in an Italian class. Fluency in Italian may be advantageous.

FASHION MARKETING, RETAIL MANAGEMENT AND MERCHANDISING INTERNSHIP

FAS 363 F

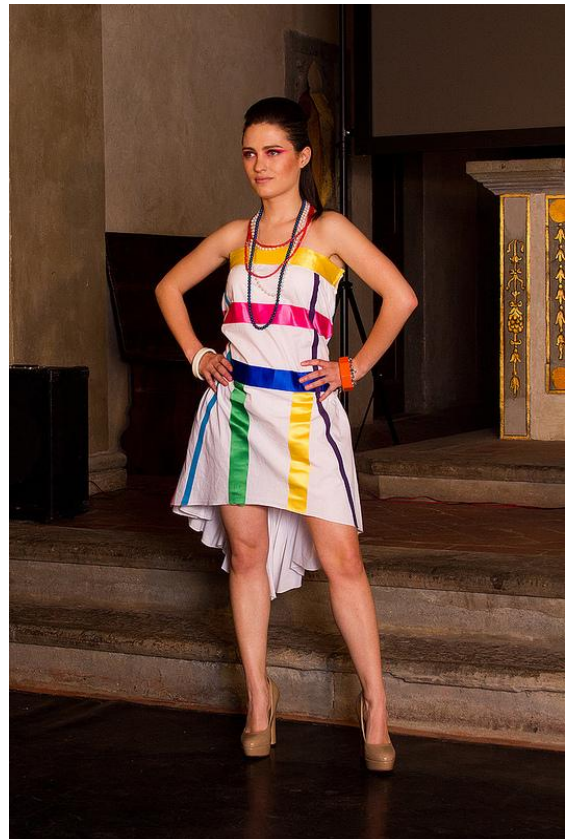
Cr: 3; Contact hrs: 135

This course provides practical and professional experience in the field of Fashion Marketing, Retail Management and Merchandising. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with independent fashion and related businesses, boutiques, galleries, and offices. Interns may develop and carry out various activities which may include but are not limited to: retail management, visual merchandising, window display, events, sales, customer service, marketing, product development, and e-commerce.

Admission contingent on student CV, two reference letters, formal essay (due by application deadline) and on-site interview.

Prerequisites: 1) Fashion Marketing / Fashion Merchandising majors of junior standing 2) Elementary Italian 2 completed (ITL 102 level) and concurrent enrollment in an Italian class. Fluency in Italian may be advantageous.



GRAPHIC DESIGN INTERNSHIP

GRA 361 F

Cr: 3; Contact hrs: 135

This course provides practical and professional experience in the field of Graphic Design. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with advertising and communications agencies. Interns may develop and carry out various activities which may include but are not limited to: graphic design, packaging, corporate identity, posters, catalogs, logos, layout of applications and e-commerce websites, web programming, art direction.

Admission contingent on student CV, two reference letters, formal essay, portfolio (due by application deadline) and on-site interview.

Prerequisites: Graphic Design majors of junior standing. Fluency in Italian may be advantageous, but it is not a requirement.

Technical requirements: proficiency in Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Mac computers.

Recommended: creativity, drawing skills / web programming knowledge.

ITALIAN THROUGH SERVICE LEARNING (IN ITALIAN ONLY)

ITC 340 F

Cr: 3; Contact hrs: 45

This course, taught entirely in Italian, aims to give students a singular experience of study abroad. The focus of the course is both on the Italian learning outcome and the opportunity to experience and reflect upon community-based volunteer work in the program city. Students are required to attend weekly seminars (at least 15 hours) on cultural and language issues, sharing experiences based on their service learning. Particular attention will be dedicated to socially engaged subjects like ethnicity and immigration, youth and volunteer work, children and school, stereotypes and intercultural relations, globalization. The course also entails volunteer placements in organizations engaged in socially meaningful tasks: working with women, children, the elderly, students, immigrants, cultural associations, disabled people and the environment (at least 15 hours of on-site activities per semester to be arranged by and starting from the fourth week of the semester). The service learning will be supervised by the professor and local supervisors. Please consider that students will have to devote additional hours for independent learning, preparation and follow-up of the activities and transport. Students will reflect on their learning through case study reports and journals based on participation and observation in the service learning location.

Prerequisites: ITL 202 3-Credit Italian Language Intermediate 2 or equivalent; placement test upon arrival.

COMMUNICATION IN PUBLIC ADMINISTRATION INTERNSHIP

ITC 364 F; Dual listed: COM 364 F

Cr: 3; Contact hrs: 135

This course provides professional experience in the field of Communications at a prestigious public office. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and onsite duties may vary.

The internship provides an inside look into Florence's Public Administration. With this unique experience the students establish themselves as part of a communications team and learn valuable technical skills, while providing information to the English speaking community of Florence. Interns may develop and carry out various activities which include but are not limited to: translating important news and announcements from Italian into English; finding the main points of an official document and making a short summary of those points for online publication; using specific databases and maintaining a website; working as a liaison with external offices; drafting translations from English into Italian.

Admission contingent on student CV, two reference letters, formal essay in Italian (due by application deadline) and on-site interview.

Prerequisites: Advanced Italian 1 completed (ITL 301 level) and concurrent enrolment in an Italian class (ITL/ITC). Proficiency in Italian required. Since the translations are from Italian into English, high proficiency in written and read English is expected.

Recommended: strong writing and communication skills; translation experience.



JEWELRY MARKETING, RETAIL MANAGEMENT AND MERCHANDISING INTERNSHIP

JWY 361 F

Cr: 3; Contact hrs: 135

This course provides practical and professional experience in the field of Jewelry Marketing, Retail Management and Merchandising. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with independent jewelry stores. Interns may develop and carry out various activities which may include but are not limited to: retail management, visual merchandising, window display, sales, customer service, marketing, assistance to the buyer.

Admission contingent on student CV, two reference letters, formal essay (due by application deadline) and on-site interview.

Prerequisites: Jewelry / Fashion majors of junior standing. Fluency in Italian may be advantageous, but it is not a requirement.



ROME PROGRAM:

ROME COMMUNITY INTERNSHIPS

TAKING PLACE IN THE ROME METRO AREA

BUSINESS INTERNSHIP

BUS 363 R

Cr: 3; Contact hrs: 135

This course provides practical and professional experience in the field of Business. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with private businesses. Interns may develop and carry out various activities which may include but are not limited to: translations, international marketing research and strategies, developing new advertising ideas, event planning, customer and partner relations, and basic administrative/clerk duties.

Admission contingent on student CV, two reference letters, formal essay (due by application deadline) and on-site interview.

Prerequisites: 1) Business majors of junior standing with at least 2-3 courses in the field 2) Elementary Italian 1 completed (ITL 101 level) and concurrent enrolment in an Italian class. Fluency in Italian may be advantageous.