

INTERNSHIPS IN FLORENCE SPRING 2023:

ART HISTORY / INTERNATIONAL BUSINESS & COMMUNICATIONS / FASHION DESIGN,
MARKETING, AND MERCHANDISING / GRAPHIC DESIGN / INTERIOR DESIGN



Istituto Lorenzo de' Medici

THE ITALIAN INTERNATIONAL INSTITUTE

FLORENCE | TUSCANIA

LdM INTERNSHIPS

Istituto 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.

Credits

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

Prerequisites

Students participating in the internship program must fulfill the relevant prerequisites (see the description of the Internship of interest).

N.B. Students taking an internship must retain full-time status, with a minimum of 15 credits per semester. Concurrent enrollment in a course in the same field is required.

Application Deadline

Spring Semester: November 15th

The application for an LdM internship is due by the application deadline, along with the required supporting documentation.

Required Documentation

- Student's resumé
- Formal letter of intent
- Two reference letters
- Portfolio
- Writing sample

Refer to Internship descriptions for further required documentation.

How to Apply

- Students who meet the requirements, should indicate their internship of choice on their application form, with an alternate course in case the internship is not available. Placement in internships is not guaranteed, and choosing an alternate course is mandatory.
- Students have to make sure that their home university grants them credits for the internship they have selected.
- 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.

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. Public transport costs may apply to some internships.

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.

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.

FLORENCE INTERNSHIPS



ART HISTORY

Museum / Gallery Internship

ART 360 F; Contact hrs: 135 - Credits: 3

A hands-on, professional experience in cultural mediation and museum education. Interns observe how collections are managed at their host institution, conduct individual research, participate in giving guided tours and in organizing events and activities. Monitoring is carried out by an onsite supervisor and a faculty member. Grades reflect weekly reports, two papers, and an overall evaluation. 10-12 hours weekly at internship site; schedules and onsite duties may vary. Museum and gallery internships require some Saturday hours.

Note: Places are limited, especially for students without Italian language skills. Application requirements: CV, two letters of reference, a formal letter of intent. Supporting documentation must be submitted by application deadline, and acceptance is subject to an onsite interview during the first week of the term and an Italian language placement test.

Prerequisites: 1) Art History/Museum Studies majors of sophomore standing; 2) Concurrent enrollment in a course in the same field; 3) Italian fluency is recommended, but not required.

INTERNATIONAL BUSINESS

Marketing / Event Planning Internship

BUS 367 F; Contact hours: 135 - Credits: 3

A practical, professional experience at an event management company. Interns participate in activities including managing actual events, assisting vendors with site visits and clients, social media marketing campaigns, designing marketing materials, analyzing brand image, market appeal and customer projections, and clerical and administrative work as required. Monitoring is carried out by an onsite supervisor and a faculty member. Grades, assigned by the faculty supervisor, reflect weekly reports, two papers, and an overall evaluation. 10-12 hours weekly at internship site; schedules and onsite duties may vary.

Note: Placement opportunities are limited and subject to change. Admission requirements: CV, two letters of reference, a formal letter of intent, and a writing sample. Supporting documentation must be submitted by application deadline, and acceptance is subject to an onsite interview during first week of term.

Prerequisites: 1) Marketing/PR/Event Planning majors of junior standing with at least 2-3 prior courses in the field; 2) Concurrent enrollment in a course in the same field; 3) Italian fluency is recommended, but not required.



Social Media Marketing Internship

BUS 369 F / COM 370 F; Contact hours: 135 - Credits: 3

A practical, professional experience in LdM's Social Media Office or at an advertising or communication agency. Interns perform tasks that may include social media-based market research, promotional and advertising strategy development, photo archive management and development, managing and interacting with the LdM alumni network and its communication tools, and managing online databases. Monitoring is carried out by an onsite supervisor and a faculty member. Grades reflect the assessment of weekly reports, two papers, and an overall evaluation. 10-12 hours weekly at the internship site; schedules and onsite duties may vary.

Note: Placement opportunities are limited and subject to change. Admission requirements: student's CV, two reference letters, a formal letter of intent, samples of writing and marketing work (blog writing, social media campaigns, press releases, advertising projects, photos). Supporting documentation must be submitted by the application deadline, and acceptance is subject to an onsite interview during the first week of the term.

Prerequisites: 1) Marketing/Communications majors of junior standing with at least 2-3 prior courses in the field; 2) Concurrent enrollment in a course in the same field.

Recommended: Social networking experience and strong photography skills. Fluency in Italian is recommended, but not required.



FASHION DESIGN, MARKETING AND MERCHANDISING

Fashion Design Internship

FAS 362 F; Contact hours: 135 - Credits: 3

A practical professional experience in Fashion Design and Apparel Construction. Interns are placed with small fashion boutiques and related businesses, where they perform activities including product development, fabric/garment prototyping, cutting and sewing of garments and accessories, and design assistance. Monitoring is carried out by an onsite supervisor and a faculty member. Grades reflect assessment of weekly reports, two papers, and an overall evaluation. 10-12 hours weekly at internship site; schedules and duties may vary.

Note: Placement opportunities are limited and subject to change. Admission requirements: student's CV, two reference letters, a formal letter of intent, a sewing portfolio. Supporting documentation must be submitted by the application deadline, and acceptance is subject to an onsite interview during the first week of the term and an Italian language placement test. Fluency in Italian is recommended.

Prerequisites: 1) Fashion Design/Product Development majors of junior standing; 2) Concurrent enrollment in a course in the same field; 3) Elementary Italian II completed (ITL 102 level) and concurrent enrollment in an Italian class.

Fashion Merchandising Internship

FAS 364 F; Contact hours: 135 - Credits: 3

A practical professional experience in Fashion Merchandising. Interns are placed with independent fashion-related businesses, boutiques or tailoring workshops, where they participate in various activities including retail management, visual merchandising, window display design, events, sales, customer service, sales and inventory reports, and cataloging. They are monitored by an onsite supervisor and a faculty member. Grades reflect the assessment of weekly reports, two papers, and an overall evaluation. 10-12 hours weekly at internship site; schedules and onsite duties may vary.

Note: Placement opportunities are limited and subject to change. Admission requirements: student's CV, two reference letters, a formal letter of intent. Supporting documentation must be submitted by the application deadline, and acceptance is subject to an onsite interview during the first week of the term and an Italian language placement test. Fluency in Italian is recommended.

Prerequisites: 1) Fashion Marketing/Fashion Merchandising majors of junior standing; 2) Concurrent enrollment in a course in the same field; 3) Elementary Italian II completed (ITL 102 level) and concurrent enrollment in an Italian class.

GRAPHIC DESIGN

Graphic Design Internship

GRA 361 F; Contact hours: 135 - Credits: 3

Hands-on, professional experience in the field of Graphic Design. Students intern at an advertising or communications agency, or at the LdM Graphic Design Office. They perform tasks involving graphic design, packaging, corporate identity, logos, posters and flyers, catalogs, marketing materials, social media posting, layout of applications and e-commerce sites, web programming, and art direction. Interns are monitored by an onsite supervisor and a faculty member. Grades reflect the assessment of weekly reports, two papers, and an overall evaluation. 10-12 hours weekly on site; schedules and duties may vary.

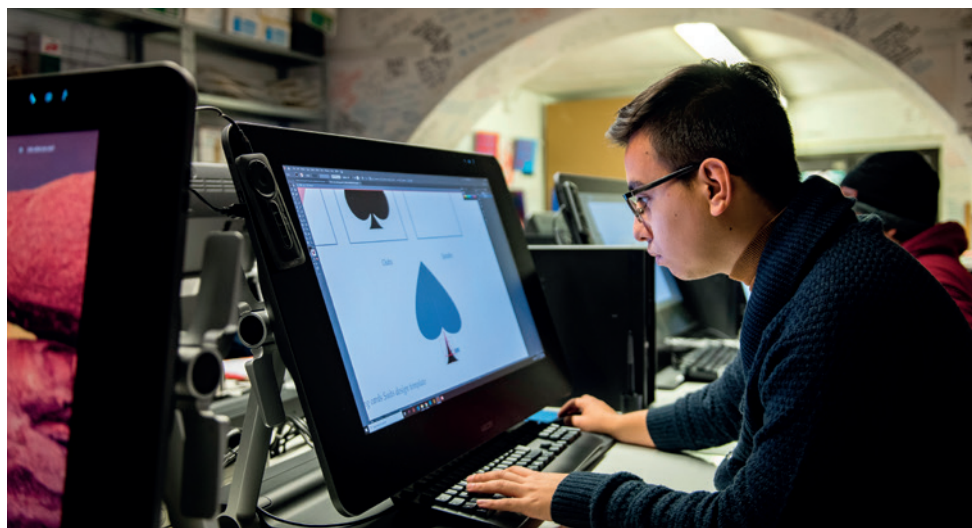
Note: Placement opportunities are limited and subject to change. Admission requirements: student's CV, two reference letters, a formal letter of intent, and a portfolio. Supporting documentation must be submitted by the application deadline, and acceptance is subject to an onsite interview during the first week of the term.

Prerequisites: 1) Graphic Design majors of junior standing; 2) Concurrent enrollment in a course in the same field. Technical requirements: Proficiency in Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Mac computers.

Recommended: Creativity, drawing skills/web programming knowledge. Fluency in Italian is recommended, but not required.

"My graphic design internship has helped me to improve myself and be more valuable for companies. Not only did I explore different kinds of art styles, but now I am basically trilingual: My mother tongue is Spanish, I speak English, and I have learnt Italian."

- Santiago Cerquera, LdM student 2019 - Marymount University



INTERIOR DESIGN

Interior Design Internship

INT 461 F; Cr: 3; Contact hours: 135 - Credits: 3

A hands-on, professional experience in the Interior Design field. Interns work at a local Architect/Interior Design Studio. Their activities include designing interiors, working with architects on room layouts, and proposing color schemes, window treatments, hardware and lighting fixtures, paint, carpeting, furniture, and artwork. Monitoring is carried out by an onsite supervisor and a faculty member. Grades reflect assessment of weekly reports, two papers, and an overall evaluation. 10-12 hours weekly at internship site; schedules and onsite duties may vary.

Note: Placement opportunities are limited and subject to change. Admission requirements: student's CV, two reference letters, a formal letter of intent, a portfolio. Supporting documentation must be submitted by the application deadline, and acceptance is subject to an onsite interview during the first week of the term.

Prerequisites: 1) Interior Design majors of senior standing; 2) Concurrent enrollment in a course in the same field. Technical requirements: Proficiency in Interior Design rendering and 3-D drawing software, technical drawing, and designing with Macs or Windows-based computers. Fluency in Italian is recommended, but not required.

"Dealing with real-life projects, working with professional architects that provide you with practical feedback has really helped me to experience what my future will look like. This made me see the reality of the job to which I aspire.."

- Olga Agahozo, Marist-LdM student

<https://www.youtube.com/watch?v=IFzID-95GZA>



ITALIAN LANGUAGE AND CULTURE

Communication Internship in Italian

ITC 380 F / COM 380 F; Contact hours: 135 - Credits: 3

A practical, professional experience at a local Florentine communications agency or similar business. Activities include writing articles, updating and/or adapting preexisting articles in various formats, clerical tasks, managing blogs, social media and websites, and developing new projects.

Interns are monitored by an on-site supervisor and a faculty member. Grades reflect the assessment of weekly reports, two papers, and an overall evaluation. 10-12 hours weekly at the internship site; schedules and on-site duties may vary.

Note: Placement opportunities are limited. Admission requirements: student's CV, two reference letters, formal letter of intent in Italian, English writing sample (due by application deadline), Italian language placement test and on-site interview. Students interns must maintain full-time status with a minimum of 15 credits per semester.

Prerequisites: Advanced Italian I (ITL 301 level) and concurrent enrollment in an Italian class (ITL/ITC).

Recommended: Strong writing and communication skills.





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