

## INTERNSHIPS Spring 2019



# Istituto Lorenzo de' Medici

THE ITALIAN INTERNATIONAL INSTITUTE

FLORENCE ROME TUSCANIA



## ART HISTORY

### *Museum and Gallery Internship*

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**ART 360 F; Contact hrs: 135 - Cr: 3**

This internship entails individual work experience in a museum, gallery or church in the Florentine area, supervised by a faculty member 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 study and direct participation in guided tours at museums and churches, collections management in art galleries. Through this experience students have the opportunity to learn and apply professional skills, while directly interacting with institutional staff and the visitors. The intern is monitored by both the on-site 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 on-site duties may vary. Please note that the Museum and Gallery internship requires interns to fulfill part of their internship hours on Saturdays.

**Note:** min. 135 hrs INTERNSHIP. Placement opportunities are limited, especially for students without Italian language skills. Admission is also contingent upon the student's CV, two reference letters, a formal letter of intent. Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an on-site interview during the first week of the term and an Italian language placement test.

**Prerequisite:** 1) Art History/Museum Studies majors of sophomore standing; 2) Concurrent enrollment in a course in the same field; 3) Fluency in Italian is advantageous, but is not required

# INTERNATIONAL BUSINESS

## *Marketing/Advertising Internship*

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**BUS 361 F; Contact hours: 135 - Credits: 3**

This internship provides practical and professional experience in the fields of Marketing and Advertising. The intern is monitored by both the on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on-site duties may vary. The placement is at a Communications Office. Interns 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 and e-publications; newsletters, mailing lists; Web site content and social media management.

**Note:** min. 135 hrs INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent on the student's CV, two reference letters, a formal letter of intent, a sample of marketing work (i.e., blog writing, social media campaign example, press release, advertising project). Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an on-site interview during the first week of the term.

**Prerequisite:** 1) Marketing/Advertising 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. Fluency in Italian may be advantageous, but is not required

## *Marketing / Event Planning Internship*

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

This internship provides practical and professional experience in the field of Marketing and Event Planning. The intern is monitored by both the on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on-site duties may vary. The placement is at an Event Management company. Interns develop and carry out various activities which may include, but are not limited to: participating in on-site events, assisting vendors with site visits and clients; working on social media marketing campaigns; designing marketing materials; analyzing brand image, market appeal and customer projections; clerical and administrative work as required.

**Note:** min. 135 hrs. INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent on the student's CV, two reference letters, a formal letter of intent, a writing sample. Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an on-site interview during the first week of the term.

**Prerequisite:** 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. Fluency in Italian may be advantageous, but is not required

## ***Social Media Marketing Internship***

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

This internship provides practical and professional experience in the field of Social Media Marketing. The intern is monitored by both the on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on site duties may vary. The placement is with the LdM Social Media Office or with advertising or communication agencies. Interns develop and carry out various activities, which may include, but are not limited to: market research based on social media; marketing strategy focused on promotional strategy and advertisement strategy; developing and managing photo archives, the LdM alumni network – which establishes on-line communication tools for alumni; managing the on-line database.

**Note:** min. 135 hrs INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent on the student's CV, two reference letters, a formal letter of intent, and samples of writing and marketing work (i.e., blog writing, social media campaign example, press release, advertising project, photos). Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an on-site interview during the first week of the term.

**Prerequisite:** 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 may be advantageous, but is not required

## **COMMUNICATIONS**

### ***Communications Internship***

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**COM 362 F; Contact hours: 135 - Credits: 3**

This internship provides practical and professional experience in the field of Communications. The intern is monitored by both the on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on-site duties may vary. The placement is with a Communications agency. Interns develop and carry out various activities which may include, but are not limited to: writing new articles; updating and adapting preexisting articles for different media formats; database entry; contributing to blogs, social media, Web sites; developing new projects.

**Note:** min. 135 hrs INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent on the student's CV, two reference letters, a formal letter of intent, a writing sample. Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an on-site interview during the first week of the term.

**Prerequisite:** 1) English/Writing/Journalism majors of junior standing; 2) Concurrent enrollment in a course in the same field. Exceptional written English required. Recommended: Strong writing and communication skills. Fluency in Italian may be advantageous, but is not required

## ***Communication in Public Administration Internship***

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**COM 364 F / ITC 364 F; Contact hours: 135 - Credits: 3**

This internship provides professional experience in the field of Communications at a prestigious public office. The intern is monitored by both the on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on-site 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 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 on-line publication; using specific databases and maintaining a Web site; working as a liaison with external offices; drafting translations from English into Italian.

**Note:** min. 135 hrs INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent on the student's CV, two reference letters, a writing sample in English, a formal letter of intent in Italian. Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an Italian language placement test and an on-site interview during the first week of the term. Proficiency in Italian is required. Since the translations are from Italian into English, high proficiency in written and read English is expected.

**Prerequisite:** Advanced Italian 1 completed (ITL 301 level) and concurrent enrollment in an Italian class (ITL/ITC). Recommended: Strong writing and communication skills; translation experience

## ***Communications / Event Planning Internship***

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**COM 367 F; Contact hours: 135 - Credits: 3**

This internship provides practical and professional experience in the field of Communication and Event Planning. The intern is monitored by both the on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on-site duties may vary. The placement is at an Event Management company. Interns develop and carry out various activities which may include, but are not limited to: conceptualizing and organizing commercial and non-profit events independently or as part of a team, writing event proposals, assisting in logistics, communication, marketing and fundraising; working on social media campaigns, assisting in clerical and administrative tasks.

**Note:** min. 135 hrs. INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent on the student's CV, two reference letters, a formal letter of intent, a writing sample. Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an on-site interview during the first week of the term.

**Prerequisite:** 1) Communications /PR/Marketing/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. Fluency in Italian may be advantageous, but is not required

# EDUCATION

## *Education Internship*

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**EDU 361 F; Contact hours: 135 - Credits: 3**

This internship provides practical and professional experience in the field of Education, for the pre-school, kindergarten, primary, or secondary levels. The intern is monitored by both the on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on-site duties may vary. The placement is with a private school. Interns develop and carry out various activities which may include, but are not limited to: Teaching the English language to children and adolescents aged 3 to 18, organizing didactic plans and activities for children aged 18 months to 3 years.

**Note:** min. 135 hrs INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent on the student's CV, two reference letters, a formal letter of intent. Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an on-site interview during the first week of the term.

**Prerequisite:** 1) Education or Child/Adolescent Psychology majors of junior standing; 2) Concurrent enrollment in a course in the same or related field. Fluency in Italian may be advantageous, but is not required

# FASHION DESIGN, MARKETING AND MERCHANDISING

## *Fashion Design Internship*

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

This internship provides practical and professional experience in the field of Fashion Design and Apparel Construction. The intern is monitored by both the on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on-site duties may vary. The placement is with small fashion boutiques and related businesses. Interns 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.

**Note:** min. 135 hrs INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent on the student's CV, two reference letters, a formal letter of intent, a portfolio showing sewing ability. Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the results of an on-site interview during the first week of the term and an Italian language placement test. Fluency in Italian is advantageous.

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

## ***Fashion Merchandising Internship***

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

This internship provides practical and professional experience in the field of Fashion Merchandising. The intern is monitored by both the on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on-site duties may vary. Placements are with independent fashion and related business, boutique and tailoring workshops. Interns develop and carry out various activities which may include, but are not limited to: retail management, visual merchandising, window display, events, sales, customer service, sales and inventory reports, cataloging of products.

**Note:** min. 135 hrs INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent on the student's CV, two reference letters, a formal letter of intent. Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an on-site interview during the first week of the term and an Italian language placement test. Fluency in Italian is advantageous.

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

## **GRAPHIC DESIGN**

### ***Graphic Center Internship: LdM Printing Center***

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**GRA 360 F; Contact hours: 135 - Credits: 3**

This internship gives participants an opportunity for hands-on practice in the Graphic Design field. Through the internship in the Tetriz lab (the Lorenzo de' Medici printing center), students learn everything about professional printing services such as the design and printing of brochures, leaflets, booklets, posters, top-quality images, etc. Interns 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 on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on-site duties may vary.

**Note:** min. 135 hrs INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent on the student's CV, two reference letters, a formal letter of intent and a portfolio. Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an on-site interview during the first week of the term.

**Prerequisite:** 1) Graphic Design majors of junior standing; 2) Concurrent enrollment in a course in the same field. Fluency in Italian may be advantageous, but is not required

## ***Graphic Design Internship***

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**GRA 361 F; contact hours: 135 - Credits: 3**

This internship provides practical and professional experience in the field of Graphic Design. The intern is monitored by both the on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on-site duties may vary. The placement is either with advertising and communications agencies or with the LdM Graphic Design Office. Interns develop and carry out various activities which may include, but are not limited to: graphic design, packaging, corporate identity, logos, posters and flyers, catalogs, marketing materials, social media posting, layout of applications and e-commerce Web sites, Web programming, art direction.

**Note:** min. 135 hrs INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent upon the student's CV, two reference letters, a formal letter of intent, a portfolio. Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an on-site interview during the first week of the term.

**Prerequisite:** 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 may be advantageous, but is not required

# **INTERIOR DESIGN**

## ***Interior Design Internship***

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

This internship provides practical and professional experience in the field of Interior Design. The intern is monitored by both the on-site supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects the assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and on-site duties may vary. The placement is with a local Architect/Interior Design Studio. Interns develop and carry out various activities which may include but are not limited to: designing spaces inside buildings; working with architects on layout of rooms; selecting color schemes, window treatments, hardware and lighting fixtures, paint, carpeting, furniture, and artwork.

**Note:** min. 135 hrs INTERNSHIP. Placement opportunities are limited and subject to change. Admission is contingent on the student's CV, two reference letters, a formal letter of intent, a portfolio. Students who enroll must submit supporting documentation by the application deadline, and acceptance is conditional upon the result of an on-site interview during the first week of the term.

**Prerequisite:** 1) Interior Design majors of senior standing; 2) Concurrent enrollment in a course in the same field. Technical requirements: Proficiency in interior design computer rendering programs and 3D drawing programs, technical drawing, and design skills on Mac or Windows computers. Fluency in Italian may be advantageous, but is not required

# CONTACT

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*LdM ITALY MAIN OFFICE  
FLORENCE, ROME AND TUSCANIA*

Via Faenza, 43

50123 Florence, Italy

Phone: +39.055.287.360

Phone: +39.055.287.203

Fax: +39.055.239.8920

[info@ldminstitute.com](mailto:info@ldminstitute.com)

[www.ldminstitute.com](http://www.ldminstitute.com)

*LdM ACADEMIC RELATIONS  
AND STUDENT SERVICES*

3600 Bee Caves Road, Suite 205B  
AUSTIN, TX 78746 U.S.A.

Phone: +1.877.765.4LDM (4536)

Phone: +1.512.328.INFO (4636)

Fax: +1.512.328.4638

[info@ldminstitute.com](mailto:info@ldminstitute.com)

[www.ldminstitute.com](http://www.ldminstitute.com)



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