

## CSR 30000: Field Experience in Retail Management

Retail Management and Apparel Design & Technology students are required to complete a work experience in a retail position to meet graduation requirements. The following are the requirements:

1. Attend a required meeting to obtain a syllabus for the semester in which you're working. **If you are planning on working over the summer, a mandatory meeting will be held in April to distribute the syllabus and forms you need.** If you're working in the Fall or Spring semester, meetings are held during the first week of school (times are located on the Schedule of Classes). You must attend the mandatory meeting in order to register.
2. Obtain suitable work in retail (i.e., bookstore, grocery store, clothing store, department store, etc). **NOTE:** *Apparel Design students must find work in a fashion or accessories outlet.*
3. You must be able to complete a minimum of 140 hrs in the time frame of the semester in which you're registered. **IMPORTANT:** Hours accrued will not count until the position is formally approved by the supervising professor on the SITE APPROVAL FORM. Not-for-profit agencies and restaurants may not qualify; please check with your CSR supervising Professor.
4. Per your syllabus, there will be assignments and a final paper due by the end of the semester. Your work supervisor will also need to evaluate you as well. There is a letter to your supervisor in the syllabus informing them of your need to research the company in order to write your final paper.

### Examples of Past Experiences:

- London Internship Program
- Sydney Internship Program
- Esprit
- Gucci, NYC
- BCBG Max Azria
- Victoria's Secret
- Abercrombie & Fitch
- Sears Holding Company
- Escada
- Teen Vogue, NYC
- Cosmopolitan, NYC
- Juicy Couture, NYC
- Walgreen's
- Live Nation, Indianapolis
- Crate & Barrel, Michigan Avenue, Chicago
- Nordstrom
- Precious Formals
- Indianapolis Speedway
- Target
- The Moret Group, NYC
- The Disney Store
- Motherhood Maternity

## Internship & Job Hunting Tips

### 1. Attend Career Fairs

#### Fall Career Fairs:

- Industrial Roundtable, Sept. Armory or Memorial Mall <http://pesc.student-orgs.purdue.edu>
- Krannert Executive Forum. Sept., PMU Ballrooms.
- Hospitality & Tourism Management Career Day, Sept. PMU Ballrooms.
- Agricultural Career Day. Oct. PMU Ballrooms.

Go to [www.cco.purdue.edu](http://www.cco.purdue.edu) for complete details and a full list of Fall career fairs

#### Spring Career Fairs:

- CSR Extravaganza! In January, each year ~ see the PDC link at [www.cfs.purdue.edu/csr](http://www.cfs.purdue.edu/csr)
- <https://www.cco.purdue.edu/asp/Calendar/Calendar.asp?Date=1/26/2009&Type=3>
- CSR Career Conference, each February: [http://www.cfs.purdue.edu/csr/Career\\_Conf/home.htm](http://www.cfs.purdue.edu/csr/Career_Conf/home.htm)  
Sponsored by Consumer Sciences & Retailing's Professional Development Council
- Krannert Undergraduate Spring Career Fair. <http://www.mgmt.purdue.edu/events/smf/home.asp>
- College of Technology Career Fair. [http://www.tech.purdue.edu/News\\_and\\_Events/Career\\_Fair/](http://www.tech.purdue.edu/News_and_Events/Career_Fair/)

Go to [www.cco.purdue.edu](http://www.cco.purdue.edu) for complete details and a full list of Spring career fairs

**2. Use the Center for Career Opportunity.** Located in Stewart Center, room 116. They will help with all of your job hunting needs including mock interviewing, resume critiquing and company information sessions!

[www.cco.purdue.edu](http://www.cco.purdue.edu)

**3. Register on CCO Express** to utilize our numerous job search databases for on and off-campus interviewing: [www.cco.purdue.edu](http://www.cco.purdue.edu)

**4. Network** with companies by joining a club related to your major

**5. Speak with your parents** and family friends about your need to fulfill an internship; they may have contacts; get your name out there!

**6. Watch for email job announcements** from Margie Story, Sally Harmon or Bobbe Molter

**7. Check the local newspapers** job classified in cities you're interested in working

**8. Google** the company name you're interested in working for and follow the "employment" links

**9. Walk in to the company** you are interested in begin the networking process (be sure to dress the part).

**10. Use the Purdue Career Wiki at:**

<http://wiki.lib.purdue.edu/display/Career/Purdue+University+Career+Wiki;jsessionid=BCF9ECA77BD241ADB1FA0DFCFA26B8F4>