

CLOTHING, TEXTILES, AND DESIGN
INTERNSHIP IN THE FASHION BUSINESS
FCS 496 and FCS 498 (3-9 credits)

Syllabus

FACULTY INTERNSHIP ADVISOR

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COURSE DESCRIPTIONS

Planned and supervised work or professional practice experiences in business, industry, government agencies, and theater, museum or related settings, based on student's career directions and program needs.

FCS 496-01 Internship: Fashion Business (2-8 credits, max 8)

Supervised experience in fashion business: fashion design, textile/apparel manufacturing, retailing, merchandising; geared to career goals of student. Prerequisites: CTD major and FCS 495; graded P/F.

FCS 498-02 (Summer 2010) Internship (3-9 credits, max 9)

Supervised internship in business, or industry; geared to the professional goals of students. Prerequisites: permission; graded P/F.

FCS 498-05 (Summer 2010) Internship: Idaho Repertory Theater (3-9 credits, max 9)

Supervised internship constructing and managing costumes for the UI Idaho Repertory Theater (IRT); work under immediate supervision of IRT Costume Shop Manager. Prerequisites: permission; graded P/F.

COURSE OBJECTIVES

- Provide on-the-job work experience with a variety of managed and supervised learning opportunities.
- Develop professional skills and attitudes in business, industry, and agency settings (such as professionalism, ethics, dependability, punctuality, initiative, completion of assigned tasks, quality of work, attitudes towards work, etc).
- Become familiar with job performance issues and appropriate resolutions of such issues.
- Apply and build technology, writing, and communication skills related to intended career directions.
- Apply student's academic learning and capabilities in a professional setting.
- Develop teamwork, interpersonal, and leadership skills required for professional positions.
- Prepare students to secure professional employment upon graduation.
- Create CTD program visibility and encourage cooperation and networking between the program and participating businesses, industries, or agencies.

COURSE PROCEDURES

The following sections outline the specific details for successful completion of your internship or practicum experience. These activities have been designed to help you achieve the richest possible learning experience from this opportunity. A checklist has been provided as part of this syllabus and can also be found online with the FCS Internship/Practicum Application Form. This will help facilitate completion of procedures and activities for your internship, and will walk you through the process step-by-step.

APPLICATION

- Meet with your faculty advisor to discuss your internship and identify specific goals and objectives you would like to fulfill.
- After following whatever procedures you need to follow in order to apply to the company or agency for your internship, and after it is offered and accepted, initiate contact with your internship supervisor to discuss details.
- Complete the FCS Internship/Practicum Application Form and answer all questions (pps. 2-4); and take care of the Internship/Practicum Insurance Request Form (p. 8). The Application Form requires your internship supervisor's signature and it is assumed you will meet with your supervisor (by phone, email, or in person) about your goals, objectives, job description, and work schedule before you fill out the form and obtain all of the signatures (from your faculty advisor, supervisor, and FCS Director).
- You will need to obtain a copy of your job description from your supervisor to attach to the completed Application Form.
- You will also need to provide a copy of your resume with the Application Form. If you need to create or update your resume, you may work with the UI Career Center; you will find information at their web site, <http://www.careercenter.uidaho.edu>
- Make three copies of the completed and approved FCS Internship/Practicum Application Form (with your resume and job description); one copy will go to your faculty advisor, one to your supervisor, and one is for your own file. Give the original to the FCS main office for your student file. This Application Form must be completed before you begin your internship. This form is your learning agreement with your advisor that you will earn your credits.

ENROLLMENT

- You **must** register for your internship for the semester in which you will be doing the work. For example, it is University of Idaho policy to register in summer for credits you will be earning in the summer semester.
- For summer semester internships, it is expected that one credit hour will equal four to five credit hours, and your internship will last a minimum of 10 weeks. This formula may be different based on established internships or work situations, such as internships at the Idaho Repertory Theater or in the Nordstrom Manager Training Program.

Number of credits	Number of weeks (minimum)	Total hours of work (minimum)	Number of hours per week
1 credit	10 weeks	40-50 hours	4-5 hours/week
3 credits	10 weeks	120-150 hours	12-15 hours/week
5 credits	10 weeks	200-250 hours	20-25 hours/week
8 credits	10 weeks	320-400 hours	32-40 hours/week
9 credits	10 weeks	400-450 hours	40-45 hours/week

- Once you are enrolled for credit and your application is approved, you will be enrolled in the course Blackboard site and receive email notification to participate in course activities.

INTERNSHIP ACTIVITIES AND REPORTS

You will be responsible for the following three or four activities during the course of your internship:

- Weekly Activity Reports** Use the Activity Report form and fill it out each week to keep a record of your experiences and log your activities. One purpose of this report is to help you reconstruct your internship experience for the required portfolio and paper (see below). With this in mind, describe more than your daily tasks and be as descriptive and detailed as possible (each section on the form below must be completed in a thorough manner, especially the last two sections). These reports **will not** be graded, but they will make a big difference when it comes time to prepare your paper and portfolio. You will turn in the Activity Report through Blackboard every week.
- Journal Reflections** During your internship, you will keep a journal to reflect upon your experiences, learning process, and impressions (see list of journal ideas). You may use the journal function in Blackboard or keep a computer or handwritten journal. Every week, you will submit a copy of your journal pages to your faculty internship advisor (submit automatically through Blackboard, submit as an email attachment, scan handwritten pages and send as email attachment, or send handwritten photocopied pages through mail postmarked no later than the Monday following that week). This journal is for no one's eyes but yours and your advisor's. You are encouraged to be frank in your observations, impressions, and reflections. This journal **will not** be graded, although a skimpy journal will make your paper more difficult to write. You must hand in at least **500 words minimum** of reflection each week (one page typed single space, or two pages typed double space).
- Weekly Blog Participation (summer interns only)** At least once each week, you will participate in the Internship Experience Blog on Blackboard. This blog will include participation by everyone currently involved in an internship. One of the purposes for this blog is to provide a networking experience for you in order to share your experience with others in a similar situation, and to have an ongoing forum to ask questions or discuss challenges and issues as they come up. Your faculty internship advisor will also participate in the blog as needed and periodically provide specific themes or issues for discussion. This blog **will not** be graded, but your participation in it will be tracked and you may want to print copies for use in your paper/portfolio.
- Optional Monthly Progress Reports** (Only if requested by your internship supervisor or faculty advisor) You will fill out and return the attached Progress Report to your faculty advisor by the 15th of each month during your internship. You may save it as a Word doc to fill it out by computer and print it, but you will need to obtain your supervisor's signature on hard copy and mail it to your faculty advisor. This report should include analysis of your activities and working experiences based on your goals and objectives.

EVALUATION AND GRADING

- **Grading Policies** A grade of “P” (PASS) or “F” (FAIL) will be recorded by your faculty internship advisor upon completion of all of the requirements (reports, activities, evaluations, and portfolio). An “I” (Incomplete) will be issued if your internship extends beyond the semester session’s ending date, and final grades will be filed upon completion of all requirements. An “I” may be issued at the faculty advisor’s discretion if an individual is unable to satisfy the requirements of the internship due to circumstances beyond their control. If the student is responsible for any delays or an inability to complete the requirements, this may result in an “I” or an “F” at the faculty advisor’s discretion. A student who is terminated by the company for dishonesty or infraction of policy, or who quits or resigns their employment or internship without appropriate notice risks failure of the course. It is the student’s role and responsibility to meet all deadlines and interact with internship personnel. The faculty advisor will facilitate and coordinate as needed when called upon by the student or supervisor, but the faculty advisor will not “police” the activities of either student or employer/internship supervisor.
- **Employer’s Evaluation** Two weeks before the end of your internship, give your internship supervisor the FCS Internship/Practicum Evaluation Form to complete (pp. 5-7 of the FCS Application Form) and ask them to return the form to your faculty advisor (can be faxed, emailed, or scanned and emailed). If you will be evaluated through a formal corporate performance review process, ask your employer to submit a copy of the corporate performance review or your supervisor may submit a letter of evaluation. It is your responsibility to see that this procedure is accomplished on time.
- **Student’s Evaluation** Upon completion of your internship/practicum, you will fill out an evaluation form that will be provided on Blackboard. This form will include both survey and reflective categories for response related to your internship.
- **Presentation of Experiences** At the end of the internship, you will develop a portfolio or notebook presentation of your experience. This portfolio will document your internship learning experiences and activities and provide a professional presentation for future employers. The portfolio will be a combination of written analysis and visuals to capture the highlights of your experience. You must turn in your portfolio to your faculty internship advisor within one week after the last day of your internship.
- **The portfolio should include** the following three elements (analysis paper, visuals, and summary):

 - 1) **Paper** This is a 4-6 page paper, word-processed and double-spaced, analyzing your internship experience. It should include the following information:
 - a. Your job description as you entered the internship and how it related to your goals and objectives.
 - b. What the job really entailed, how it evolved.
 - c. Describe a couple of specific problems or challenges and how you met them (these might be job-related projects you were assigned or aspects of the work place you did not anticipate).
 - d. What you learned, both about your specific job; and what you learned in general, about the textile/apparel production and distribution pipeline.
 - e. How you will use what you learned in the future, e.g. selecting courses or identifying job types and work environments.
 - 2) **Visuals** Your portfolio should include images and visuals such as photos, charts, diagrams, captions, and visuals that document and illustrate your experience. Remember to take photographs and collect copies of the products you produce or projects you work on. You may also utilize images from the company website or scan promotional literature that you have collected. Be sure to ask if you are allowed to take photographs in your work setting—many companies or retail stores will not allow this.

- 3) **Summary of projects and/or products** Include a 1-page summary of the specific projects you worked on and specific products you completed; include a list of the technology you learned or used in your internship.
- **Evaluation of Portfolio** Your portfolio and paper will be assessed according to the following characteristics for your final grade (pass/fail):
 - The portfolio and paper are organized; main ideas, details, examples, and visuals are presented in an order that makes sense.
 - The voice of your paper is sincere, individual, and honest. You care about getting your ideas across. The paper may even show liveliness, humor, or excitement.
 - Word choice and sentence structure make the paper and portfolio easy to understand.
 - Captions and perhaps the use of quotes from blogging or the job description or promotional literature explain images and visuals in an aesthetically pleasing way.
 - There are no glaring errors in writing conventions, such as grammar, spelling, punctuation, and paragraphing.
 - Overall, your portfolio should demonstrate that you made every effort to learn from this opportunity and can place it into the larger scheme of the apparel industry. Include description, analysis, and interpretation of the internship.
 - **FCS 495 Introduction to the Internship** You will also be asked to participate on a panel or make a presentation to FCS 495 in the fall to share your experiences with students preparing to look for and plan their internships (if you are available or still in the area).

FACULTY ADVISOR'S DUTIES

- Work with student to establish internship location and plan.
- Consult with company, agency or business personnel as needed about work situation and approval of the internship.
 - It is the student's responsibility to secure a work or internship position and to make sure the supervisor or employer will agree to participate in the experience.
 - It is the student's responsibility to obtain and submit the FCS Internship forms with goals, objectives, job description, and work schedule.
- Review goals and objectives with student in preparing the internship plan.
- Approve and sign off on the plan and FCS Internship application forms before student may begin experience.
- Coordinate internship for enrollment purposes.
- Monitor student journal entries, blog participation, and monthly progress reports and schedule conferences with student as needed to facilitate completion of the project.
- Act as consultant for students during the course of their experience, especially if problems arise.
- Communicate with company, business, or agency supervisors as needed about student progress or situations that may arise.
- Evaluate the student's experience and portfolio.
- Report a grade to the Register upon completion of the internship activities and requirements.

PLEASE NOTE

During your internship, remember that this is not an ordinary job, even though you may be employed or working in an on-the-job training program. You are an FCS/CTD student enrolled in an off-campus course, and you are representing the University of Idaho. This requires professional behavior throughout your internship.

FCS 496 and FCS 498 Internship

Name _____

Today's Date _____

For Week Ending _____

WEEKLY ACTIVITY REPORT

Days and hours worked:

Assignments, activities and projects:

New experiences, skills developed, accomplishments (consider areas of communication, writing, technology, leadership, thinking, teamwork)

The activities described above contribute to fulfilling which objectives as described on the Internship Application Form:

WEEKLY JOURNAL REFLECTIONS

Ideas for your journal reflections:

- Satisfactions related to your experiences this week
- Concerns about your experiences this week
- Experiences on the job that contribute to your understanding of the industry
- Experiences on the job that contribute to your personal development
- Experiences OFF the job that contribute to your understanding of the industry (if you are living outside your normal situation)
- Experiences OFF the job that contribute to your personal development (if you are living outside your normal situation)
- Observations and analyses of other people at work
- Contributions you are making to the company or project
- How you are benefitting from the internship experience
- How the projects you are working on differ from your original expectations
- Working relationships and how are they different from your experience as a student
- How the activities you participate in relate to classes you have taken
- New skills or experiences really exciting to you and why
- The least desirable task or activity you have participated in this week
- Difficulties you encountered and how you worked through them
- How any of these experiences will help you in the future
- Areas you might need to improve (work habits, traits, abilities)
- Strengths and weaknesses in the work setting

INTERNSHIP MONTHLY PROGRESS REPORT (Optional, if required)
Due 15th of each month

Days and hours worked:

Activities and projects:

The activities described above contribute to fulfilling which objectives as described on the Internship Form:

Intern's signature_____ Date:_____

Supervisor's signature_____ Date:_____