

WEST VALLEY COLLEGE
FASHION DESIGN AND APPAREL TECHNOLOGY DEPARTMENT

INTERNSHIP INFORMATION PACKET

Fall 2004

MANDATORY FIRST MEETING:

Tuesday, Sept 7, 2004.

2:05 PM in AAS 41

At the first class meeting the Instructor will review the internship procedures and finalize the internship objectives.

THIS PACKET INCLUDES

1. Internship Information
2. Internship Procedures
3. Statement of Agreement between the Site Supervisor and the Intern
4. Syllabus for FD 84 Internship
5. Checklist of important dates
6. Supervisor's Evaluation Form.

PRE-REQUISISTES

Students are **required** to complete the following courses with a grade of C or better in order to qualify for an Internship. You must have basic preparation for working in the industry. This is not a course to help you decide if you want to work in the fashion industry. An Internship provides you will real work experience prior to graduation that will make you more employable.

FD 30 Introduction to Fashion Design
FD 40A Flats and Specs
FD 40B Fashion Sketching
FD 60 Patternmaking I
FD 70 Elements and Principles of Design

The more skills you have, the more responsibility you will have at the internship site and therefore the more experience you will gain through the internship. These additional classes are **recommended** preparation for the internship.

FD 52A Fabric Analysis I

FD 62 Patternmaking II

FD 87 CAD Flats and Specs

FD 18 Computer Aided Patternmaking

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INTERNSHIP INFORMATION

1. **Selection of the Internship site.** Students are responsible for selecting possible sites, applying for the positions, and interviewing with the site supervisors. The final selection is made by the Site Supervisor. Students may need to interview at several sites to obtain an internship. Students may choose a site from the Department's recommended list or select an unlisted site with the approval of the Instructor.

Students are responsible for identifying their internship site, making an appointment for an interview with the site supervisor and completing all required paperwork no later than the third week of the semester.

2. **Hours, day and times of Internship:** Some Internship sites are more flexible than others. The site may arrange the times with input from the student, which may accommodate special requests. Saturday and evening Internships are very difficult to arrange because most apparel firms are not open weekends. Any less than a full day at an apparel firm will accomplish little.

Students must agree to an actual work schedule with the internship Site Supervisor and return a written statement of the work schedule to the Instructor no later than the third meeting of class.

Students must complete **108 hours** of fashion related work at the Internship site on or before the final week of instruction.

Students must complete 12 hours of instruction/meeting/advising, etc. with instructor prior to the final week of instruction

7. **The learning experience.** Every effort will be made to give the students a valuable learning experience. However, students must realize that their level of skill will effect the type of things they may be expected to do. An internship is a reciprocal arrangement. The student gains experience and the employer gains assistance with their business. You must have something to offer the employer. Employers generally give more interesting and challenging work to more highly skilled students.

It is the student's responsibility to negotiate with the Site Supervisor, the type of work they will be doing at the site.

The Intern and Site Supervisor, together, decide the learning objectives, learning outcomes, specific tasks and the Intern's work schedule. This information is documented on the STATEMENT OF AGREEMENT form. After the form is signed, dated and returned to the instructor, the Intern may begin work.

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INTERNSHIP PROCEDURES

Step 1: Select an internship site. It is the student's responsibility to obtain the internship site. You are urged to be thoughtful and creative in selecting an internship site and the type of work that will be done. Choose something that will stimulate and excite your intellectual curiosity and offer the maximum hand-on experience during the internship.

Be prepared to travel to San Francisco or the East Bay for your site location. This is the heart of the industry and you will have the best selection of sites near San Francisco.

Step 2: Telephone the selected site for an interview, send a resume with a cover letter and interview at the site to select the appropriate internship *prior to* the third class meeting on **Sept. 21, 2004.**

When selecting an internship site, students should inform the Site Supervisor of the internship procedures and ascertain that the Site Supervisor is willing to 1) direct the student's activities, 2) give mid-term evaluation of the intern over the phone, 3) complete the Supervisor's Evaluation form and 4) sign a Statement of Agreement with the intern.

Step 3: Submit to the Instructor, the signed STATEMENT OF AGREEMENT between the Site Supervisor and Intern on or before the third class meeting on **Sept. 21, 2004.** This must be completed before starting the internship.

Step 4: The internship. After beginning work at the internship site, students will be required to submit written documentation on or before specified dates (see Checklist). There will be two written tasks and one on-going journal assignment designed to monitor the progress of the Internship as well as a final portfolio representing the internship experience.

Step 5: Submit SITE SUPERVISOR'S REPORT. The Intern should submit the Supervisor's Evaluation to the Site Supervisor at the completion of the 108 hours of work. After it is completed by the Site Supervisor, the Site Supervisor should mail or fax the form to the Instructor. This report must be received by the Instructor on or before **Dec. 7, 2004** in order for the Intern to receive a grade or credit for the course.

Step 6: Upon receipt of the Supervisor's Evaluation and the required work by the stipulated due dates, the Instructor will evaluate the students efforts to meet the internship objectives. A final grade or credit/no credit will be issued by the Instructor.

There will be absolutely no extension of the deadlines noted in this procedure sheet and the Checklist.

EXPECTAIONS OF THE INTERN. Read the following very carefully.

Interns should make copies of all Internship work product, documents, research assignments and report forms and submit the originals of each assignment to the Instructor on or before the date the assignment is due either by fax or by mail so that it is received on or before the due date, addressed to the instructor.

The instructor expects that each student who registers for this course is well motivated and is committed to successful completion of the Fashion Design Program and therefore that the student will utilize sufficient initiative and will communicated with the Instructor and Site Supervisor to ensure a positive internship experience.

The Intern must recognize they have made a serious commitment to the internship site and therefore must respect the negotiated work schedule, arrive on time, behave professionally, and work diligently at all tasks assigned. Treat this Internship like a job. Also recognize that the Internship is a college course, not your ultimate career. Treat it as a learning experience and gain as much varied knowledge as possible.

For question or concerns about the Internship, or to submit forms and reports, contact the instructor

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