

West Valley College
FD 84 Internship
Units: 3 (Credit/No Credit Option)
Prerequisites: FD 30, 40, 60, 70
Total of 108 hours at internship site
Fall 2004

Sally Aitken
sally_aitken@westvalley.edu
Office: AAS 47
Off. Hrs.: by arrangement
Phone: (408) 741-2003

FASHION DESIGN INTERNSHIP

First mandatory meeting: Tuesday, Sept.7, 2004 2:05 PM AAS 41

COURSE DESCRIPTION: The student will apply knowledge/skills learned in the Fashion Design Program through an internship in an apparel firm or design department under the supervision of a fashion professional. The course provides direct industry experience as well as a forum to discuss various aspects of employment in the apparel industry.

COURSE OBJECTIVES: Upon completion of this course, students should be able to:

1. demonstrate a working knowledge of various aspects of employment in the apparel industry by outlining the basic structure of an apparel company and identifying the various responsibilities of the individuals within the company.
2. perform the basic functions of a design or production or sales assistant in an apparel company with a minimum of supervision.
3. better select an area of the fashion industry in which to begin their career.

SCANS SKILLS: Following SCANS skills are addressed in this course.

SCANS Competencies:

1. Resources: Allocate time, money, materials, facilities and human resources.
2. Interpersonal - Team: Participate as a team member, teach others new skills, serve clients/customers, negotiate and work with diversity.
3. Information: Acquire, evaluate, organize, maintain, interpret and communicate information.
4. Systems: Understand organizational systems.
5. Technology: Apply technology to task.

Foundation Skills:

1. Basic Skills: Improve arithmetic/mathematics, reading, listening and speaking skills.
2. Thinking Skills: Think creatively, make decisions, solve problems, see with mind's eye, learn and reason.
3. Personal Qualities: Exercise individual responsibility, increase self-esteem, sociability and integrity.

COURSE FORMAT:

Generally, this course meets weekly one (1) hour with the instructor where topics of general interest will be covered. However, due to the small class size, this course will be

offered through Directed Studies and meetings will be determined at the first class meeting. In addition, a minimum of 108 hours must be spent at the internship site The days and times of this work are to be contracted between the student, employer and instructor.

GROUP MEETINGS: To be determined.

Class meetings will be held in the Applied Arts and Sciences (AAS) Rm. 41 on dates determined at the first class meeting.

Class meetings are structured to:

1. Facilitate roundtable discussion between students and the Instructor regarding internship problems and concerns and to share accomplishments and obtain feedback on the experiences of other interns.
2. Support and enhance each internship experience
3. Facilitate the student’s understanding and completion of written assignments.

FINAL EXAM: During the final class meeting **Dec. 17 from 2:00-4:00PM**, all students will prepare an evaluation of the course to aid in improving the program for future participants and to add to the value of the student’s internship experience.

Attendance at this final meeting is required to receive credit for the course.

GRADING:

The student must complete the required 108 hours at the internship site to pass the course-----	100 points
Attendance and participation at each weekly meeting is required and will be a factor in your grade.-----	40 points
Assignment must be completed according to the instructions on the forms specified and turned in on time.-----	20 points
Supervisor’s Evaluation -----	50 points
Final exam-----	20 points
Journal -----	<u>10 points</u>
TOTAL	240 points

Select the highest points as a standard:

within	5% = A
	15% = B
	25% = C
	40% = D

REQUIRED ASSIGNMENTS:

The required assignments and mandatory due dates are listed on the *Assignment Checklist* along with the required standards and the forms on which the assignments are to be submitted.

STUDENT CONDUCT:

Cheating, plagiarism or knowingly furnishing false information are cause of disciplinary action by the College and receipt of a failing grade for this course.

DROPPING A CLASS: If you choose to drop this class, YOU must file a drop slip at the admissions office. **FAILURE TO DO SO MAY RESULT IN A FAILING GRADE.**

EMERGENCIES: In the case of fire, earthquake, bomb threat or other emergency evacuation, students are to exit the building and meet in the perimeter parking lot #3 (by the bus stop). **DO NOT** leave the area without notifying the instructor.

CONTACTING THE INSTRUCTOR: Please do not contact the Secretary in the Division Office unless there is an emergency.

Please contact the instructor directly at:

Sally Aitken

phone: (408) 741-2 003 24 hour voice mail available.

Fax: (408) 741-2415

E-mail: sally_aitken@westvalley.edu

Office: AAS 47

Off. Hrs. Announced first day of class

Please respect office hours. Individual appointment are also available upon request.

The instructor's mailbox is located in the Division Office. Information by be picked up or dropped off during the normal Division Office hours.