

WEST VALLEY COLLEGE
FASHION DESIGN AND APPAREL TECHNOLOGY DEPARTMENT

**INTERNSHIP ASSIGNMENT CHECKLIST
AND IMPORTANT DATES
Fall 2004**

GENERAL ASSIGNMENT GUIDELINES:

1. All work must be word process in an easily read font and double spaced.
2. The heading of each assignment in the upper right hand corner is to include the student's name, daytime phone number, course title and date assignment is due.
3. Rules of grammar and punctuation are strictly applied.
4. There will be **no extensions of assignment deadlines.**
5. Students are invited and encouraged to contact the course instructor throughout the semester to discuss any problems or concerns on the internship experience.

**CHECKLIST AND DUE DATES:
STATUS**

1. Register for Fashion Design 84 as required by West Valley College.

2. Attend mandatory first class meeting at **2:05 PM Tuesday, Sept. 7, 2004**
Review the Syllabus, Procedure Sheet, Assignments and Forms.
Sign Contract with Instructor.

3. Select Internship Site prior to **Sept. 21 2004** _____
4. Confirm internship site and work schedule and submit to the Instructor the signed Statement of Agreement between Site Supervisor and intern no later than **Sept 21. 2004** _____
5. **Assignment 1:** Submit to the Instructor on or before **Oct. 12, 2004** a flow chart depicting the organizational structure of the apparel company or internship site.
Include a brief description of the company history, ownership, and business structure. Include a description of the company's market, type of product, design philosophy, competition and future business outlook. Also submit a detailed

outline

of the organization of the Intern's particular department. Include a description of who works there, job title and responsibility and their background and education. Describe how decisions are made and how work is assigned. Include a description of how you, as an intern, fit into the structure. 3-5 pages double space typed. You may include graphs, pictures, organizational charts, marketing materials to enhance your report.

6. **Daily Journal Assignment:** Submit to the instructor prior to **Dec. 17, 2004**, a completed Journal of your experience. In a small notebook or blue book, keep a daily record of your experiences on at the Internship site. After each internship work day, write a brief description of the days activities and any observations you wish to make. Identify the date of each journal entry.
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7. **Internship Final Portfolio:** Bring on **Dec. 17, 2004** a completed portfolio of your internship experience. The format of this portfolio is up to you. I should include documentation of the various activities you did during your internship. Photographs and other visuals are required. It should represent the activities you completed and the skills you developed during the internship. Include your supervisor's reports, and all paperwork associated with the internship. I must have a cover sheet, table of contents and be word processed in an easily read 10 or 12 point font on white paper. You will present this to the class on **Dec. 17, 2004**.
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8. **Supervisor's Evaluation Form:** Submit to the Instructor no later than **Dec. 17, 2004**, the completed Supervisor Evaluation form after completing 108 hours of work at the internship site. It can be mailed or faxed to the instructor.
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9. **Written evaluation (Final Exam) Dec. 17, 2004:** Attendance is mandatory. Prepare in class on the day of the final exam, a written evaluation of the Internship experience: A summary of what you learned on the Internship. Include a comparison of what you expected the experience to be and what it was in reality. Identify the specific skills and experience you gained through the Internship. Identify the

skills you need to develop for a career in this area. Would you pursue a career in this area? Why or why not?
