STATEMENT OF AGREEMENT

The Fashion Design Internship is designed to provide students with real life work experience in the fashion industry. Because this is an accredited college level course, certain learning objectives must be achieved in order to award credit.

It is essential that the student and site supervisor negotiate the goals and objectives of the internship together. These goals and objectives should be clearly defined and mutually understood. They must also be delineated in detail below.

This agreement ensures that the student understands the nature and content of the work they will be expected to complete. It also ensures that the site supervisor understands and supports the learning objectives of the student.

Intern Student’s Name: ________________________________

Address: ________________________________

__________________________ Street

__________________________ City State Zip

Telephone: ________________________________

__________________________ Day Evening

E-mail: ________________________________

Site Supervisor’s Name/Title: ________________________________
STATEMENT OF AGREEMENT

The Intern’s name: ____________________________________________________________

____________________________________

Site Supervisor’s name ______________________________________________________

____________________________________

The Intern’s work schedule will be: ____________________________________________

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

LEARNING OBJECTIVES:
Please list the substantive areas of the fashion industry in which the Intern will concentrate:

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

LEARNING OUTCOMES:
Upon completion of the course, the Intern will be able to demonstrate the following
skill/knowledge:


The Intern’s responsibilities will include:


STATEMENT OF AGREEMENT

The student has completed the following:

1. Provided the Site Supervisor with a resume and cover letter. Yes

2. Completed an interview concerning the scope of the internship with the Site Supervisor: Yes

3. Negotiated the learning objectives, outcomes and work schedule Yes

Students, by signing this agreement you agree complete 108 hours of professional work at the internship site on or before Dec. 8, 2004. You also agree to treat your internship like a job. You agree to arrive on time, work diligently, behave professionally, and cooperate within the work environment. You agree to maintain regular contact with the internship instructor and submit all assigned work by the due dates outlined in the syllabus.

Print Name of student intern
Signature
Date

Site supervisor, by signing this agreement you agree to ensure an appropriate learning environment by supporting the learning objectives of the student as outlined below. You will ensure that while menial work may be part of the job, the bulk of the student’s time will be spent in meaningful work directly related to the learning objectives negotiated between you and the student. You agree to supervise and direct the Intern’s on site work activities in fashion tasks. You agree to complete the Supervisor's Evaluation form after the Intern has completed the 108 hours of Internship work. Please ensure its arrival at West Valley before Dec. 8, 2004. (It may be faxed to Sally Aitken at 408. 741.2415)

Print Name of Site Supervisor
Signature
Date
The three pages in this Agreement packet must be received by the course instructor (below) prior to the intern beginning work at the internship site. Intern and Supervisor should keep copies.

Please contact the course instructor during the semester with questions or comments on the progress of the internship:

Sally Aitken  
Fashion Design Department  
West Valley College  
14000 Fruitvale Ave  
Saratoga, CA. 95070  
Phone: (408) 741-2003  
Fax: (408) 741-2415