

REQUIREMENTS
FOR
TAM 4949 - FIELD TRAINING
(INTERNSHIPS)
IN
TEXTILE & APPAREL MANAGEMENT

Department of Textile and Apparel Management

College of Human Environmental Sciences

University of Missouri-Columbia

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WHAT IS FIELD TRAINING?

The primary objective of TAM 4949 – Field Training is to coordinate the practical aspects of work experience in a career choice with a university education. Upper level undergraduate and graduate students in the Department of Textile and Apparel Management have this opportunity to enrich their curriculum with intensive experience at the employer of their choice. On-the-job experiences should parallel those of an entry-level position for university graduates.

Students in any area of emphasis in Textile and Apparel Management may enroll. The experience may be taken during the fall, winter, or summer semester and in any geographic location and may have variable credit according to the scope of the program agreed upon with the faculty supervisor. Guidelines are listed on page five.

BENEFITS OF FIELD TRAINING

Enhancement of the quality of the student's university education is the primary objective of field training however; the internship is simultaneously beneficial to the cooperating business/industry, governmental agency, educational institution, museum, or other private/quasi-private organization. Through this student/faculty contact, the organization provides current information on the "real" world of employment. In turn, the organization gains the benefit of students with the most recent coursework. Finally, the faculty can analyze curriculum and focus on creative changes through this three-way flow of communication.

Objectives:

1. To provide work experience similar to entry-level positions in careers entered by the textile and apparel graduates.
2. To facilitate the student's understanding of the application of the intensive university education to specific career demands.
3. To create a broader, in-depth understanding of the business/industry, government, museum, or, educational organization which utilizes knowledge of the textile and apparel graduate.
4. To provide background for the student to re-evaluate the four year degree program and modify selection of remaining electives to strengthen her/his unique interests.
5. To enrich the student's professional development by interaction with the cooperating organization's staff ranging from administrative/executive positions to a variety of other employees.
6. To develop an analytical approach to understanding organizational philosophy, objectives, policies, and procedures.
7. To be an ambassador of the University of Missouri-Columbia (UMC), particularly the College of Human Environmental Sciences and Department of Textile and Apparel Management, to the outside community.
8. To be ambassadors of the cooperating organization and its career orientation to the academic community.

Prerequisites for Enrollment in TAM 4949-Field Training

1. The student must be a Textile and Apparel major or minor.
2. Junior, senior, or graduate standing.
3. Minimum of 2.5 overall grade point average or a 2.8 in the major.
4. Completion of the minimum course requirements identified for each area of emphasis. (page 4)
5. Student must be able to secure an internship position where a quality learning experience will be guaranteed.

Responsibilities of the Student

Each student enrolled in TAM 4949, Field Training (Internship), is responsible for completing the following in the order given.

1. To discuss Field Training and the Professional Seminar with the student's academic advisor prior to pre-registration for either.
2. To enroll in TAM 2120, Professional Seminar, during the fall or winter semester prior to the internship. Enrollment in this course does not guarantee placement in an internship position.
3. To discuss plans for the internship with a faculty supervisor and an academic advisor. In order for the student to enroll in an internship, she/he must secure the agreement of the faculty member who would supervise the student's internship and determine the course grade.
4. To secure her/his own position with guidance and suggestions from a faculty supervisor and seminar instructors. The internship employer must be a reputable establishment.
5. To discuss with the prospective internship employer the type of learning experiences expected in order to receive academic credit from the University of Missouri for the internship. This list of suggested experiences will be available for the student to take when interviewing. It is very important for the employer to understand the expectations from the beginning.
6. To develop, upon agreement of these two parties, a written proposal outlining expectations for the internship.
7. To enroll in TAM 4949, Field Training, during the time when the field experience occurs.
8. To return the Information Sheet (at end of this booklet) to the faculty supervisor prior to your first day on the job.
9. To initiate opportunities to cover the suggested learning experiences in the internship handbook by asking questions and seeking additional duties.
10. To complete 100 hours of on the job working hours for each 1 credit hours earned, and complete a majority of the suggested learning experiences.
11. To complete required assignments for internships by the deadline established with faculty supervisor.
 - For the present, variable credit standards will be comparable to current expectations of 1 credit hour for each 100 working hours.

Typical Schedule for Field Training

1. Fall Semester
 - A. Discuss internship possibilities with academic advisor.
 - B. Discuss internship with potential faculty advisor.
 - C. Pre-Enroll in Professional Seminar if not already enrolled.

2. Winter Semester
 - A. Enrolled in seminar; see objectives for professional seminar.
 - B. Pre-Enroll for Summer or Fall Internship.

3. The following Spring, Fall, or Winter
 - A. Enroll in TAM 4949 Field Training
 - B. Complete requirements for grade for TAM 4949.

INTERNSHIP REQUIREMENTS

1. Have the Information Sheet on file.
2. Use the resources on Canvas to submit your assignments.
3. Send in weekly reports. Please type the format for weekly reports as indicated on Canvas.
4. Send in weekly hours. You should include the hours you work each day during the week, as well as your total hours. Please type the format as indicated on Canvas.
5. Employer Evaluation Form. This form will be sent to your employer by your supervisor during the last week of employment.
6. Complete all questions in your internship booklet located on Canvas during the course of your internship. For alternative internships, a project will be determined in consultation with the internship supervisor.
8. Talk about your internship in classes, or at a student organization meeting.

LIMITS ON INTERNSHIP CREDIT

Students may earn up to 6 hours of TAM elective credit through (at least) two different internships. Each internship completed for credit must be substantially different from the other (and approved by the faculty member responsible for TAM 4949). A maximum of 3 credits can be earned during a specific internship enrollment period. If a student wants to complete more than 6 hours of internship credit, the additional hours will count as General Elective credit, not as TAM elective credit.

MINIMUM COURSE REQUIREMENTS

The following are considered minimum course requirements for internships in these various areas:

Retailing or Merchandising

TAM 1300	Introduction to Softgoods Retailing	3 cr. hr.
TAM 2200	Textiles	3 cr. hr.
TAM 2300	Retail Finance & Merchandise Control	3 cr. hr.

Apparel Product Development

TAM 1200	Basic Concepts of Apparel Design & Production	3 cr. hr.
TAM 2200	Textiles	3 cr. hr.
TAM 2280	Apparel Production	4 cr. hr.

Working In Other Areas In The Field

Coursework will be determined in consultation with the internship supervisor.

OBJECTIVES OF SPECIFIC TYPES OF INTERNSHIPS

Retailing

1. To participate in and /or observe the activities involved in a retail store operations.
2. To gain a realistic view of retailing as a possible career choice.
3. To develop an understanding of the role of the retailer in the fashion marketing system.

Apparel Product Development

1. To observe the variety of operations involved in apparel manufacturing.
2. To provide an opportunity to apply knowledge and to gain actual experience in a design/apparel manufacturing firm.
3. To increase one's skills in the field of product development/apparel manufacturing

ME? AN INTERNSHIP EMPLOYER?

What is an internship?

Practical aspects of work experience in a career choice are coordinated with the university education. The internship experience provides students an opportunity to enrich their curricula with intensive experience in an employment situation that enhances the student's professional growth.

What are the benefits of an internship?

Enhancement of the quality of the student's university education is the primary objective of field training; however, it is also beneficial to the cooperating employer. Besides contributing to the education of students, employers gain these benefits:

- The opportunity to preview potential full-time employees
- Interaction with students with the most recent coursework
- Establishment of goodwill ambassadors through students returning to campus

What is expected in an internship?

Because students will be earning college credit for the internship experience, it must provide a quality learning experience for the students.

Do cooperating organizations have to be large to qualify?

No, the size of the organization does not determine the quality of the internship. A more important aspect is the organization's commitment to enhancing the professional growth of the student. The student and employer should capitalize on the uniqueness of your organization.

What is the student's responsibility to the organization and University of Missouri-Columbia?

1. Yes, the student is expected to approach the internship in a professional manner and to make productive contributions to the organization. On-the-job experiences for the intern should parallel those of an entry-level position for the university graduate.
2. Each student has a designated MU faculty supervisor to whom reports are sent. The supervisor will contact the organization directly to confirm the agreement among student, your organization, and Textile and Apparel Management faculty.

EXPECTATIONS OF INTERNSHIP EMPLOYERS

Objectives of Internship

It is important for employers to remember that the primary objective of the internship is to enable students to combine classroom theory and practical work experience. The internship should provide students opportunities to improve basic work skills and professional competence.

The Employer's Role

Employers should make certain that students would be participating in a well-managed, worthwhile experience.

Employers should assist in establishing learning objectives for students and should provide adequate supervision to assist them in accomplishing these objectives.

Guidelines for Internship Employers

The following information is provided for organizations considering participation in the internship program.

Commitment to Education

- Willingness to participate in the achievement of educational goals for the student.
- Able to plan a sequence of experiences for the interns, which will contribute to their growth.
- Have a commitment from top management that the internship will be an important developmental program for both students and employers.

The Internship as an Integral Part of the Organization's Operations

- Genuine interest in the development of the intern as a member of the organizational team
- Incorporate interns into the work of the organization so that they make a contribution to the host employer during their internship.

Assignment of a Supervisor

The organization should designate a qualified supervisor who:

- a.) Has knowledge of the basic principles of supervision.
- b.) Sees his/her role as an educator as well as a supervisor.
- c.) Has positive attitudes toward his/her work.
- d.) Relates well to young people.
- e.) Participates willingly and/or by own personal request.
- f.) Views participation as a valuable contribution to the profession and to his/her own supervisory abilities.
- g.) Has high standards of ethical and professional behavior.
- h.) Participates willingly in supervisory conferences and written reports requested by the university.
- i.) Is rated as an example of successful management skills by their organization.

**University of Missouri-Columbia
College of Human Environmental Sciences
Department of Textile and Apparel Management**

**Employer's Evaluation of Student
Page 1 of 2 Pages**

Student Name: _____ **Work Period:** _____

Employer: _____ **Address:** _____

Phone Number: _____

Instructions: The immediate supervisor should evaluate the student objectively, comparing him/her with other students of comparable academic level, with other persons assigned the same or similarly classified jobs, or with individual standards. Remarks are particularly helpful.

Attitude-Application to Work

- ___ Outstanding in enthusiasm
- ___ Very interested and industrious
- ___ Average in diligence and interest
- ___ Somewhat indifferent
- ___ Definitely not interested

Ability and Willingness to Learn

- ___ Exceptional
- ___ Learned works readily
- ___ Average in understanding work
- ___ Rather slow in learning
- ___ Very slow to learn

Dependability

- ___ Completely dependable
- ___ Above average in dependability
- ___ Usually dependable
- ___ Sometimes neglectful or careless
- ___ Unreliable

Initiative

- ___ Proceeds well on his/her own
- ___ Goes ahead independently at times
- ___ Does all assigned work
- ___ Hesitates
- ___ Must be pushed frequently

Knowledge of Field

- ___ Excellent
- ___ Good to very good
- ___ Adequate
- ___ Fair
- ___ Inadequate

Ability to Organize Work and Self

- ___ Excellent
- ___ Good to very good
- ___ Adequate
- ___ Fair
- ___ Inadequate

Potential as a Professional

- ___ Excellent
- ___ Above average
- ___ Average
- ___ Below average
- ___ Doubtful

Response to Supervisors

- ___ Highly Responsive
- ___ Positive
- ___ Adequate
- ___ Bordering on Negative
- ___ Negative

Employer's Evaluation of Student

Page 2 of 2 Pages

Quality of Work

- Excellent
- Very Good
- Average
- Below Average
- Very Poor

Judgement

- Exceptionally mature in judgement
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgement
- Consistently uses bad judgement

Attendance

- Very regular
- Usually regular
- Tolerable
- Often irregular
- Always irregular

Relations with Peers

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has difficulty working with others
- Works very poor with others

Leadership Qualities

- Shows strong leadership qualities
- Shows moderate leadership
- Average in leadership qualities
- Seldom shows leadership qualities
- Shows no leadership qualities

Punctuality

- Very regular
- Usually regular
- Tolerable
- Often irregular
- Always irregular

Overall Performance: (Check your rating of this student)

Outstanding Very Good Average Marginal Unsatisfactory

The student's outstanding professional qualities are:

The professional qualities the student should most strive for are:

Would you hire this individual at the completion of his/her program if you had a position available? Yes No

This report has been discussed with the student: Yes No

Signed: _____ Date: _____
(Immediate supervisor)

Note: Please return to: _____

Department of Textile and Apparel Management
137 Stanley Hall
Columbia, MO 65211-7700

For additional remarks, please use the back of this page.

**Information Sheet
TAM 4949 - Field Training**

Name: _____ Parent's Name: _____

Permanent Home Address: _____ Address: _____

Telephone: _____ Telephone: _____

Student I.D. # _____ E-mail Address: _____

Semester & yr. Enrolled _____ Expected Graduation Date: _____

Academic Advisor: _____

Cooperating Organization Supervisor: _____

Cooperating Organization: _____

Address: _____

Telephone: (____) _____ Fax: _____

E-mail Address: _____

Residence During Internship:

Address: _____

Telephone: _____

Check one:

- I have registered for the internship at this time.
 I have not registered for the internship at this time.

(Note: Students must register for the term in which the internship participation occurs, i.e., the internship may not be added to a later semester.)