

## **TAM 4949: Field Training in Textile and Apparel Management Internship Guidelines | Updated August 2021**

The goal of TAM 4949 is to coordinate the practical aspects of work experience in a career choice with a university education. Upper level undergraduate students in the Department of Textile and Apparel Management (TAM) have the opportunity to enrich their curriculum with intensive experience at the employer of their choice. Some students may choose to participate in an internship but not earn credit. TAM 4949 is a TAM elective option; however, not required for graduation. On-the-job experiences should parallel those of an entry-level position for university graduates. Students in any area in TAM may enroll. TAM 4949 may be taken during the fall, winter, or summer semester and in any geographic location, virtually or in-person, and may have variable credit according to the scope of the program agreed upon with the faculty supervisor, Dr. Jaime Mestres.

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 organization. Through the student/faculty contact, the organization provides current information on the "real" world of employment. In turn, the organization gains the benefit of student knowledge of the academic coursework. In addition to contributing to the education of students, employers can preview interns for future full-time employment and utilize interns as goodwill ambassadors upon their return to campus. Finally, TAM faculty benefit by using the student's experience as an opportunity to analyze curriculum and focus on creative curriculum changes.

### **INTERNSHIP OBJECTIVES**

1. To provide work experience similar to entry-level positions in careers entered by the textile and apparel management graduates.
2. To facilitate the student's understanding of the application of the intensive university education to specific career demands.
3. To construct 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 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, 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.

### **TAM 4949: COURSE DESCRIPTION**

Practical aspects of internship experience coordinated with the university curriculum.

## **COURES PREREQUISITES**

TAM 2120 and a minimum of 2.5 of overall cumulative GPA, or instructor's consent.

## **STUDENT RESPONSIBILITIES**

1. To discuss Field Training and the Professional Seminar course with academic advisor prior to preregistration.
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 the instructor of TAM 4949 and academic advisor. In order for the student to enroll in TAM 4949, they must secure the agreement of the instructor of TAM 4949.
4. To secure an internship position with guidance and suggestions from an instructor of TAM 4949. 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. A list of suggested experiences will be available for the student to take when interviewing. It is important for the employer to understand the clear 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 internship experience occurs.
8. To return the Information Sheet located on Canvas to the instructor of TAM 4949 prior to the 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 at least 160 hours of on the job working hours, for which 3 credit hours will be earned.
11. To complete required assignments for the internship by the deadlines established with the instructor of TAM 4949.
12. To approach the internship in a professional manner and to make productive contributions to the organization.

If a student wishes to enroll in less than 3 hours for any given reason (i.e. needs to enroll in the course in order to complete internship per the employer), coordinate with the instructor of TAM 4949 to make arrangements.

## **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 in terms of learning experiences or outcomes, from the other, especially if the student has two experiences from one employer (and approved by the instructor of 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.

## **EMPLOYER RESPONSIBILITIES**

It is important for employers to remember that the primary goal of the internship is to enable students to combine classroom theory and practical work experience. Employers should make certain that students would be participating in a well-managed, quality learning experience. Employers should assist in establishing learning objectives for students and should provide adequate supervision to assist them in accomplishing these objectives through the following:

1. Willingness to participate in the achievement of educational goals for the student.
2. Ability to plan a sequence of experiences for the interns, which will contribute to their growth.
3. A commitment from top management that the internship will be an important developmental program for both students and employers.
4. Genuine interest in the development of the intern as a member of the organizational team.
5. Incorporation of interns into the work of the organization so that they make a contribution to the employer.
6. Designation of a qualified supervisor who:
  - a. Has knowledge of the basic principles of supervision
  - b. Sees their role as an educator as well as a supervisor
  - c. Has positive attitudes toward their 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 their supervisory abilities
  - g. Has high standards of ethical and professional behavior; and
  - h. Participates willingly in supervisory conferences and written reports requested by the university.
7. Willingness to allow the student to share their experiences interning with others through a variety of avenues including social media. Students are taught not to post/discuss proprietary information.

## **ASSESSMENT OF COURSE OBJECTIVES**

Students will be assessed by:

Completed & Uploaded Documents (see templates found on Canvas):

1. Information sheet
2. Weekly reports
3. Weekly hours

Other Items:

1. Participation in a weekly discussion board
2. Completed employer evaluation form (sent by the TAM 4949 instructor)
3. Share internship experiences with TAM students (i.e., classes or organization meetings)
4. Create one article with at least 2 pictures for the department's social media accounts (per student consent).