

TAM 4949: Field Training in Textile and Apparel Management Internship Guidelines

The goal of TAM 4949 is to coordinate the practical aspects of work experience with a career choice and a university education. Undergraduate students in the Department of Textile and Apparel Management (TAM) can 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 TAM may enroll. TAM 4949 may be taken during the fall, spring, or summer semester and in any geographic location, virtually or in-person, and may have variable credit according to the program's scope, agreed upon with the faculty supervisor.

- TAM 4949 for academic credit is a TAM elective option; however, it is not required for graduation.
- TAM 4949 for zero credit allows a student to enroll for the course to show the field experience on their academic transcript; however, they do not receive academic credit for the experience.
- Some students may choose to participate in an internship but not enroll in TAM 4949 for academic credit or zero credit.

The primary objective of field training is to enhance the quality of the student's university education; however, the internship benefits the cooperating organization. Through the student/faculty contact, the organization provides current information on the "real" world of employment. In turn, the organization benefits from students' 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 students' experience to analyze the 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 applying intensive university education to specific career demands.
3. To construct a broader, in-depth understanding of the business/industry, government, museum, or educational organization that 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 the selection of remaining electives to strengthen interests.
5. To enrich the students' professional development by interacting with the cooperating organization, ranging from administrative/executive positions to various 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, notably the College of Arts and Sciences and the 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 are coordinated with the university curriculum.

COURSE PREREQUISITES

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

STUDENT RESPONSIBILITIES

1. To discuss Field Training and the Professional Seminar course with the academic advisor before preregistration.
2. To enroll in TAM 2120, Professional Seminar, during the fall or spring semester before 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 the academic advisor. To enroll in TAM 4949, the student must secure the instructor's consent.
4. To secure an internship position with guidance and suggestions from the department. The internship employer must be a reputable establishment.
5. To discuss with the prospective internship employer the type of learning experience expected to receive academic credit from the University of Missouri for the internship.
6. To develop written documentation outlining expectations for the internship upon agreement of these two parties.
7. To enroll in TAM 4949, Field Training, when the internship experience occurs.
8. To return the Information Sheet located on Canvas to the instructor of TAM 4949 before 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. Three credit hours will be earned for completing at least 160 hours of on-the-job work.
11. To complete the required assignments for the internship by the deadlines established with the instructor of TAM 4949.
12. To approach the internship professionally and contribute to the organization.

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

Employers need to remember that the primary goal of the internship is to enable students to combine classroom theory and practical work experience. Employers should ensure students participate 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, contributing 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 organization's work so that they contribute 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. Views participation as a valuable contribution to the profession and their supervisory abilities
 - f. Has high standards of ethical and professional behavior; and
 - g. Participate 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 various 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 two pictures for the department's social media accounts (per student consent).

Enrollment for zero credit requires the following assignments:

Information Sheet, Create an Article and Share Experience with TAM students.