

- Instructor: Margarita Benitez • email: mбенитез@kent.edu • office: 218a • office hours by appointment •

Course Description: Supervised practical experience in the fashion industry.
Access to the internet and Vista are necessary for submitting your assignments.

Course Objectives: Through successful completion of the internship, the student will:

1. Integrate academic instruction with professional practices in a chosen field.
2. Develop behaviors/attitudes/skills required for placement in entry-level positions.

The nature of internships approved for fashion design majors:

Fashion design internships should put to use those skills you have acquired in your required fashion design courses. The internship should focus on apparel products and the design/development/production of those products. Students wishing to have a costume design internship experience should speak with the appropriate faculty in the School of Theater and Dance. Examples of the variety of fashion design internship experiences students might have include: assisting with design decisions and creating line sheets, taking garment specs and developing print design for sleepwear on the computer, and dying fabrics and doing pattern work for menswear.

Course Regulations:

1. Student **MUST** submit the **internship agreement form** prior to receiving a permit to register. The school does not “place” interns but I will offer as much assistance as I can; so it is ultimately the student’s responsibility to secure the internship. However, the internship experience must be approved by me, so it is best to work with me to ensure that you have the experience you want and that it will meet the requirements of this course.

2. Minimum hours of work: A minimum of 225 hours “on the job” must be fulfilled within the internship period. It is necessary to be enrolled for internship credit at the time you are doing the experience; therefore, the 225 hours may not start prior to the beginning of the semester, nor should continue part the last official class day of the semester (refer to the University calendar for those specific days).

3. Bi-Weekly logs: Bi-weekly logs are to be submitted no later than 5:00PM the day noted on the outline (below). Reports must be submitted via email using the form (Word document) provided on Flashline. Prior to submitting the first log, the INTERN INFORMATION FORM must be sent, again via e-mail only. In addition to the Intern Information Form, any student working for ANY other employer during the internship period even waiting tables on the weekends), must submit the Intern Second Job form with the first weekly log, via e-mail only.

4. Mid Term Evaluation: A self-evaluation is due after the completion of at least 110 hours of work and no later than the completion of 140 hours of work (hours may differ if student is working a longer internship period). The report is to be submitted on the form provided on Flashline and signed by you and your supervisor as acknowledgement that your progress has been discussed. **You must scan the form and e-mail it as .jpg file.**

5. Final Evaluation: A final evaluation is due after the completion of the internship. This evaluation is done by your immediate supervisor, signed by both the supervisor and you as acknowledgement that your progress has been discussed. The report is to be submitted on the form provided via email.

6. Final Report: A final report (submitted only via e-mail) consisting of a written critical analysis and an evaluation by your supervisor (you must scan the form and e-mail it as .jpg file) of your performance is due upon the completion of the internship and prior to the last day of classes for the semester in which you are enrolled. See course outline for specific dates.

When e-mailing attachments to me: name the file with your last name at the start of the file name (i.e., benitezweeklylog1.doc) and only send Word (.doc) attachments.

Course Evaluation: This is a graded class. (A, B, C, D or F)

30% Logs/reports

20% Mid-term self-evaluation and interview report

20% Final report – Written critical analysis

30% Final report – Supervisor final evaluation

All reports must be complete and submitted on time

Note: E-mail (**mbenitez@kent.edu**) the only way to submit your material. Students are solely responsible for their information reaching me on time, no excuses. If the server is down at work, go to the library, a friend's, or a business like Kinko's. If you desire confirmation of receipt of materials, utilize the receipt/notification feature in your e-mail.

Students wishing to intern in another country:

You are required to turn in a signed copy of the "agreement release form" from the Center for International Studies to me prior to the beginning of your internship (they will keep one copy there). Additionally, you must contact the consulate for the country in which you will be interning to get the proper paperwork completed (VISA, work permit, etc.) These documents often take months to generate, so apply early.

Students leaving North America are strongly encouraged to purchase a special medical insurance policy through the university which is only for students traveling abroad – information available at the Center for International Studies.

University Policy Regarding Cheating and Plagiarism:

Cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied.

References:

Administrative Policy and Procedures Regarding Student Cheating and Plagiarism,

University Policy Register, 3342-3-07 (Chapter 3, pp. 15-24)

University Life Digest of Rules and Regulations (p. 9).

Students with Disabilities:

University policy 3342-3-18 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Disability Services (contact 330-672-3391 or visit www.kent.edu/sds for more information on registration procedures.

References:

Nondiscrimination and Access to University Programs for Qualified Handicapped Students. University Policy Register 3342-18 (Chapter 3, p.44)

University Life Digest of Rules and Regulations (p.17).

Registration Requirement: The official registration deadline for this course is June 12, 2011. University policy requires all students to be registered in each class they are attending. Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course. Each student must confirm enrollment by checking his/her official class schedule (using Student Tools in FlashFAST) prior to the deadline indicated. **Registration errors must be corrected prior to the deadline.**

Office of University Registrar Standard Processing Dates for Part of Term Sections

FALL 2011: (August 29th – December 11th)

Last Day to Add/Drop: September 11th

Last Day to Withdraw: November 6th

Internship Forms Checklist:

ITEM	DUE DATES
Internship Agreement Form	Earlier the better – no later than August 29th
Intern Information Form	As soon as you begin your internship
Intern Second Job Form	As soon as is applicable (either when you begin your internship or when you start working elsewhere)
Bi-Weekly Log#1**	September 9, 2011 , no later than 5:00PM
Bi-Weekly Log#2	September 23, 2011 , no later than 5:00PM
Bi-Weekly Log#3	October 7, 2011 , no later than 5:00PM
Midterm self-evaluation	Approximate due date October 14, 2011 <i>after completion of at least 110 hours of work and no later than the completion of 140 hours of work</i>
Bi-Weekly Log#4	October 28, 2011 , no later than 5:00PM
Bi-Weekly Log #5	November 11, 2011 , no later than 5:00PM
Bi-Weekly Log#6	November 28, 2011 , no later than 5:00PM
Bi-Weekly Log #7	December 9, 2011 , no later than 5:00PM
Final Report	December 9, 2011 , no later than 5:00PM
Evaluation by your supervisor	December 9, 2011 , no later than 5:00PM

Late or incomplete materials could result in a failing grade and/or delayed graduation.

if your internship is for a period other than the full 15 weeks, please inform me of when you will begin submitting logs and other reports (i.e., **you make up a schedule and share it with me). You are still required to submit a minimum of 4 bi-weekly logs.