Apparel, Textiles & Merchandising

Internship Learning Objectives & Activities

- Below are internship objectives, these are what you specifically want to learn from your internship and under each objective is the corresponding activity you will do to complete that specific objective
- The objectives are organized by their primary function
- You need to choose 3 objectives and their corresponding activities
- You must choose from AT LEAST 2 DIFFERENT PRIMARY FUNCTION CATEGORIES
- Reminder that the learning agreement must be typed

Buying/Inventory

1) Objective: Identify business strategies for buying and selecting product
   Activity: Conduct mock-buy and compare and analyse my mock-buy to actual buyers purchase to see differences and similarities

2) Objective: Identify process and procedures for company purchases
   Activity: Assist in buying products for the stores and oversee paperwork involved

3) Objective: Explore the buying process
   Activity: Shadow supervisor in making purchases and assist in ordering, receiving, and merchandising the product

4) Objective: Increase skills in buying and merchandising
   Activity: Assist merchandiser in completing inventory, reordering product and merchandising store

5) Objective: Identify business strategies for buying/selling
   Activity: Job shadow supervisors and interview them on buying and selling strategies used

6) Objective: Identify business strategies for buying and selecting products
   Activity: Interview supervisor on buying strategies and assist in three buy’s

Visual Display/Merchandising/Promotions

7) Objective: Identify visual merchandising practices
   Activity: Execute five window displays and corresponding in-store displays to showcase current merchandise, brands and/or promotions

8) Objective: Determine how to successfully design merchandise displays to attract customers to the product
   Activity: Interview supervisor on display techniques and complete three merchandise displays independently for supervisors critique for future improvements

9) Objective: Identify techniques for creating effective window and table displays
Activity: Job shadow co-workers and complete two window and table displays independently and have manager and/or buyer critique for future improvements

10) Objective: Evaluate company merchandise strategies
   Activity: Arrange merchandise effectively and have the opportunity to create a shopping friendly environment

11) Objective: Assess how to execute the brand presentations and experience for specific markets
   Activity: Work with various positions to identify product branding for target markets

12) Objective: Explore the promotional aspect of marketing
   Activity: Create marketing materials to promote products and/or store and assist in implementing materials

13) Objective: Identify promotion strategies and execute campaign
   Activity: Develop and implement a promotional campaign

14) Objective: Identify practices for advertising products and/or store
   Activity: Interview supervisor on advertising efforts and results and create an advertising campaign for store/product

15) Objective: Interpret business’s goals to assist in creating a marketing plan
   Activity: Review business goals and work with marketing to create and implement a marketing plan

MANAGEMENT/CAREER

16) Objective: Identify manager responsibilities and tasks, along with daily operational tasks on the floor
   Activity: Job shadow manager and interview on responsibilities including sales preparation and procedures

17) Objective: Explore various management skills and techniques
   Activity: Training, job shadowing other managers and applying techniques while supervising associates

18) Objective: Identify manager’s daily tasks
   Activity: Interview managers in three different departments and identify and analyze similarities and differences

19) Objective: Analyze the management process
   Activity: Sit in on various levels of management meetings and conduct follow-up interviews

20) Objective: Identify other careers in the retail industry to assist in choosing post-graduation career
   Activity: Research four different careers in company which includes interviews and/or job shadows with chosen professionals within the fields to research position responsibilities, expectations, experience etc

21) Objective: Identify the many roles and career paths available in the retail industry
   Activity: Interview employees in five different positions to identify job expectations and experience needed

PROCESSES/PROCEDURES
22) Objective: Gain experience with re-ordering items, completing invoices and picking price points  
   Activity: Assist in process and paperwork when re-ordering

23) Objective: Identify retail/corporate work place policies  
   Activity: Review employee handbook and perform tasks as instructed

24) Objective: Explore the retail process pertaining to mass produced and customized garments  
   Activity: Interview manager/owner on retail process for mass produced and customized garments

25) Objective: Identify employee policies  
   Activity: Review employee handbook and attend staff development meetings

26) Objective: Identify sales staff responsibilities  
   Activity: Participate in training and use daily on sales floor

27) Objective: Identify return practices  
   Activity: Participate in training and identify and follow return practice procedures with customers

CUSTOMER SERVICE

28) Objective: Identify customer service standards  
   Activity: Review customer service procedures, complete training, implement on sales floor and analyze and improve techniques

29) Objective: Identify customer’s needs, and discover what it takes to meet those needs in a fast-paced retail environment  
   Activity: Interview top sales associates and implement strategies on sales floor

30) Objective: Increase sales and customer service skills during special events  
   Activity: Work at the designer preview fashion show with high end product and VIP customers

31) Objective: Increase knowledge and ability with customer satisfaction  
   Activity: Keep product and marketing materials stocked and assist customers to assure satisfaction

32) Objective: Identify customer expectations of sales associates  
   Activity: Interview customers on what they look for in customer service and implement on sales floor

SALES

33) Objective: Identify strategies of top all-star sales associates  
   Activity: Shadow co-workers on sales floor and interview for individual selling strategies

34) Objective: Identify sales and event preparation for employees  
   Activity: Participate in annual sale and/or store event including preparation, working during and analyzing process and success post sale/event

35) Objective: Learn preparation processes for sales and other events  
   Activity: Interview supervisors and assist in sale/event preparation

36) Objective: Develop knowledge of point of sale operation and procedures
Activity: Receive training on point of sales operation and standard operating procedures of the company

**OPERATIONS**

37) Objective: Identify daily store operations
   Activity: Interview manager and assist manager in completing daily operations

38) Objective: Explore distribution operations
   Activity: Tour distribution center and interview distribution manager

39) Objective: Analyze basic components of driving a business based on daily and weekly sales and margin performance
   Activity: Job shadow the manager while computing daily/weekly sales and margins, and progress to completing components independently

**Misc**

40) Objective: Identify company policies, procedures and customer service standards
    Activity: Review policies and procedures, attend weekly meetings and interview employees in various positions to identify their specific interaction with customers

41) Objective: Identify stocking system
    Activity: Tour various stock rooms in the store and interview stocking managers

42) Objective: Assess proper business relations with vendors
    Activity: Participate during vendor tour of the stores

43) Objective: Identify financial elements of business
    Activity: Interview finance/accounting department on budgeting, expense reports etc and assist in completing at least two reports

44) Objective: Improve communication skills
    Activity: Communicate with inter-office employees through group activities creating marketing materials, hosting openhouses and events for customers

45) Objective: Identify the process of preparing for sales meetings and facilitating the meeting
    Activity: Unpack and check samples in and ready for sales meetings (steam, dress mannequins etc) and sit in on sales meetings

46) Objective: Explore the process of assembling presentation boards
    Activity: Assist merchandisers and designers in creating presentation boards
Course Description: An individualized contracted field experience within the fashion industry. This contractual arrangement involves a student learning plan, cooperating employer supervision, and faculty coordination.

Have you ever wondered whether or not the things you learn in class actually apply to the real world? This is the way to find out! The Internship in Fashion Merchandising offers participating students an opportunity to apply knowledge from the classroom to production, distribution, or retailing of fashion goods, or auxiliary services. The experiences and insights gained through applied, directed activities in fashion merchandising enrich the student’s educational program. The Internship also allows local businesses the opportunity to work with college students and benefit from their service, enthusiasm and to share their knowledge. Internships foster positive relations between the university and community employers and often assist students in obtaining skills, experiences and contacts that will enhance their employment prospects and options after graduation.

Assignments

1) Bi-weekly Journals

In this course you will be completing bi-weekly (every other week) journals. The due dates of these journals are below and should be submitted via Canvas by 5pm on the due date. Assure your name, journal # and journal due date is at the top of each entry and you use the template provided (on CANVAS), and include a visual copy within the journal of your paystub and signed internship hours log.

*Journal due dates by 5pm: Will be updated in your ATM 490 course (given at the required pre-internship meeting)*

2) Instagram

Each week (by Friday 8pm) you will post one picture of you on the jobsite, a creative project you are working on, or an event you are attending for work. This means you should have 10 postings for each week of your internship! You need to tag CWU_ATM, CWUATM, CWU, CWUWILDCATS.

3) Final Dossier

There is also a Final Dossier, due August ______. If you are local or want to make the drive, make sure it is dropped off to Michaelsen 100 by noon on the due date. If you are not physically dropping off your dossier, you must send the notebook!!! Make sure you get a tracking number and send it to me in an e-mail
with the tracking number on the same day. Plan ahead so the package arrives by the August _____th by noon. Note if you do not include your original copy of your internship hours log you will automatically fail your internship.

4) **Student Evaluation** (will be on Canvas).

You also must complete the Student Evaluation of the internship. This should be completed and included in your final dossier and e-mailed to career services the same time your dossier is due. **DO NOT USE CAREER SERVICES EVALUATION, USE OURS INSTEAD!!!**

5) **Employer Evaluation** (will be on Canvas)

A mid-quarter Supervisor Evaluation and a Final Supervisor Evaluation of the internship should be completed by your supervisor and given to you to be included with your July 11th journal for the mid-quarter evaluation and in your final dossier for your final evaluation, the final evaluation should also be faxed to career services the same time your dossier is due. **DO NOT USE CAREER SERVICES EVALUATION, USE OURS INSTEAD!!!**

All work submitted for credit must be the student’s original work. Any questionable student work will be investigated and will be subject to the disciplinary actions including but not limited to failing your internship. Documentation of hours, internship site and supervisor, and internship experiences are the responsibility of the student and must be submitted accurately, truthfully, and in a timely manner.

**COURSE COMPONENTS**

Your grade is assessed through your thoughtful and comprehensive completion of your bi-weekly journal, final dossier, Student Evaluation of Cooperative Field Experience and job site supervisor completion and submission of the Employer Evaluation of the Cooperative Field Experience. Not completing and of the above items will affect your overall grade.

Your experience as a student paints a picture of you as a professional. Students who demonstrate a high degree of mastery of subject matter, a high standard of professional behavior and a strong work ethic are rewarded not only by a grade, but also by the continued support of the faculty throughout that student's college and professional career.

**Points Breakdown**

- Journals 20 points each: 20x5= 100 points
- Weekly Instagram Posts: 10x5=50 points
- Mid Quarter Supervisor Evaluation = 30 points
- End of Quarter Supervisor Evaluation = 30 points
- End of Quarter Self Evaluation = 20 points
- Final Dossier = 100 points
- 340 total points

**Grading Scale:**

- A = 94 to 100%
- A- = 90 to 93%
- B+ = 87 to 89%
- B = 84 to 86%
- B- = 80 to 83%
- C+ = 77 to 79%
- C = 74 to 76
- C- = 70 to 73%
- D+ = 67 to 69%
- D = 64 to 66%
- D- = 60 to 63%
- F = below 60%

**MATERIAL PRESENTATION & LATE WORK**
• All assignments should include your name, assignment name, due date, course name on the top of the first page.
• Assignments should be prepared professionally, use supplied template!
• Correspondence should be through e-mail, please include your name and course number in the subject line of all e-mails. Please allow 24 hours to receive a response, this does not include Saturday and Sundays!
**Journal Requirements**

**Use the below as an outline for completing your journal** (there will be a template in Canvas)

- **Name:**
- **Credits:**
- **FCSG 490, Summer Year**
- Journal #
- **Due Date:**
- **Internship location:** (name of company!)
- **Dates included in journal entry:** Total Hours worked:
- **Paid/Unpaid (highlight one)**

**Duties / projects started, working on or completed:** *this is 2 weeks’ worth of work, it should be substantial!* (15-20 sentences)

**New skills gained / training:** *this is 2 weeks’ worth of learning, it should be substantial!* (15-20 sentences)

**Observations:** *Again, this is 2 weeks’ worth of observations, it should be substantial!* (15-20 sentences)

**Worked on Learning Objectives by**

- **Objective #1:**
- **Objective #2:**
- **Objective #3:**

**Pay Stub Copy AND Copy of Signed Internship Hours Log** (scan or take picture and insert here, note it MUST BE INCLUDED IN THE DOCUMENT, NOT AS A SEPARATE ATTACHEMENT)

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**Basic Grading Rubric for Journals**

- Not reflecting enough on Duties / projects started, working on or completed (as given examples in orientation) -2
- Not reflecting enough on New skills gained / training (as given examples in orientation) -2
- Not reflecting enough on Observations (as given examples in orientation) -2
- Do not include specific objectives identified in learning agreement before discussing -2
- Not including how you worked on each objective specifically -2
- No hours log -2

Note if I give you comments about the above for 2 journals and you do not improve/fix by the 3rd journal, the deduction will double for each area until improved.
Benefits of Keeping a Journal

- Journals provide a record of your professional growth and development over the course of your internship
- Your journal entries will prove to be useful when updating your resume
- The process of writing about your experiences will help you to reflect on what you have learned

Journal Tips

- Find your own journal writing style and be honest
- Your journal is a great place to record new contacts that you make through your internship

WHAT TO INCLUDE

Duties/Projects:
- Duties you carried out this week
- Any new projects that you were assigned or were working on and what they entailed
- How these duties relate to your learning objectives
- How you applied coursework completed in your program

New Skilled Learned/Training:
- List any new skills that you learned this week
- List any training that you undertook, whether it was organized training or individual training
- How you improved your background in the field

Observations:
- Your personal observations about the organization, the structure, politics, communications and attitudes of people that you worked with or are working with
- How your observations have changed from the previous week
- The psychological, intellectual and physical requirements of this type of work

Learning Objectives:
- What activities where done to assist in completing each of your objectives
- What are your goals for the next two weeks to assist you in achieving your objectives

Pay Stub/Internship Hours Log:

Scan or take a picture of your pay stub and insert at the bottom of your journal and have your supervisor fill out the “Internship Hours Log” below. Assure that your name, company name, dates of paystub and total hours worked are clearly visible on your paystub. If you are doing an unpaid internship you will only be submitting the “Internship Hours Log”. EVERYONE print off the time sheet and fill THE SAME SHEET OUT EVERY WEEK, scan and insert into your journal so at the end you will have the entire “Internship Hours Log” sheet filled in (include it in your final dossier).
Each student will put together a final Internship Dossier. The Dossier is a collection of information about the internship experience. This is an attractive and professional looking document that will showcase your internship experience. Like a portfolio, it is a selling tool that is meant to “showcase” your internship experience. Things to include in the Dossier:

- **Reflection** of the below
  - In hindsight, how could you have carried out your duties and projects differently? (15-25 sentences)
  - How has what you learned in your internship affected your personal goals/objectives? (15-25 sentences)
  - Can you relate any projects, assignments or activities from your classes to the practical work you carried out at the internship (give specific examples and what class assignment/course they related to)? (15-25 sentences)
  - Is this a career direction you wish to pursue, yes or no and why? (15-25 sentences)
  - How would you change the structure of the organization at your internship site? (15-25 sentences)

- **Clean copies of internship components:**
  - Learning agreement
  - Student evaluation of cooperative field experience
  - Copy of the mid-quarter supervisor evaluation and the final supervisor evaluation
  - All copies of bi-weekly journals
  - Original copy of the “Internship Hours Log”

- **Learning Objective Analysis**
  - Type up each learning objective and reflect upon how you fulfilled that learning objective (15-25 sentences for each objective)
  - Note if you are doing projects or interviews the below format should be followed
    - If completing a visual display or project you need to include a picture of you working on each step to complete the project. With each picture there should be a minimum 5 sentence narrative explaining the step in the process. You should also include a final picture of your completed visual objective.
    - If you are doing any interviews you should include the interview information here which should consist of
      - Goal of the interview
      - Person you are interviewing
      - Persons title
      - Persons background (years at company, degree, other apparel industry experience)
      - Interview questions
      - Answer to questions
• Reflection on what you learned from the interview

• **Pictures** with descriptions from the job site that include the student intern in them. Document your experiences through a photographic record. Make sure you ask permission from your supervisor before you take your photos. You will turn in 20 pictures in your Final Dossier. **FYI:** Photographs of yourself on the job site are a requirement of your Final Dossier. Make sure you appear in at least 10 of your photos **AND ASSURE THEY ARE CLEAR GOOD PICTURES.**

• **Company literature/paperwork.** Documents attained through training classes, meetings etc.
  - Examples: designer’s renderings, cost sheets, buying orders, marketing or promotional tools, hangtags and labels, etc.

• **Flashdrive** including all pictures and written documents etc.

Assure that all sections above are separated with labeled dividers (use the bold words as the divider name) and individual items are labeled. There is no exact length of the Dossier. However, a brief, poorly put together, unprofessional looking collection of material will not receive a satisfactory grade. Think of it is a tool that is meant to “showcase” your experience. Note you *will not* be getting the dossier back. Please do not put any items in clear sheets.

**The Final Dossier due August ____th by noon.** If you are local or making the drive, make sure it is dropped off to Michaeelsen 100 by noon of that day. If you are not dropping it off you must mail it overnight! Make sure you get a tracking number and send it to me in an e-mail with the tracking number on the same day. Plan ahead so the package arrives on time.

*Ship To:*
CWU Apparel, Textiles and Merchandising  
Professor Andrea Eklund  
400 E University Way  
Ellensburg, WA 98926-7565
**INTERNSHIP HOURS LOG EXAMPLE**

Note this is a *continuous* log, you should print this out and be adding to this ONE log each week and it should be submitted (scanned and inserted) with each bi-weekly journal. At the end of your internship every week should be filled out. Note you DO NOT count lunches/meals in your hours since you are not working during that time!

*Make sure it is legible!*

**EMPLOYEE NAME: JIM BOB  SUPERVISORS NAME: JO MARS**

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<td>10am-7pm M: 1-2pm</td>
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<td>8am-5pm M: 12-1pm</td>
<td>10am-7pm M: 1-2pm</td>
<td>7am-4pm M: 11-12</td>
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Please use template on Canvas
**A Few Final Reminders!**

- Do not send anything as a separate attachment, your paystub and internship hours log MUST be included in your journal.

- Assure your hours log is included in your journal and that all areas of the log can be seen (including your supervisors signature).

- Also the internship hours log should be a cumulative document therefore you should be adding to the same sheet each week and have one completely filled out at the end of your internship.

- Assure you include meals on the internship hours log.

- If you are doing an unpaid internship please put UNPAID INTERNSHIP in the paystub picture area.

- Please include your most recent paystub no matter if the dates on the stub correspond exactly with the journal dates or not, we must have the paystubs if you are doing a paid internship.

- If you are having issues during your internship please contact me so I can help you work through them, this should be an amazing experience where you get to apply what you have learned here and learn a lot more.

- TYPED learning agreement in correct format, insurance waiver and sexual harassment training to Andrea by June 1st. Order of signatures:
  - Andrea
  - Student
  - Supervisor (can fax to them for signature)

  ▶ If getting a FAXED copy of your supervisors signature on the learning agreement please assure you turn in the original copy with all the original signatures (should be all original signatures besides your supervisors) and the copy of your signed agreement page with your supervisors signature (the faxed version).

  ▶ Once you start your internship you should get the learning agreement with your supervisors original signature and mail it to career services at the below address for their records.

    Career Services  
    Bouillon, 206  
    400 East University Way  
    Ellensburg, WA 98926-7499

  - Family and Consumer Sciences Chair (Michaelsen 100)
  - CEPS Dean (Black 226)
  - Career Services (must be there by June 9th)
- They sign you up for the credits