

ADM/ID 610: Field Experience in Apparel and Interiors (2 units)
posted on CFS/D Web site

Note: individual instructors may make some modifications to the details of the requirements. The following is a basic framework for the class.

Course Description: Prerequisites: senior standing and consent of instructor. Industry related field experience in major area of study. Professional practices, organizational structures, group dynamics, and problem solving. Development of Portfolio. Pre-approval application required.

Course Objectives:

- To gain practical work experience related to apparel and interior design industries
- To gain professional skills through interaction with consumers/clients, co-workers and management
- To observe conflict and cooperative behavior in the workplace
- To develop a series of individualized goals which will enable student to readily assimilate into a professional role
- To evaluate progress towards those goals related to work experience
- To compare business practices and policies of similar companies/organizations through discussions in class
- Perfect a professional resume
- Develop a professional portfolio and share best practices

Course Policies:

- All students must: 1) obtain a field experience during the semester or 2) have started/completed the field experience providing proof of 120 hours of work by the University's "last day to drop classes" this semester.
- All students are required to attend each class session.
- Attendance will be taken at each class meeting.
- **No late projects will be accepted**

Course Evaluation

• 120 hours in the workplace/journal	30%
• Class participation and attendance	10%
• Resume	5%
• Portfolio (include resume)	25%
• Projects	20%
• Supervisor's letter of recommendation and evaluation	<u>10%</u>
	100%

Special Requirements:

- Students must have completed, and have their advisor sign, the Petition for Pre-Approval of ADM/ID 610 if working hours before the semester starts.
- Supervisor's evaluation must be submitted by last day of class. An Incomplete will be given if not received.

First Week Report

Student Name _____

e-mail Address (write clearly) _____

Check all that apply:

_____ No field experience

_____ No prospects yet

_____ Have prospects

_____ In interview process

_____ Have offer(s), undecided

_____ Have field experience, haven't

_____ Have worked between 0-60 hrs*

started, will start on _____

_____ Have worked between 60 and 120 hrs*

_____ Field experience hours completed*

*Signed pre-approval form required

Do you have any major concerns at this time?

If you have a field experience position, or have finished your field experience hours, fill out the following:

Company Name: _____ Phone _____

Company address _____

Supervisor's Name _____ Phone _____

How many interviews did you have for this field experience? _____

Work Schedule

Date	Day	Time	# of hours worked	Primary Duties
	Mon			
	Tues			
	Wed			
	Thurs			
	Fri			
	Sat			
	Sun			
TOTAL				

Journal: Tasks and Reflections

Each student is to keep a journal of all activities in the workplace. *A new task, observation, or reflection should be included in each entry.* This journal must include the following:

- Hours worked each day; scheduled versus actual.
- Type of work activity that week; how did you know what to do and who provided direction? Entries may include pictures or sketches of activities or business forms used.
- People met, contacts made, include their names and positions.
- Reflections on problems encountered on the job with customers or colleagues. What are your feelings about the situation(s)? How could things have been handled differently?

Max 1 page each. Hand in biweekly during class.

Project #1: Description and Culture of the Business

Write a description of the company with which you will be interning. Include:

- Ownership
- Some history
- Culture (ex: uniqueness, values, practices, celebrations, employees interactions etc)
- Number of employees
- Types of positions in the company
- Chain of command or lines of authority
- Product/services provided
- Equipment and/or technology used
- Target market
- Volume of business
- Type of marketing (advertising, webpage, etc.)
- Competition
- Greatest challenge

Max 2 pages. This should be typed.

Project #2: Improving Your Work Environment and Self-Evaluation of Experience

1. Over the semester observe the business functions that go on in your work site. Imagine that you are the owner of this business and you wanted to make some changes that would contribute to a greater financial success of the business. What might those changes be? Consider product, human resources, communications, marketing, visuals, physical work site, etc. Also keep in mind that increased expenses do not necessarily guarantee financial returns.
2. Reflect on your total experience in this position. Did it meet your expectations? Explain why or why not. Describe your goals for the experience and whether you met them.

Max 2 pages. This should be typed.

Portfolio Review

Portfolio rubrics are found online. Download the one appropriate to your major. Portfolios will be reviewed in class three times during the semester; each time it should get more complete.

Portfolios should include:

- 1) Title Sheet
 - a. Name
 - b. Address
 - c. Telephone
 - d. E-mail address
 - e. Major
 - f. SFSU degree granted and date
- 2) Cover Letter
- 3) Resume
- 4) Philosophy Statement
 - a. Write a philosophy statement focusing on how your personal values have led you to your choice of career and how you will manifest your values in your future professional role.
- 5) All appropriate assignments from your major – See rubrics

Formatting

All Portfolios should be presented in the following format:

- Loose-leaf to provide for easy removal of elements
- Typed - If including a research paper, a freshly typed copy is required; remove the original title page (no teacher comments)
- Plastic covered pages to protect original work, photos/slides.
- All work should be captioned with an explanation of your contribution.
- You have the option of submitting an e-folio on disc using PowerPoint. The guidelines above apply regarding content and captions. For further instructions, please see the instructor.