

Kansas State University Apparel and Textile Internship Company Guidelines



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DESCRIPTION OF THE INTERNSHIP

The internship in Apparel and Textiles is a four credit-hour course required of all undergraduate students in the Department of Apparel, Textiles, and Interior Design at Kansas State University. The internship is a cooperative agreement between the ATID Department and an approved company whereby an advanced undergraduate student receives professional experience of a practical nature in his/her concentration under the supervision and guidance of a qualified professional in the apparel and textiles industry.

The internship is the student's off-campus practicum that will provide him/her with the opportunity to participate in and make applications of learned theory to all aspects of the company's operations. In his/her internship the student should have opportunities for new experiences in a variety of areas.

Internships may take place with an array of companies where personnel qualified to supervise students are employed and where the program can provide varied and sequential experiences. Internships should simulate as closely as possible the experiences of the working professional and provide the intern with the opportunity to gain an understanding and an appreciation of the role, duties, and responsibilities of professionals within the apparel and textile industry.

AIMS AND OBJECTIVES OF THE INTERNSHIP

The chief purpose of internship is to provide the student with practical background experience in a setting where learning is the chief objective of that experience. This experience should have as its aim the enhancement of the professional growth of the student and the furthering of his/her understanding and appreciation of the role of the professional and of the purposes of the internship company. The internship will

provide a means for determining the student's strengths and weaknesses and an opportunity for the student to mature, practice, improve, and evaluate skills, techniques, principles, and theories that he/she has been exposed to during his/her years on the University campus.

The internship also has as its objective the improvement of the educational process and enlargement of the scope of the University's professional curriculum in apparel and textiles. By providing a laboratory for the application of theoretical knowledge, an opportunity will be afforded for continuing evaluation of the entire apparel and textiles curriculum.

CRITERIA FOR APPROVING AN INTERNSHIP COMPANY

1. **Desire:** The company must have a desire to participate in this educational program and agree to cooperate with the Department of Apparel, Textiles, and Interior Design in meeting and fulfilling the aims and objectives of the internship program.
2. **Staff:** The company must have a competent and experienced individual who is responsible for administering the internship program and have an adequately trained staff to supervise the work of the intern.
3. **Relevance:** The mission of the company must be relevant to the career goals of the intern and must be capable of providing the intern with new experiences and professional development opportunities.

Additionally, the company must agree to "hire" the intern for a total of 260 hours.

Companies participating in the internship program are not mandated to pay a wage for the internship, although a wage can help the intern offset their expenses during the

internship (course fees, room and board, transportation, etc).

REQUIRED INTERNSHIP EXPERIENCES

The internship is intended to be a complete job experience with a wide range of responsibilities. The intern should gain understanding in several different aspects of a company including but not limited to:

1. **Meeting Attendance:** storewide meetings; department meetings; merchandising meetings; product development meetings; buying meetings; etc.
2. **Product Development Activities:** trend research; product line development and design; illustration; CAD applications; technical design; spec package development; pattern production; fit evaluation; apparel production; quality control; product inspection; etc.
3. **Sales Floor Activities:** applying sales methods; meeting sales quotas; planning merchandise placement; changing merchandise displays; observing or participating in the handling of customer complaints, returns, and exchanges; opening and closing procedures; setting up for a sale; working a special sale; demonstrating selling methods to other employees; etc.
4. **Inventory Control:** taking stock counts; preparing inter-store merchandise transfers; checking merchandise into the department or store; checking unit control records; participating in the taking of a physical inventory; etc.
5. **Sales Promotion:** assisting in a fashion show production; developing marketing ideas; developing marketing materials; special event planning; etc.

6. **Assisting the Supervisor:** visiting branch or other stores in multi-unit operations; observing a conference between a buyer and a manufacturer's representative; visiting a local or regional market with a buyer; assisting in the preparation of purchase orders; returns to vendor, special orders, and cancellations; etc.

The activities listed above are just a few suggestions that can be tailored by the company and individual supervisors to fit the situation. Many supervisors may have additional ideas to incorporate as well.

THE COMPANY'S RESPONSIBILITIES

1. Interpretation of the internship program to the company staff and the presentation of the intern to the staff in such a manner as to ensure his/her professional status.
2. Assist the intern in making initial arrangements for the internship.
3. Conferences with the intern to determine, as nearly as possible, the program and schedule the intern will follow.
4. Arrange for the intern to participate in company training given all new employees including an orientation to company operations.
5. Review the intern's learning objectives for the internship with the intern. Also, discuss the company and supervisor responsibilities, job description, and causes for dismissal and performance evaluation procedures with the intern.
6. Observe as often as possible the on-the-job performance of the intern.

7. Have at least one conference a week with the intern to discuss his/her performance, to point out mistakes, to evaluate his/her techniques and methods, to indicate his/her weak and strong points, and to suggest ways to improve.
8. Assign a variety of tasks for the intern to perform. It is expected that the job responsibilities will include as many varied tasks as the opportunity and company structure allow.
9. Recommend to the University supervisor the removal of an intern when his/her performance or behavior is definitely unsatisfactory or detrimental to the company.
10. Submit to the University supervisor a mid-term evaluation of the intern. The form will be provided to the company by the University supervisor.
11. With the assistance of appropriate staff members, give a final evaluation and objective analysis of the performance of the intern on the Intern Final Evaluation provided by the University supervisor.

RELATIONSHIP BETWEEN THE COMPANY AND THE INTERN

The relationship between the company and the intern is one of the employer-employee and teacher-student. The intern is to be a member of the company's staff, and at the same time, a student engaged in an assigned training program. The agency must ensure that the intern's experiences are professionally sound and that time and effort be allocated to the educational process. This will involve conferring and counseling with the intern, making proper assignments on a weekly basis, observing and constructively evaluating their performance,

and providing other experiences leading to their professional maturity.

The intern is expected to observe the work week normally observed by the company and abide by the general rules and regulations which apply to the regular staff.

The agency should not be guilty of "using" the interns and *should not assign him/her full-time to any one company program function for the entire internship period* but, instead, should schedule and assign him/her to a variety of functions. It should be kept in mind that the educational needs of the intern shall not be superseded by the service needs of the agency.

RESPONSIBILITIES OF THE UNIVERSITY SUPERVISOR

The internship is a project involving a triple interrelationship between the student, the University, and the intern company. The ultimate goals of all three are compatible, if not identical. Consequently, this relationship in practically all cases results in a pleasant, meaningful and rewarding experience. If, however, because of procedural breakdown or failure of the parties to live up to their responsibilities and difficulties arise in the coordination or administration of this three-way relationship, the University supervisor has the responsibility of working out a solution. It is he/she who will assume the ultimate responsibility for the successful operation of the internship program and for the attainment of its stated goals.

REQUIRED ASSIGNMENTS FROM STUDENT INTERN

Weekly Log of Hours

On a weekly basis, interns are required to submit to the University supervisor, a

typewritten summary of the week's experiences. *The company supervisor IS NOT required to read or sign each weekly report before it is submitted to the University supervisor.*

Written Assignments

Assignment I - Objectives for Learning: In this assignment the intern, in consultation with his/her company supervisor, develops at least five learning objectives that s/he will strive to achieve by the completion of the internship. *The company supervisor IS required to read and sign this assignment before it is submitted to the University supervisor.*

Assignment II - Position Analysis: For this assignment the intern will interview one person working within the company and prepare an analysis paper that profiles the position and job requirements. *The company supervisor IS NOT required to read or sign this assignment before it is submitted to the University supervisor.*

Assignment III - Internship Report: At the end of the internship, the intern will submit a written analysis of the internship experience and how it has contributed towards his/her professional development and career goals. *The company supervisor IS NOT required to read or sign this assignment before it is submitted to the University supervisor.*