

TXMI 5900: Internship Orientation

Fall 2002/U of GA

Call # 94-326; 1 credit hour

T 3:30-4:45pm

Dawson Hall Room 116

Dr. Brigitte Burgess

Office: 307 Dawson Hall (542-4307)

Office Hours: MWF 10am-11:30am and other times by appointment.

e-mail: bburgess@fcs.uga.edu. Please allow one business day for a response.**COURSE DESCRIPTION:**

Internship orientation for Fashion Merchandising majors.

ADDITIONAL REQUIREMENTS:

University computing/email account. Course information will be distributed via email. It is your responsibility to provide the professor with your email address.

COURSE OBJECTIVES:

- Students will:
1. become familiar with the Fashion Merchandising internship interview process.
 2. be made aware of intern and sponsor expectations.
 3. become aware of the services offered by the Career Planning and Placement center.
 4. be instructed on resume writing, interviewing and other skills necessary for successful interviews.
 5. be exposed to the various Fashion Merchandising internship sponsors that are available.

COURSE REQUIREMENTS:Resume:

- **All drafts and final version** must be typed or word processed on 8 1/2 x 11 inch paper.
- Must look professional.
- Draft 1 will be used in class for a group exercise. This draft must follow the guidelines in this section or it will not be accepted. You will not be allowed to make up this assignment.
- You will turn in Draft 2 to be evaluated by the Professor.
- The final version will be turned in as part of your Application Packet. See Application Packet Guidelines for more information.
 - Final version must be on resume paper.
- **KEEP AN EXTRA COPY OF EACH DRAFT FOR YOURSELF.**
- All work is due at the beginning of class.

Practice Interview:

- You will complete a practice interview at the Career Planning and Placement Center.
- Dress professionally and bring professional copies of your resume and references.
- You will need to bring \$1 for a copy of your interview on CD. The CD will also provide many useful files related to finding and job and the interview process.
- Practice Interview dates and times will be discussed during the class period titled "Resumes." You are responsible for arranging time away from your employer to complete this assignment.
- Remember to get the written critique prepared by your interviewer, which is required for your Application Packet.
- You should also ask the interviewer to examine your resume and incorporate any suggestions into your final version.
- The interviewer gives several hundred interviews a semester and should not be expected to reschedule your interview or schedule one for you at the last minute. If you can't make your appointment in a timely fashion and complete the interview you should consider whether you are ready for "the real world." Failure to complete the interview and secure the interviewer's critique will result in an incomplete Application Packet, meaning you shall not be considered for the Internship Program.

Attendance:

- Attendance and participation are expected.
- You are allowed 2 absences for the semester. Tardiness is not accepted in the business world, nor will it be in this class. **Each tardy will count as an absence.** More than 2 absences will result in a grade of "Unsatisfactory." There shall be no exceptions to this policy.

COURSE EVALUATION:

Grading for this course is "Satisfactory/Unsatisfactory." Your grade will be determined by your ability attend class regularly and to complete all assignments satisfactorily and on time.

TXMI 5900: Internship Orientation Tentative* Class Schedule

Date	Tues	Notes
Aug 20	Course Orientation Internship Application Packet Discussed	
Aug 27	<u>Speaker:</u> Resumes & Practice Interview: Cassandra Latimer, Associate Director UGA Career Center	
Sep 3	<u>Speaker:</u> Interview Skills: Cassandra Latimer, Associate Director UGA Career Center	Resume Draft 1 Due: Bring at least 6 copies (DO NOT STAPLE)
Sep 10	Resume Exercise In Class	Mock Interview Day: Career Center Sept. 12
Sep 17	Setting Up Your Own Internship <u>Intern Panel Discussion:</u> So you want to intern? Brooke Collins, Augusta Mall (Mkting/Mgmt) Heather Kaney, Nars, NYC Jonathan Osborne, <u>WWD</u> , Atlanta Luci Reilly, Badgley Mischka, NYC	These students each set up their own internship. They will discuss how and why they chose to do so. Bring any questions you might have regarding the search process, interviewing, negotiating, etc.
Sep 24	<u>Speaker:</u> Locating Company Information: John Campbell, Business Librarian	Resume Draft 2 Due
Oct 1	Application Packet Revisited (Q & A session)	Vote on which presentation tapes to watch
Oct 8	Setting Up Your Own Internship revisited	
Oct 15	Intern presentations via videotape	<hr/> <hr/>
Oct 22	Intern presentations via videotape	<hr/> <hr/>
Oct 29	<u>APPLICATION PACKET—DUE AT THE BEGINNING OF CLASS.</u>	Attendance not required in packet is turned in early.
Nov 5	Intern presentations via videotape	<hr/> <hr/>
Nov 12	Intern presentations in person	Amanda Eure, Tommy Hilfinger, Atlanta Kelly Gaines, Ambrosia Co., Atlanta Brandy Geier-Bonelli, Stone Mt. Harley-Davidson Jennifer Johnson, Cloister Collection, Sea Island, GA Jessica Minogue, A Nose for Clothes, Atlanta Loni Paulk, Bliss, Athens
Nov 19	Thanksgiving/No class	
Nov 26	Intern presentations via videotape	<hr/> <hr/>
Dec 3	Course wrap up—final Q & A session	

Final Exam: Thursday, Dec. 12, 12noon-3pm.

*This timetable is tentative. The Professor reserves the right to make changes as needed.