

**TXMI 5910: Textiles, Merchandising and Interiors Internship**

Summer 2002/Fall 2002

Call #: check OASIS; 2 credit hours

e-mail: [bburgess@fcs.uga.edu](mailto:bburgess@fcs.uga.edu). Please allow one business day for a response.

Dr. Brigitte Burgess

Office: 307 Dawson Hall 706 (542-4307)

Office Hours: Anytime by email or phone. You may call me at home but please do not call after 9pm Eastern time (706) 369-6954

**NOTE: This syllabus is designed for students completing summer as well as fall internships. Parts of this syllabus are color-coded indicating the semester (summer or fall) for which the information applies. Use the codes below to help you determine which information applies to you:**

**Red text = applies ONLY to summer interns**

**Blue text = applies ONLY to fall interns**

**Yellow highlighting = applies to BOTH summer and fall interns, and indicates information that needs extra emphasis.**

**Black text = applies to BOTH summer and fall interns.**

**COURSE DESCRIPTION:**

Supervised work experience in textiles, clothing, interiors and furnishings in a business firm off campus. Non-traditional Format: Internship.

**ADDITIONAL REQUIREMENTS:**

Permission of the Department

University computing/email account.

- Course information will be distributed via email.
- It is your responsibility to provide the professor with your email address and any changes in your email address during the span of the internship.
- If you are using a “free” email account (Yahoo, Hotmail, etc.) please be aware that you will have to check your mail regularly to avoid a full mailbox. I will not resend messages that are bounced back to me.
- Also be aware that a mailing list will be used to send emails to the class. Make sure your email software doesn't file messages sent to a mailing list in “trash,” which may require you to change your preferences or contact your provider.

**COURSE OBJECTIVES:**

Students will:

1. gain work experience in a Merchandising or related field.
2. gain an overview of the job responsibilities and requirements for employment with their sponsor.
3. prepare and deliver a professional presentation of their internship experience including a professionally created poster.

**COURSE REQUIREMENTS:**

Weekly Assignments and Weekly Evaluation Reports:

**NOTE: (Students employed in an environment where the assignment topics are not applicable are required to keep a daily journal of their experience including tasks performed, office politics, special assignments, reactions and opinions. Students will turn in daily diaries once each week according to the due dates for assignments for the semester in which they are enrolled.)**

Weekly Assignments were developed to guide you in your internship experience. Certain assignments may require that you assert yourself and do some investigation and inquiring on your own. Take advantage of lunch hours, coffee breaks, days off and times before or after your shift to find out all about your store. Much of the material will be learned from your work experience and from your supervisors. **If the information asked for does not pertain to your work situation or is not available, please indicate it on your forms.**

- **All** students are to complete and return a Weekly Evaluation Report. This should be an overview of what you accomplished for the week. If you have any problems or concerns regarding your internship you should include it here.
- Must be type written/word processed regardless of how it is submitted.
- Keep a copy of all assignments and weekly evaluations for yourself. They will not be returned.
- Assignment and weekly evaluation due dates are included within your packet. **Assignments and evaluations are due by NOON on those dates.**
- When printing assignments and evaluations (or preparing for email) make sure that you have .5 inch margins all around and that the layout of the information is such that paper is not wasted. This may mean deleting extra space and changing the margins if the computer you use does not recognize the original format of the file.
- You have 3 choices by which assignments and evaluations may be submitted:
  1. You can fax them to my attention at 706-542-4890.
  2. You can email them to me at the email address in the heading section of this syllabus. **Assignments and evaluation forms must be in the form of an attachment.** Only attach the portion of the packet that applies to that week's assignment. **DO NOT email the entire packet back to me each time.** Email assignments should have the following in the subject category: your last name and week number. If your name is J. Smith, in the subject line of your email you would write: Smith, Week 1.
  3. You can mail assignments to me at:
 

Dr. Brigitte Burgess  
The University of Georgia  
Dawson Hall  
Athens, GA 30602

Assignments that are mailed should still arrive by the noon deadline on the date they are due. Make sure you allow for delivery time if you choose this method.

#### Additional Forms Including Midterm and Final Evaluation Forms:

- During the first week of your internship you are required to complete and return the "Cooperating Business Information Form." Midterm of your experience (during the midpoint of your internship) you are required to evaluate your progress. A final evaluation also is required (near the end of your internship) and is included in your packet. In addition, several more forms are included in your packet for your completion near the conclusion of your internship. Due dates for all of these can be found within the "Schedule of Assignments and Due Dates," as well as the forms themselves.
- Your supervisor is expected to complete and return a midterm and final evaluation form. These forms are being sent to your supervisor as part of an "Internship Packet." In the event that the packet is misplaced, copies of these forms are included at the end of your packet. Should you need to you may print out a copy for your supervisor. **These must be mailed or faxed to me.** Emails may not be used for return of supervisor's evaluations.

#### Presentation/Videotape:

- Students completing a summer internship are required to create a 10 minute videotape suitable for classroom use. Guidelines are included in the bulleted items below.
- Summer interns may, if they wish, return to UGA in the fall to make an oral presentation to the next Orientation class. This will not replace the VHS video requirement.
- Videotapes are due by NOON on August 1, 2002.
- Students completing a fall internship are required to make a presentation to students in TXMI 5900 near the end of fall semester. Presentation dates and times are included on the attached "**Schedule of Assignments and Due Dates.**" The presentation should be approximately 10 minutes in length. Other requirements are outlined in the bulleted items below. Exceptions will be made for students who are not returning to campus due to graduation, distance from employer or work requirements of employer. Students who meet the requirements for the exception will be required to prepare a video presentation. Guidelines are included in

the bulleted points below.

- High quality posters and other visual aides are to be incorporated to help you make your point. These may be used within your video presentation or may be mailed separately, with instructions as to how they are to be used. Examples of items you may use include, but is not limited to, samples of materials that you developed or compiled during the course of your internship (line sheets, catalogs, advertisements, etc.), items that help define/explain the company (shopping bags, business cards, direct mail pieces, etc.) and other items that you think are appropriate. Please make sure that they are labeled with the company name if needed. If more than one person is submitting the same tape or presenting together, the visuals can be compiled together as well.
- At the beginning of your internship inform your supervisor that you are required to prepare a presentation/videotape and state the deadline.
- The format must be VHS (**this does not include VHS-C**). Make sure your tape is rewound to the beginning before you begin recording.
- Content should address **at least** the following: type of internship, brief company history, how you arranged/set up your internship (on your own or sponsor), what your duties/responsibilities are, any special projects or notable happenings, whether you liked or disliked your internship and whether you would recommend it to someone else and whether or not it was paid. You may include a tour of your company if you like, but consider the audience in terms of what would be of interest (e.g., Does anyone care what the copy machine looks like?)
- You should watch the video before submitting it to make sure the lighting and sound are okay and that it is appropriate for the assignment. If your tape is unacceptable you will be given only one chance to resubmit.

#### Professional Poster:

- You are required to have a **professionally prepared** poster to accompany your presentation/videotape.
- It may take a business as long as 5 weeks to complete your poster. Take this into consideration in planning.
- In New York there is a store called “Art World,” located in Midtown that students had good experiences with last fall. You can also try places like Michael’s, but they will likely take longer. Another idea is to try custom framing businesses or photography studios. Shop around and have an idea of what you want the poster to look like for a realistic estimate.
- The poster must be professionally cut on mat board and backed with a stabilizing board such as foam core. The backing should be secured on all sides, so that the mat does not flap up or away from the backing.
- The poster should be designed in a way that allows the viewer to get a “sense” of what being in your company is like. Include appropriate colors and materials.
- The back of the board should be labeled with information to describe the material and/or pictures included. Remember that students may see these for several years, and will need this information to help them understand your poster.
- If you are preparing the poster by yourself, the size must be **at least** 20 x 20 inches with all materials/pictures included in professionally cut windows. Stick-on letters, stenciling or any other information not included in a window will cause your poster to be deemed unacceptable. You should have 5-6 windows.
  - If you are working **in the same semester** with other UGA interns **at the same company** you may choose to complete the poster together. All guidelines for posters listed above apply with the addition of the following:
    - If you are working with one other student the minimum size must be **at least** 30x30. The number of windows should be between 8 and 10.
    - If you are working with two or more other students the minimum size must be **at least** 40x40 with a minimum of 10 windows.
- If you are mailing a videotape and poster you should make sure they arrive at least 5 days before your due date. It may be helpful to get a tracking number so you can check the status of your shipment.
- **Videotapes are due by NOON on August 1, 2002.**
- **Presentation dates and times are included on the attached “Schedule of Assignments and Due Dates.”**

## COURSE EVALUATION:

Grading for this course is “Satisfactory/Unsatisfactory.” Your grade will be determined by your ability to complete all assignments satisfactorily and on time, using the following guidelines:

- Assignments are due by noon on each due date.
- Summer due dates (assignments, weekly evaluation forms, other forms, presentation and poster) can be found within the packet and in the Summer “Schedule of Assignments and Due Dates.” All are due by NOON on their respective due dates.
- Fall due dates (assignments, weekly evaluation forms, other forms, presentation and poster) can be found within the packet and in the Fall “Schedule of Assignments and Due Dates.” All are due by NOON on their respective due dates.
- You are allowed to have 2 late assignments (including videotapes and posters, forms, etc.), after which your grade will be recorded as Unsatisfactory.
- All work must be turned in and deemed acceptable by noon on the day assignment 10 is due. Assignments that have not been submitted or resubmitted will not be accepted after that time.
- Failure to turn in or resubmit an assignment will result in an Unsatisfactory grade for the course.
- Grades of “Incomplete” **SHALL NOT** be given in this class.
- Students who, for any reason, do not continue employment until the date established on their “Merchandising Internship Agreement Form” or are given unsatisfactory employment evaluations will receive an Unsatisfactory grade for the course.

**TXMI 5910: Internship Summer “Schedule of Assignments and Due Dates”**

<u>Week</u>	<u>Assignment</u>	<u>Due Date</u>
1	<ul style="list-style-type: none"> <li>• <b>Cooperating Business Information Form</b></li> <li>• Store Exercise Assignment 1</li> <li>• Weekly Work Evaluation</li> </ul>	Friday, June 14 by NOON
2	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 2</li> <li>• Weekly Work Evaluation</li> </ul>	Friday, June 21 by NOON
3	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 3</li> <li>• Store Exercise Assignment 4</li> <li>• Store Exercise Assignment 5</li> <li>• Weekly Work Evaluation</li> </ul>	Friday, June 28 by NOON
4	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 6</li> <li>• Weekly Work Evaluation</li> <li>• <b>Midterm Evaluation Form</b></li> <li>• <b>(Supervisor’s midterm evaluation due)</b></li> </ul>	Friday, July 5 by NOON
5	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 7</li> <li>• Store Exercise Assignment 8</li> <li>• Weekly Work Evaluation</li> </ul>	Friday, July 12 by NOON
6	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 9</li> <li>• Weekly Work Evaluation</li> </ul>	Friday, July 19 by NOON
7	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 10</li> <li>• Weekly Work Evaluation</li> <li>• <b>Final Evaluation Report</b></li> <li>• <b>Self-Evaluation</b></li> <li>• <b>Check List for Internship Experiences</b></li> <li>• <b>Check List for Forms</b></li> <li>• <b>Resubmissions Due (if required)</b></li> <li>• <b>(Supervisor’s final evaluation due)</b></li> </ul>	Friday, July 26 by NOON

Videotapes and Posters are due by NOON on August 1, 2002.

**TXMI 5910: Internship      Fall “Schedule of Assignments and Due Dates”**

<u>Week</u>	<u>Assignment</u>	<u>Poster/Presentation/Videotape Due</u>	<u>Due Date</u>
1	<ul style="list-style-type: none"> <li>• <b>Cooperating Business Information Form</b></li> <li>• Store Exercise Assignment 1</li> <li>• Weekly Work Evaluation</li> </ul>		Friday, Sept 27 by NOON
2	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 2</li> <li>• Weekly Work Evaluation</li> </ul>		Friday, Oct 4 by NOON
3	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 3</li> <li>• Weekly Work Evaluation</li> </ul>		Friday, Oct 11 by NOON
4	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 4</li> <li>• Weekly Work Evaluation</li> </ul>		Friday, Oct 18 by NOON
5	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 5</li> <li>• Weekly Work Evaluation</li> <li>• <b>Midterm Evaluation Form</b></li> <li>• <b>(Supervisor’s midterm evaluation due)</b></li> </ul>		Friday, Oct 25 by NOON
6	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 6</li> <li>• Weekly Work Evaluation</li> </ul>		Friday, Nov 1 by NOON
7	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 7</li> <li>• Weekly Work Evaluation</li> </ul>		Friday, Nov 8 by NOON
8	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 8</li> <li>• Weekly Work Evaluation</li> </ul>	<p><b>Due in class on Tues, Nov. 12:</b>  <b>Tommy Hilfiger, Atlanta</b>  Amanda Eure  <b>Stone Mountain Harley-Davidson</b>  Brandy Geier-Bonelli  <b>Bobby's Girl, Inc. DBA Ambrosia Co., Atlanta</b>  Kelly Gaines  <b>A Nose for Clothes</b>  Jessica Minogue  <b>Cloister Collection</b>  Jennifer Johnson  Loni Paulk</p>	Friday, Nov 15 by NOON
9	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 9</li> <li>• Weekly Work Evaluation</li> </ul>	<p><b>Due on tape by NOON on Tues, Nov 19:</b>  <b>Anna Sui Corporation</b>  Anna Brookshire, Leslie England,  Bree Gartside  <b>Badgley Mischka</b>  Laura Cole, Jessica Rhine  <b>Apropos Showroom (NYC)</b>  Lee Hederman  <b>Precious Formals</b>  Sarah Caven</p>	Friday, Nov 22 by NOON
10	<ul style="list-style-type: none"> <li>• Store Exercise Assignment 10</li> <li>• Weekly Work Evaluation</li> <li>• <b>Final Evaluation Report</b></li> <li>• <b>Self-Evaluation</b></li> <li>• <b>Check List for Internship Experiences</b></li> <li>• <b>Check List for Forms</b></li> <li>• <b>Resubmissions Due (if required)</b></li> <li>• <b>(Supervisor’s final evaluation due)</b></li> </ul>	<p><b>Due on tape by NOON on Tues, Nov 26:</b>  <b>Neiman Marcus</b>  Annie Thomas, Shelby Johnson  <b>Bliss</b>  Loni Paulk  <b>Sak's, Atlanta</b>  Stephanie Aron  <b>Boxwood Gardens and Gifts</b>  Nicole Lapelle</p>	Friday, Nov 29 by NOON

Videotapes and Posters are due by NOON on the date indicated above. If you are giving a presentation in person you need to be at Dawson room 116 (where the Orientation class met) by 3:30 on the date above your name. If you need equipment other than VCR, overhead or computer projector for your presentation please let me know in advance.