Once the summer session begins any emails will be responded to within 48 hours. Instructors’ cell phone numbers are listed above and should be used only in the case of emergencies.

COURSE DESCRIPTION: Pr. CRS 331, 18 s.h. in major; overall GPA of 2.20; Campus-monitored, structured internship experiences in off-campus businesses. Application and development of professional skills relevant to the consumer, apparel, and retail industries.

COURSE OBJECTIVES:
1. To develop an awareness of the scope of jobs available within the field of Consumer, Apparel, and Retail Studies, and to acquire competencies directly related to these jobs.
2. To acquire actual experience by means of on-the-job training.
3. To observe and participate in application of principles and concepts presented in course work.
4. To create a climate conducive to free exchange of ideas among students, supervising faculty and employers.
5. To develop a professional approach for work in the Consumer, Apparel and Retail industries.

COURSE REQUIREMENTS:
- Enrollment in CRS 332 for 6 credit hours
- Placement in an off-campus position with an approved business. The work experience must be in a field related to the student’s concentration: apparel design, marketing/merchandising or retailing.
- A minimum of 300 hours must be worked for 6 hours of course credit during the summer session course period at UNCG.
- An internship contract must be signed by the student prior to the beginning of the internship. Said contract will then be sent to the student internship employer by the student, for a signature. Hours will not be counted until the contract is signed by the employer and returned to UNCG.
• No hours may be counted before the beginning of the first summer session at UNCG which begins Monday May 13th. Hours must be completed by the end of the second summer session at UNCG (July 25th).
• A journal of work experiences and time sheets must be completed, and turned in every two weeks.
• Each student must submit a work schedule at the beginning of your internship.
• Completion of two component written assignments; Journal, Poster and a Final Internship Dossier
• 24 pictures taken on the job site (with at least 10 that include the intern).
• All required forms must be submitted before the course grade will be given.

POLICIES AND PROCEDURES:
• Each semester hour credit requires a minimum of 50 hours on the job or 300 work hours. No course credit will be given until ALL 300 hours are completed. Failure to complete all 300 work hours will result in a grade of F for the course.
• Students are expected to work throughout the summer. Two weeks notice should be given when terminating employment. Students are to maintain employment with the same employer, unless the instructor has approved a move to another employer prior to the change. Doing so without the instructor’s prior approval will result in automatic failure of the course.
• Each student is to be evaluated by one or more of the company supervisors.
• Communications between the advisor and the student are vital. Notify the Internship Director immediately if a problem should develop or if you are out of work for any reason.
• Carry out your training in a professional manner that will reflect credit upon yourself, the company and the university.
• If you must be absent from work, inform your employer and the instructor as soon as possible. Do not take unnecessary time off from work.
• Dishonesty or disrespect on your part will result in immediate dismissal from the internship, and a failure (grade of F) in this course.
• Dress appropriately for work. Conform to the rules and regulations of the company.

COURSE EVALUATION:
Students’ progress will be monitored by personal interviews, telephone and email at the professor’s discretion. When the student has completed the majority of the hours, the intern’s company supervisor will complete an evaluation. Students will be evaluated on their ability to meet the course objectives based on their fulfillment of the following course requirements:

<table>
<thead>
<tr>
<th>POINT VALUE</th>
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<tbody>
<tr>
<td>Personal Learning Goals</td>
</tr>
<tr>
<td>Two component projects</td>
</tr>
<tr>
<td>Daily Journal</td>
</tr>
<tr>
<td>Supervisor evaluation form</td>
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<tr>
<td>Internship Poster</td>
</tr>
<tr>
<td>Completion of Final Dossier containing 24 pictures</td>
</tr>
<tr>
<td>Completion of 300 hours on job site</td>
</tr>
</tbody>
</table>
GRADING SCALE:
A = 93 – 100  B+ = 87 – 89  C+ = 77 – 79  D+ = 67 – 69  F = Below 60
B- = 80 – 82  C- = 70 – 72  D- = 60 – 62

Directions for preparing written assignments:
It is important for you, as an internship student, to learn the skills necessary for success as executives. To assist you in this you have been assigned three components that have been customized to your internship experience. The insight they will give you depends upon your own initiative and enthusiasm.

Many of the assignments will fall within a day’s work routine. Others will require special effort and time devoted to them outside of the work environment. It should be emphasized that the information that you gather to complete these assignments should be from your own observations and fact finding. Do not totally rely on company supervisors to supply the needed information. It is expected that all phases of each assignment should be completed for full credit. In some cases, library research may be helpful. You may have to adapt some assignments. It is your responsibility to think about adaptations of assignments and discuss them with your faculty supervisor PRIOR to beginning the assignment!

Assignment Due Dates:  (All interns have the same due dates)
Personal Learning Goals: May 13th
Component I: June 30th
Component II: July 14th
Internship Poster: July 21st
Final Dossier: July 23rd

*Remember that Time Sheets and Journal Entries to date are due every two weeks. Time sheets must be signed by your supervisor.

Your assignments and Time Sheets will ALL be submitted on Canvas. If you submit an assignment on time and it does not open, you will be given one warning to amend the situation. Failure to re-submit in a timely manner will result in a zero grade on your assignment.

All paperwork should be completed and uploaded to Canvas no later than the July due date (July 25th). Remember that you must turn in all assignments (even those that will receive no credit due to lateness) in order to pass this class.

DUE DATES ARE TO BE STRICTLY FOLLOWED: There are no late assignments allowed! If an assignment is not turned in by the due date, the grade will be recorded as zero. Students are still required to hand in the missed assignment to pass this class. Each assignment will have a due date. Your assignment must be uploaded the due date. No assignments after this time will be accepted for credit.

The following rules are to be observed in completing your written component assignments:

1. Each assignment must have a cover sheet that includes the following: Student name, name of the component assignment (example: “Marketing practices for VF Corporation”), date and your typed signature. Failure to include this on all written assignments will result in a 10% loss of the grade.
2. You must word process all the assignments. (12pt font, double spaced) 1” margins on all 4 sides.
3. Write each component assignment in the style of a business report (WRITTEN NARRATIVE). If the advisor receives any report in a “bullet point” format, the paper will be assigned a zero grade. Use clear and concise language in a well written essay. You will be graded on the quality of the writing as well as the content.

4. Length of reports should be a minimum of 5 pages. Be sure to fully explain all aspects of the assigned topic as completely as possible. Do not assume that the Internship Director understands what you are writing about. It is your job to show that you understand it. Failure to fully explore all the details of the assignment will result in a lower grade on the assignment.

5. When answering the component questions, you should take an evaluation point of view. We are not interested in facts alone; we are concerned with your appraisal of the facts.

6. Remember to always get permission from your employer when sending materials or information from your company. Some firms do not permit copies of their forms to be taken from the facility. Find out your firm’s policy in this matter at the beginning of your work experience.

7. When researching your assignments, ask company personnel your questions with thought and care. Be certain that you have given enough thought to your question before asking it. Do not waste other’s time.

8. Follow the directions of the company executives and supervisors to the letter. If you think your assigned tasks are unsatisfactory in any way, do not complain to the employer personnel or co-op office; contact the Internship Director immediately.

**Daily journal**

1. Keep a small pocket notebook with you at all times to jot down what you have done throughout the day.
2. Record your activities each evening in a journal so that you will have a lasting record of what you have learned. If you wait and try to write it down at a later date, you are cheating yourself.
3. Your journal entries must be word processed and submitted every two weeks with your timesheet.
4. All complete journals are to be submitted through Canvas by the July 23rd.

**Time sheets**

The University requires that intern students file an exact record of the hours worked on the job site. Therefore, interns must fill in a weekly time sheet provided on Canvas that shows exact hours worked. This includes when lunch was taken, when you left early, if you took the day off, etc. Your supervisor must sign the weekly time sheet for the hours to be counted toward your internship credit.

**Internship Poster**

*Your Internship Poster must be submitted in a digital format and uploaded to Canvas.*

The requirements for the Internship Poster are listed in Canvas.

**The Final Dossier**

*Your dossier must be submitted in a digital format and uploaded to Canvas.*

Each student will put together an Internship Dossier. The Dossier is a bound collection of information about the internship experience. This is a beautiful and professional looking document that will showcase your internship experience. Things to include in the Dossier:

- Clean copies of internship components
- Pictures with descriptions from the job site that include the student intern in them.
- Company literature or paperwork. Examples: designer’s renderings, cost sheets, marketing or promotional tools, hangtags and labels, etc.

There is not an exact length of the Dossier. However, a brief, poorly put together, unprofessional looking collection of material will not receive a good grade. Think of it like an internship portfolio. It is a tool that is meant to “showcase” your experience.
**24 pictures**
All interns will be required to document their experiences through a photographic record. Make sure you ask permission from your supervisor before you take your photos. You will include 24 pictures in your Final Dossier. FYI: At least ten (10) photographs of yourself on the job site are a requirement of your Final Dossier.

**CARS Department Statement on Student Conduct and Complaint Behavior:**
The Department of Consumer, Apparel, and Retail Studies (CARS) expects that all students enrolled in the CARS major will behave professionally and in a manner that reflects positively on the department, the school, and the university. This expectation applies to conduct within CARS courses, when working at internship sites, and attending events where students are acting as representatives of the CARS program. Complaints pertaining to a specific course must first be brought up with the instructor. Per the UNCG University Catalog, if a student wishes to appeal an assigned grade, the student should first discuss the concerns with the instructor. If desired, the student may further appeal to the department head, the dean of the school or college, and the provost, in that order. See the University Catalog for further details on Grade Appeals.

**Health and Wellness**
*Your health impacts your learning. Throughout your time in college, you may experience a range of health issues that can cause barriers to your learning. These might include physical ailments, illnesses, strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, or loss of motivation. Student Health Services and The Counseling Center can help with these or other issues you may be experiencing. You can learn about the free, confidential mental health services available on campus by calling 336-334-5874, visiting the website at https://shs.uncg.edu/ or visiting the Anna M. Gove Student Health Center at 107 Gray Drive. Help is always available.*

**American Disabilities Act:**
Any student, who, because of a disability, may require some special arrangements in order to meet course requirements, should contact the instructor as soon as possible to make necessary accommodations.

**Academic Accommodations**
The University of North Carolina at Greensboro respects and welcomes students of all backgrounds and abilities. If you feel you will encounter any barriers to full participation in this course due to the impact of a disability, please contact the Office of Accessibility Resources and Services (OARS). The OARS staff can meet with you to discuss the barriers you are experiencing and explain the eligibility process for establishing academic accommodations. You can learn more about OARS by visiting their website at https://ods.uncg.edu/ or by calling 336-334-544 or visiting them in Suite 215, EUC.