



**Consumer Arts and Sciences
Fashion Design and Merchandising Department**

<https://www.hccs.edu/programs/areas-of-study/art--design/fashion-design/>
<https://www.hccs.edu/programs/areas-of-study/art--design/fashion--merchandising/>

FSHN 2388: Internship-Fashion Merchandising | #10629

Fall 2019 | 16 Weeks (8.28.2019-12.15.2019)
In-Person | Fannin 230 | W – 5:00 PM – 6:00 PM
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Andrea Bonner, BBA, MPS	Office Phone:	713-718-6150
Office:	Fannin, Room 212	Office Hours:	M-F 9AM- 5PM
HCC Email:	andrea.bonner2@hccs.edu	Office Location:	Central Campus

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About Fashion

Fashion is everywhere around us! It is how we present ourselves to the world, literally our packaging, a subtle (or loud) advertisement for who we are! By studying Fashion Merchandising, you take control and give yourself the means to create our own fashion. From quality ready-to-wear to outlandish couture, from construction to flat pattern to draping, from accessories, to surface design, to embellishment, and even digital arts, the horizons are broad and the possibilities endless! By studying Fashion Merchandising, you can allow yourself to view fashion from a business perspective and how fashion is designed and positioned to sell to consumers. Welcome to the exciting world of Fashion Design & Fashion Merchandising.

My Personal Welcome

Welcome to the Fall 2019 Fashion Internship course. I'm delighted that you have chosen this program! I really enjoy working with students as they prepare for careers on both sides of the industry – Design and Merchandising. Fashion is a multi-trillion dollar industry with many viable pathways for success. I appreciate a finely constructed garment just as much as I

appreciate the process that goes into branding, selling, and promoting a product. It is my hope that you will use what you learn in this course as well as throughout your academic career to propel you to greatness within the creative or business sides of the industry.

Prerequisites and/or Co-Requisites

None.

Canvas Learning Management System

This section of FSHN 2388 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. HCCS Open Lab locations may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

No textbook is required for this class.

Supplies Information

No supplies are required for this class.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

FSHN 2388 Fashion Design and Fashion Merchandising Internship A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/art--design/fashion-design-/>
<https://www.hccs.edu/programs/areas-of-study/art--design/fashion--merchandising/>

Course Student Learning Outcomes (CSLOs)

FSHN 2388, the student will:

1. Identify five measurable internship objectives and goals that are planned for achievement by the student during the internship experience.
2. Complete and internship journal, which provide a critical and creative thinking analysis of the internship organization, research and comparisons on best practices, and active student learning experiences that result in acceptable and exemplary achievement in critical thinking.
3. Receive an internship supervisor evaluation that includes 80% positive rankings on the intern's level of achievement of internship objective, work performance, and demonstration of competencies expected in the workplace as outcomes from the degree program.
4. Develop a professional resume and provide (self) evaluation.
5. Meet for 16 seminar hours with the instructor.

Learning Objectives

Learning Objectives for each CSLO are available upon request.

Student Success

Expect to spend as many hours per week outside of class as you do in class practicing the course content. Additional time will be required for written assignments. Successful completion of this course requires a combination of the following:

- Attending class in person;
- Completing assignments on time; and,
- Regularly checking on your grade and feedback on Eagle Online.

There is no shortcut for success in this course; it requires completing the assignments on time and coming to practice outside class times.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignment

Requirement	Assignment	Projected Value
Initial Resume	Your Existing Resume	5
Mid-Semester Resume	Revised resume after class lecture on resumes and cover letters	5
5 Measurable Goals	The goals you plan to achieve this semester within your internship	10
Time Sheets	Please email timesheets ever two weeks	10
Internship Journal	Submission, completion and presentation of Journals I & II	20
Self-Evaluation	Submitted by due date	15
Supervisor Evaluation	Submitted by due date	20
Class Attendance & Participation		15
Total		100

Exams

None

In-Class Activities

Please plan to be an active participant of all in-class activities and assignments. You will be evaluated on your participation and input, which will in turn feed into your daily attendance and participation grade.

Class Attendance & Participation

Attendance and Participation is crucial to your success in this class and makes up for **15 points** of your grade:

- Fashion Design and Merchandising Department Attendance and Participation Policy for classes that meet **ONCE** a week.
 - 0 Absence = 100% (20/20)
 - 1 Absence = 95% (19/20)
 - 2 Absences = 80% (16/20)
 - 3 Absences = 50% (10/20)
 - 4 Absences = 0% (0/20)
- Three (3) tardies (up to 15 minutes late) counts as one (1) absence. More than 15 minutes late will be recorded as an absence.
- If you must miss class for medical reasons (either for yourself or a member of your family), hold onto the doctor's note. Take a picture and email it to me for your absence to be pardoned.

Grading Formula

The Fashion Design department strongly recommends that you adopt a points-based grading system with a maximum 100 total points possible.

Grade	Total Points
A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	0%-59%

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Week	Dates	Topic / Assignments Due
1	8/28/2019	<ul style="list-style-type: none"> • Overview of syllabus, due dates, assignments, and course requirement • Smart Goals Handout and Discussion

Week	Dates	Topic / Assignments Due
		<ul style="list-style-type: none"> Research professional resume of your chosen career and model your resume after your research. Start thinking of your Five Goals.
2	9/4/2019	<ul style="list-style-type: none"> Class Discussion 5 Measurable Goals Due Resume #1 Due
3	9/11/2019	Fashion Bootcamp – No Class – 6:00 p.m. – 7:00 p.m.
4	9/18/2019	Basic Business Stationery Professor Nicholas Champroux – Guest Speaker
5	9/25/2019	Overview of Evaluations – Manager and Self Internship Journal Questions – Review Journal Section One – Students will discuss in class; their internship company, their individual goals, and opportunities their internship will provide, etc. Development of Internship objective to achieve at your internship site.
6	10/2/2019	Internship Journal Section One – Presented in Class Please Dress in Business Attire
7	10/09/2019	The Polished Professional – Part One Creative versus Traditional Resumes Resumes Do's and Don'ts
8	10/16/2019	Special Appointment Day – Ms. Bonner's Office
9	10/23/2019	Internship Journal II Presentation Please Dress in Business Attire
10	10/30/2019	Off Site Research Day – No Class
11	11/06/2019	The Polished Professional – Part Two Business Etiquette
12	11/13/2019	Guest Speaker
13	11/20/2019	Internship Class Activity
14	11/27/2019	Early Thanksgiving Holiday
15	12/04/2019	Internship Presentation – The Good, Bad, & Ugly of Your Experience – 4-5 min – Powerpoint presentation
16	12/11/2019	Internship Presentation – Completion – 4-5 min – Powerpoint presentation

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

Students are responsible for turning in their assignment on time. Late assignments

Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of academic dishonesty. Academic dishonesty

includes, but is not limited to, cheating on a test, plagiarism, and collusion. Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Students for disciplinary disposition. Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance): <http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Student Conduct

- Sign-in each class. Late students need to put the time at which they arrived.
- Absolutely NO FOOD in the classroom! Students in class will be served one warning. Repeat offenders will be marked absent for the class.
- Only the student enrolled in the current ongoing class may be allowed in the classroom. This means no children, parents, spouse, etc.

Electronic Devices

Cell phones must be silenced and put away during lecture. You are NOT allowed to film the demos: instead, pay attention, take notes, and rely on the videos provided by your instructor.

Fashion Design Program Information

Fashion Design and Merchandising at HCC comes in many specialties, formatted in various Degree and Certificates:

- **Fashion Design - AAS Associate of Applied Science:** The Jewel in the Crown, our Fashion Design AAS prepares students for careers in fashion related fields by offering well-rounded training in design, construction, textile selection, flat pattern, draping, and collection planning.
- **Commercial Sample Maker - Certificate Level 1:** The Commercial Sample Maker certificate program prepares the student for entry-level work in the fashion production industry. Sample makers are responsible for sewing designs from the pattern.
- **Digital Design - Certificate Level 1:** The Digital Design Certificate Level 1 was recently created to meet the demand for highly skilled Technical Designers. The degree plan takes the student through 3 levels of computer skills covering a range of tools and topics, from tech packs to digital pattern-making.
- **Men's Tailoring & Alterations - Certificate Level 1:** The Men's Tailoring and Alterations certificate program prepares students for entry-level work in men's clothing alterations and custom tailoring. It focuses on fit analysis, fit correction, traditional tailoring techniques, and the art of custom clothing.
- **Patternmaking - Certificate Level 1:** The Pattern Making certificate program prepares students for entry-level work in ready-to-wear pattern making, pattern grading, and pattern marker-making. It emphasizes flat pattern, draping, pattern sizing and pattern alteration.
- **Theatrical Costume Design - Certificate Level 2:** The Theatrical Costume Design certificate program prepares students for entry-level work in costume workshop, be it theatre, ballet, opera, or even cinema. It includes classes in Fabric Design, Play Analysis, Historical Costume, and Advanced Construction techniques.

- **Fashion Merchandising** – AAS Associate of Applied Science The Fashion Merchandising program offers an opportunity for students to prepare for careers in fashion retailing or wholesale operations through basic training in merchandising techniques along with creative development
- **Fashion Image Merchandising – Certificate Level 1:** The Fashion Image Merchandising certificate program develops the student's awareness of personal style while preparing them to advise clients on color, line, design, silhouette, and total wardrobe planning. All the courses in this certificate apply to the AAS in Fashion Merchandising degree. (This program was formerly named as Fashion Image Consultant.)
- **Visual Merchandising – Certificate Level 1:** The Visual Merchandising certificate program develops the student's technical window and interior display skills and understanding of aesthetic principles and applications, preparing them for entry-level positions as visual merchandisers in retail stores.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/>

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Andrea Bonner, B.B.A., M.P.S.
Division Chair ° Consumer Arts & Sciences ° Center of Excellence
NASAD Arts & Design Council
Houston Community College ° Central Campus
3601 Fannin ° Office 212 Houston, TX 77004
Ph: 713-718-6150 & 713-718-6158
<http://www.hccs.edu/centers/consumer-arts--sciences/>