FSHD 2388 Fashion Design Internship

Internship offered with local companies

HOW TO REACH THE INSTRUCTOR

Department Chair of Fashion Design
Associate Professor of Fashion Design
Victoria Taylor

Email: victoria.taylor@austincc.edu
My WebSite Victoria Taylor
Departmental WebSite Fashion Design
ACC Fashion Design
My Linkedin Page
Victoria Taylor- Linked In
Departmental Facebook Page Fashion Design
ACC Fashion Design
Departmental Library Resources for Fashion Design
Fashion Design Resource Page
Find us on Instagram
#AustinCCFashionDesign
Find us on Twitter
@AustinCCFashion

Austin Community College
6101 Highland Campus Dr.
Austin Texas, 78752
Building 4000
Office: 4.1210.03
Phone: 512-223-7906
Virtual Office hours are available by appointment

COURSE CREDITS AND CONTACT HOURS

FSHN 2388 Fashion Design Internship
Credit 3
Contact Hours - 256 hours
220 to be on job
36 will be assignments

COURSE CATALOG DESCRIPTION

FSHD 2388 Fashion Design Internship
(3-0-16)An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to a specific occupational outcome. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

Prior to First Day of Class

- Resume and Cover Letter development
- Interview Practice Session
- Addendum to Syllabus

First Day of Class

On the Job

PREREQUISITES

Must be a second year student that has successfully completed the Level 1 certificate, with all Fashion Design courses receiving a "C" or higher. Must be pursuing the Associates degree in Fashion Design

INSTRUCTIONAL METHODOLOGY

Students will receive hands-on experience in various working environments depending on job placement. Please know that you can always come to me with questions, comments or concerns you have related to the course work.

COURSE RATIONALE

The Fashion Design program prepares students for careers in fashion related fields. Creative studies in design fundamentals, fashion analysis, fashion history, textiles, color, and sketching, along with technical training in draping, pattern making, pattern grading, and clothing construction provide the training required for entry-level employment.

COMMON COURSE LEARNING OBJECTIVES/OUTCOMES

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

IMPORTANT DATES FOR Fall 2021

16 Week Semester

First Day of Semester	August 23, 2021
Last Day to request Refund	September 20, 2021
Fall Graduation Deadline	October 1, 2021
Spring Semester Registration (current and returning ACC students)	October 18, 2021
Spring Semester Registration (new ACC students)	November 1, 2021
Thanksgiving Holiday	November 25-28, 2021
Last Day to drop course	November 18, 2021
Last Day of Fall Semester	December 12, 2021
Fall Graduation	December 10 , 2021

The following calendar is a suggested timeline for projects and is subject to change. Dates and projects may change due to the dynamics of the class.

Students will be notified of changes to syllabus via email and Blackboard, and are responsible for making changes to their own syllabus.

Projected Course Calendar

Weekly Assignments

- Due each Sunday 10 points each

MidTerm Assignment

- Slide Presentation/Paper TBD 100 points

Final Project

- Presentation showcasing the entire internship 200 points
- Supervisor is encouraged to attend

PROJECTS ARE DUE ON THE DAY DESIGNATED by the instructor.

All projects MUST be attempted. If you do not at least attempt all projects, this will have an adverse effect on your overall grade.
No late projects will be accepted without a grade deduction penalty. Plan accordingly. Late Projects will receive minus 15 points (or 15%) for late and 5 points everyday after the due date. (excluding Holidays) After one week, the grade will be zero.

GRADING SYSTEM
100-90% = A
89-80% = B
79-70% = C
69-60% =D time to talk with the professor
59 and below = F

ACC | FASHION DESIGN

INSTRUCTOR CLASS POLICY

Attendance Policy- for Hands On Classes

Attendance is critical for the development of the basic skills needed for drafting of blocks and slopers. If you miss a class please make arrangements with a fellow classmate or myself to make up the missed work. Please be courteous and email the instructor if you will be missing a class. This course will require more than just your attendance during class. Lab times will be posted for you to come in and work on your assignments and projects. You can not be successful and expect to finish the work assigned without extra work outside of the classroom setting. The Fashion Industry is a year round industry and deadlines and due dates will require the very best from you. Be prepared to give your very best and I know you will be successful. Failure to attend at least 90% of the scheduled classes will be reflected on course grade as a reduction of 5 points of total grade.
If ACC campuses are closed due to unforeseen circumstances - The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.

For Online Blackboard Collaborate

On the first day of class we will go over all the important key elements of using Blackboard Collaborate, so if this will be your first time, please feel free to ask questions. Attendance is critical for the development of the basic skills needed for drafting of blocks and slopers. This course will require more than just your attendance during class. If you miss a class please make arrangements with a fellow classmate or myself to make up the missed work. Please be courteous and email the instructor if you will be missing a class. At the beginning of every class we will have a chance to ask questions and other important discussion topics. Please create a profile picture to use

for your sessions. Once the lecture begins, please mute your microphone and turn off the video to save on bandwidth. If you have a question during the demonstration please unmute and ask, or use the "raised hand" icon. Failure to attend at least 90% of the scheduled classes will be reflected on course grade as a reduction of 5 points of total grade.
If ACC campuses are closed due to unforeseen circumstances - The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.

Late Work Policy

Late work may be accepted, but will be penalized 15% total points for being turned in late and 5 % for every day it is late. After one week late, you will receive a grade of "zero" for that project. For the final project, no late projects will be accepted. Please talk with the professor about late work.

Office Hours

Office hours are posted on my website .....appointments are encouraged and recommended

Student Withdrawal Policy

Student Withdrawal Policy –It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. The Final Withdrawal Date for this semester is November 18, 2021. The student is also strongly encouraged to keep any paperwork in case a problem arises. Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

Student Work

If you have late or missing assignments or grades, it is your responsibility to contact the instructor and discuss your options with them. Your prompt and timely attention to your grades and assignments are your responsibility. Academic work submitted will be your thought, research, or self-expression. Absolutely no Plagiarism. If you need assistance please see the ACC page for guidance. Find your creative voice and let it shine.

Food and Drink

You may not bring food, drink, or e-cigs into class or the sewing labs. This is school policy. We will take breaks during class so please plan accordingly. There is a small table available for beverages. In the virtual classroom, feel free to have your favorite beverage nearby, but be cautious with your work space.

Cell Phone Usage

If you are on your phone, you are not in class. You will not have time for snapping, texting, tweeting, or playing pokemon. Be respectful of your fellow students and your professor and turn your phone to silent. I understand emergencies happen. If you need to take an emergency call, please excuse yourself from class and take your call in the hall. For the virtual classroom, please remember to use the "away" icon if needed.

Be On Time

Do not arrive late to class, it is disruptive. You will miss key concepts and information and it will be difficult for you to get caught up without causing further disruption to your classmates. Arriving 15 minutes late may cause you to forfeit your attendance for the day. I expect you to be ready to start when class is scheduled to start. Plan your day accordingly.

General Classroom/Virtual etiquette

Disruptive behavior (excessive talking, rudeness) will not be tolerated.
Children are never allowed to attend class with you. This is a college policy.
You are here to learn, so be prepared to participate in class discussion. We are all unique individuals and in this class, everyone's opinion will be respected.
Videotaping or taking pictures of the slides are strictly prohibited. Unless permission is given.
If you need to leave the class early for any reason, please let me know before class begins. A simple email is all I need. While we are in the virtual classroom, you are still required to be present. If you need to step away, please indicate this with the "away" icon next to your name.

DEPARTMENTAL COURSE/CLASS POLICIES

Departmental policies for Incompletes, Attendance, and Withdrawal are as follows:

Incomplete Policy An incomplete (I) will be granted to a student in rare circumstances. Generally to receive a grade of I, a student must have completed all examinations and assignments to date, be passing, and have personal circumstances that prevent course completion that occur after the deadline to withdraw with a grade of W.

Attendance Policy

All students are expected to attend classes. Non-attendance will have an impact on the student's grade. Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

Child Care at ACC

Austin Community College students can receive drop-in care for their children ages 12 months to 12 years as part of a program offered by the YMCA of Austin at the ACC Highland Campus.
Child Watch Drop in Center

Transportation

ACC makes it easier to get to class.
Did you know you can ride the CapMetro and MetroRail for FREE!
Get your pass Green Pass webpage
ACC students and employees may request passes online at the **ACC Transportation website.** For more information, visit the ACC's **Green Pass webpage.**

Additional Information

Counseling services are available to help you with a variety of needs, if you need more information please don't hesitate to ask.

AUSTIN COMMUNITY COLLEGE POLICIES

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements, and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at
https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process

Student Rights & Responsibilities

Academic freedom is a foundation and hallmark of higher education. In the context of college-level courses, it specifically refers to the rights of free expression and respect for others with differing opinions. Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. Just as you are expected to exercise these rights with respect for state and federal law in the larger world, you are expected to exercise these rights as a student with respect for the college's standards of conduct. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Students and faculty alike should enable a climate of mutual respect and civility while fostering the freedom to debate and discuss the merits of competing ideas.

Enrollment in the college indicates acceptance of the rules set forth in the student standards of conduct policy, which is administered through the office of the campus dean of student services. Due process, through an investigation and appeal process, is assured to any student involved in disciplinary action.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:
http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by email, or to a fellow student.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at
http://www.austincc.edu/emergency

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally

jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an illness outbreak, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy. In addition, **concealed weapons are not allowed on ACC-sponsored field trips** where the school owns or has chartered or leased vehicles for transportation.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999. Please refer to the concealed handgun policy online at http://austincc.edu/campuscarry

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at: https://drive.google.com/file/d/1o55xINAWNvTYgI-fs-JbDyuaMFDNvAjz/view

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college- related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at: http://www.austincc.edu/help/accmail/questions-and-answers

Use of the Testing Center

Under certain circumstances, examinations may have to be taken in a testing center. The ACC Testing Centers follow standard procedures so students know what to expect when they arrive to take their tests. Students should familiarize themselves with the **student guidelines**.

Students must present an **ACC student ID card** or government issued ID and know their ACC ID number before they can test.

It is necessary to check in at the Testing Center kiosk before taking a test. To check in, one must know the following information:

- Student ID number
- Course prefix and number
- Course synonym
- Course section number
- Test number
- Instructor's name

Personal belongings such as backpacks, books, and electronic devices (including, but not limited to, cell phones and smart watches) are not allowed in the Testing Center. Possession of prohibited items or accessing unapproved resources in the testing room will result in the immediate termination of the exam and **possible disciplinary action**.

For additional information on using the Testing Center, please go to: http://www.austincc.edu/students/testing-services/instructional-testing

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at *http://www.austincc.edu/students*.

Student Accessibility Services

Students with documented disabilities who need classroom, academic, or other accommodations must request them through the office Student Accessibility Services (SAS). SAS offices are located at each major campus. Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester; otherwise, the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the document titled "Notice of Approved Accommodations" from SAS before accommodations will be provided. Accommodations will not be provided retroactively. Arrangements by the instructor for academic accommodations can only be made after he or she receives the "Notice of Approved Accommodations" from the student.

Additional information about Student Accessibility Services is available at https://www.austincc.edu/offices/student-accessibility-services-and-assistive-technology

Academic Support

ACC offers academic support services on all of its campuses. These services, which include face-to-face and online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis. Tutoring schedules can be found at: https://www.austincc.edu/students/tutoring/tutoring-schedules

Library Services

ACC has a full-service library at each of its campuses to support ACC courses and programs and to provide students with research and assignment assistance from expert faculty librarians, computers, course reserves, laptop and tablet check out, study spaces, and copying, printing, and scanning services. In addition, ACC students have full rights and privileges to access Library Services online 24/7 via the ACC Library website and students can use their ACCeID logins to access all online materials, including ebooks, articles from library databases, and streaming videos. ACC Libraries also provide an "Ask a Librarian" service, which allows students to reach a librarian 24/7 through online chat. Faculty librarians are also available via email, phone, and in person seven days a week during hours of operation. Visit:

- Library Website: http://library.austincc.edu
- Ask a Librarian: https://library.austincc.edu/help/ask.php
- Library Hours of Operation by Location: https://library.austincc.edu/loc/
- Email: library@austincc.edu

In partnership with ACC's Student Support Center, ACC Libraries also maintain a limited collection of textbooks for students to borrow. Priority access to the textbook collection is given to students receiving assistance. More information is available on the ACC website by searching "Student Support Center Textbook Collection."

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at http://sites.austincc.edu/sl/.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food pantries are located in all campus Student Life offices: https://sites.austincc.edu/sl/programs/foodpantry/.
- Assistance with childcare or utility bills is available at any campus Support Center: http://www.austincc.edu/students/support-center.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: http://www.austincc.edu/SEF.
- Help with budgeting for college and family life is available through the Student Money Management Office: http://sites.austincc.edu/money/.
- Drop-in child care is available at Highland Campus: http://www.austincc.edu/students/child-care/child-watch-drop-in-center

Clinical Counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: http://www.austincc.edu/students/counseling .
If an emergency occurs during operational hours, please come to the Student Services Office and let the front intake staff know that you are experiencing a crisis. They will alert appropriate personnel. You may also contact the ACC District Police at 222 (on campus) or 223-7999 (off campus or cell phone).

After Hours:
If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- **Austin / Travis County 24 hour Crisis & Suicide hotline: 512-472-HELP (4357)**
- **The Williamson County 24 hour Crisis hotline: 1-800-841-1255**
- **Bastrop County Family Crisis Center hotline: 1-888-311-7755**
- **Hays County 24 Hour Crisis Hotline: 1-877-466-0660**
- **National Suicide Prevention Lifeline: 1-800-273-TALK (8255)**
- **Crisis Text Line: Text "home" to 741741**
    - **Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: 1-800-662-HELP (4357)**
- **National Alliance on Mental Illness (NAMI) Helpline:1-800-950-NAMI (6264)**

Additional resources

http://www.mashable.com

Mashable is a leading source for news, information & resources for the Connected Generation. Mashable reports on the importance of digital innovation and how it empowers and inspires people around the world. Mashable's 20 million monthly unique visitors and 6 million social media followers have become one of the most engaged online news communities. Founded in 2005, Mashable is headquartered in New York City with an office in San Francisco.

http://www.beloit.edu/mindset/

Great list about college freshmen, a must read for anyone in college.

http://www.archive.org/web/web.php

Way Back Machine, you can view old web pages of companies.

http://www.pantone.com

A great site for all color trends.

https://www.businessoffashion.com
A great source for current Fashion
http://sites.austincc.edu/fashion-incubator/

ACC Fashion Incubator

http://continue.austincc.edu/fashion

ACC Continuing Education

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