FDM 492: Field Experience
Spring 2016
Fashion Design & Merchandising, Southern Illinois University

Professor: Dr. Seung-Hee Lee
Office: Quigley 311H
Class Location: Quigley 301
Class Meeting Time: T 3:30 to 6:20
Office Hours: TR 9-11 am, 2-3 pm or BY APPOINTMENT ONLY
Email: fdm792@gmail.com

COURSE DESCRIPTION: Supervised work experience in an approved position in the fashion retailing industry.
PREQUISITES: Junior standing and major in Fashion Design and Merchandising

COURSE OBJECTIVES
Upon completion of this course, the student will be able to:
1. Maximize learning from on-the-job training
2. Understand policies and philosophies of different types of employers
3. Observe and apply principles and concepts learned from FDM classes and class projects
4. Analyze store organizations and functions

COURSE TEXTBOOK: N/A

FINAL COURSE GRADE:
FDM 492 is a Pass/Fail course. A satisfactory performance evaluation, documentation of work hours and work activities, and documentation of individual meetings are needed to earn the grade of Pass.

The following factors will be used to determine the final grade earned in this class.
1. Hours worked: \( \geq 300 \) hours, documentation required
   - Hours worked between May 2015 and the end of the Spring 2016 semester can be considered as a part of these 300 required hours. Hours worked before or after this time frame will not be accepted for this class.
2. Evaluation from Supervisor. Must receive satisfactory performance evaluation.
3. Weekly Journal of Activities
4. Portfolio
5. Individual Monthly Meetings

Required Documentation of Hours on the Job:
A minimum of 300 clock hours (100 hours per 1 hour credit) on the job is required for course credit. This is equivalent of 7 weeks, schedule for 40 hours per week, plus 5 hours. If the required number of work hours is not completed by the end of the semester the student will receive an incomplete. The student should continue working documenting work hours until the 300 hours is met. The grade will then be changed from the incomplete. Per University policy the student has one semester to change the incomplete to a letter grade. If not changed by the end of the semester, the incomplete will turn into a fail grade (F).
Type of documentation is dependent on company. If your paycheck shows the number of hours worked per payroll period, this can be used as official documentation. Otherwise, Dr. Lee will need a printout of scheduled hours worked or some other documentation from your organization. Time clock documentation must be turned in with a final portfolio.

**Required Paperwork of on-the-job work**

1. Up to date resume
2. Job description from your employer
3. Name of supervisor, manager, who evaluates your work
4. Work site name, address, and phone number
5. Journal of weekly activities (Journal format provided)
6. Pay stub or time clock documentation (as mentioned above)
7. Evaluation of work from supervisor upon completion of employment and/or completion of 300 hours; or a copy of work performance evaluation that is written by the student's company.

**Final Portfolio**

At the end of the semester, you must submit a final portfolio in a professional manner, including cover letter, resume, job description from your supervisor, weekly journal activities, pay statement, evaluation of work from supervisor upon completion of 300 hours, and weekly time sheet signed by a supervisor, etc. This portfolio is a collection of the work you have done in the course. All written information must be typed.

**Individual Monthly Meetings**: There are individual monthly meetings on the last Tuesday of every month and group meeting on May 3 during the class time. Students will meet Dr. Lee individually to discuss about your work in progress. If you miss the meeting, you will be counted as absent.

**Weekly Journal: Journal format for on-the-job works hours**

Summarize each week's activities and send it to Dr. Lee on every Sunday via email. Describe responsibilities and evaluate how well completed each task. Are you improving your ability to complete basic work assignments? Did you receive recognition for sales performance? How do you like working with customers? Document the memorable experiences, both good and bad. Document your ability to work with customers. Did you improve as you continued working on the job? Document if you met other types of managers within your organization, such as district managers, human resource managers, etc. Describe conversations you had with these individuals. Identify new work experiences. Document how well you work with fellow salespeople. Document any special training the company provided to enable you to do your job better. What were you impression of the additional training?

**Topical Outline for on-the job work hours**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Portfolio</td>
<td>50</td>
</tr>
<tr>
<td>Individual Monthly Meetings</td>
<td>10</td>
</tr>
<tr>
<td>Performance Evaluation (including hours worked)</td>
<td>30</td>
</tr>
<tr>
<td>Weekly Journal (including hours worked)</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</tbody>
</table>

**Final Grade Distribution**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>P (60 - 100%)</td>
<td>60-100</td>
</tr>
<tr>
<td>F (≤ 59%)</td>
<td>0 - 59</td>
</tr>
</tbody>
</table>
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings in Quigley Hall and elsewhere on campus, available on the BERT’s website at www.bert.siu.edu, Department of Public Safety's website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

If an evacuation of Quigley Hall is required during an emergency, ALL School of Architecture students, faculty, and staff (from all three programs) are to gather ASAP after exiting in the grassed area east of the Quigley Courtyard and covered walkway area to determine if there are people unaccounted for at that particular time. There are four SoA faculty members that are part of the SIUC Quigley Hall BERT Team (Wojnarowski, Frisch, Studak, and Brazley) who will be facilitating the necessary emergency procedures. There are BERT Posters located in numerous public areas throughout Quigley with Quigley Team emergency phone numbers.

Do not hesitate to call 911 if you have any sense of emergency and there isn’t a faculty or staff person available to immediately assist – 911 Staff are highly qualified and prepared professionals to make a response decision and to give you advice over the phone.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>AREA</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and Nutrition</td>
<td>1</td>
<td>Woody Hall grassed area West of Quigley Main Entry</td>
</tr>
<tr>
<td>Child Development Laboratory</td>
<td>2</td>
<td>North Side Quigley beyond Fenced Area</td>
</tr>
<tr>
<td>Social Work</td>
<td>3</td>
<td>Grasded Area NE of Loading Dock and Auditorium</td>
</tr>
<tr>
<td>School of Architecture</td>
<td>4</td>
<td>Grasded Area East of Quigley Patio and the Covered Walkway</td>
</tr>
<tr>
<td>College of Education - Pre-School</td>
<td>5</td>
<td>Grasded Walkways Area beyond South Entry</td>
</tr>
<tr>
<td>General Classrooms &amp; Auditorium</td>
<td>1, 3, &amp; 4</td>
<td>Please instruct those outside faculty, students, and visitors during an emergency</td>
</tr>
</tbody>
</table>
IMPORTANT DATES *
Semester Class Begins: ...........................................01/19/2016
Last day to add a class (without instructor permission):...........01/24/2016
Last day to withdraw completely and receive a 100% refund: ......01/31/2016
Last day to drop a course using SalukiNet: ..........................04/03/2016
Last day to file diploma application (for name to appear in Commencement program):...........................................02/12/2016

Final examinations: ..........................................................05/09-05/13/2016

Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage http://registrar.siu.edu/

SPRING SEMESTER HOLIDAYS
Martin Luther King, Jr.’s Birthday Holiday 01/18/2016
Spring Break 03/12—03/20/2016

WITHDRAWAL POLICY ~ Undergraduate only
Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/catalog/undergraduatecatalog.html

INCOMPLETE POLICY ~ Undergraduate only
An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/catalog/undergraduatecatalog.html

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. http://disabilityservices.siu.edu/

PLAGIARISM
Student Conduct Code http://srr.siu.edu/student_conduct_code/
MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about

SAFETY AWARENESS FACTS AND EDUCATION
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html

EMERGENCY PROCEDURES
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INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well as an essential preparation for any career. For more information please visit: http://www.inclusivexcelsiune.siu.edu/

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:
Tutoring: http://tutoring.siu.edu/
Math Labs http://math.siu.edu/courses/course-help.php

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit:
http://diversity.siu.edu/

Additional Resources Available:

SALUKINET: https://salukinet.siu.edu/cp/home/displaylogin
ADVICE: http://advisement.siu.edu/
PROVOST & VICE CHANCELLOR: http://pvcaa.siu.edu/
SIU ONLINE: http://online.siu.edu/