

Date Request Received _____

FASHION INTERNSHIP APPLICATION

A separate application must be completed for each internship you intend to do.

THE APPLICATION IS DUE AS SOON AS THE INTERNSHIP IS PLANNED AND REQUIRED FOR PERMISSION TO ENROLL.

The Fashion Internship is a course that provides you with the opportunity for work in established professional settings to gain experience in a specific area of study. The purpose of the Internship is to provide you with the opportunity to apply information learned in the classroom to a business setting. During this experience you will become acquainted with the business's policies, procedures and methods of operation.

The Internship may include positions such as but not limited to:

Textiles -	Production/Sourcing Printed Textile Design Computer aided design/patternmaking	Stylist (design) Apparel Design	Illustration Theatre Costume Design
Fashion Merchandising-	Visual Merchandising Showroom Representative Journalism	Accessories Stylist (magazine) Buying	Public Relations E-commerce/Direct MKT Product development

3 credit hour option: To participate in the 3 credit hour internship you may be working in either a full or part-time capacity with a company or business that provides a product or service related to product design or fashion merchandising. During the semester you are to complete **a minimum of 200 clock hours** supervised work plus written assignments including weekly reports.

6 credit hour option: To participate in the 6 credit hour internship you must be working full time (fashion merchandising this should be at a management level, supervisory position, or step above entry level) with a company or business that provides a product or service related to apparel design or fashion merchandising. During the semester you are to **complete 15 weeks** of supervised work plus written assignments including weekly reports.

COMPLETE AND RETURN THIS FORM WITH THE INTERNSHIP AGREEMENT FORM

TO DR. ALYSSA DANA ADOMAITIS AT ONE OF THE FOLLOWING.

1. THE NEW YORK CITY COLLEGE OF TECHNOLOGY, CUNY
300 JAY, N1025 OR
2. BUSINESS OFFICE - DR. ADOMAITIS' MAIL BOX (PLEASE PLACE IN AN ENVELOPE WITH ATT:
DR. ADOMAITIS) OR IN CASE OF AN EMERGENCY
3. E-MAIL (aadomaitis@citytech.cuny.edu)

CONFIRM BY SENDING AN E-MAIL TO DR. ADOMAITIS SUBMITTING TO ONE OF THE ABOVE PLACES

Permission to enroll in the internship will **NOT** be granted until the position has been confirmed. Submission of the signed Internship Agreement form (available from Dr. Adomaitis) or verification of the position is required.

Name Michelle Wu Feng

CITYTECH ID# 23721740

This application is for:

- Apparel Design internship
- Fashion Merchandising Internship

<p>The internships are offered fall, spring and summer semesters. Indicate the semester you are applying to do your internship</p> <ul style="list-style-type: none"><input type="checkbox"/> Fall Semester<input type="checkbox"/> Spring Semester (2023)<input checked="" type="checkbox"/> Summer Semester	<p>You may choose to complete a 3 or 6 credit internship (see description for requirements of each). Indicate your credit hour choice</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> 3 credit hours<input type="checkbox"/> 6 credit hours
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School Address 300 Jay St Brooklyn, NY 11201

Phone (718)-260-5500

Home/perm Address 1720 77TH St Brooklyn, NY 11214

Phone (646)-886-5464

Class Standing

- Senior

Anticipated Date of Graduation 08/23

Overall GPA (may be found on your unofficial transcript) 3.709

<p align="center"><u>PRODUCT DESIGN INTERNSHIP</u></p> <p>The prerequisites are listed below. Indicate courses completed and identify those currently enrolled:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Additional prerequisites: Junior or senior standing AND permission of instructor.</p> <p>Major GPA: _____ (from the UNTRASPT)</p>	<p align="center"><u>FASHION MERCHANDISING INTERNSHIP</u></p> <p>The prerequisites are listed below. Indicate courses completed and identify those currently enrolled:</p> <p>BUF 3100..... Completed</p> <p>SBS 3201 Completed</p> <p>Module Courses..... Completed</p> <p>BUF 4700..... Completed</p> <p>Additional prerequisites: Junior or senior standing AND permission of instructor.</p> <p>Major GPA: <u>3.709</u> (from the UNTRASPT)</p>
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Intended Internship Information. Provide as much information as possible. If your plans change – please provide the new information in writing as soon as possible. The change may effect the approval of your internship and may cause a delay in enrolling for the course:

Company name S&C International., Inc

Supervisor Name (if known) Sophie Wen

Location/address 1270 Broadway, Suite 609 New York, NY 10001

Position description (provide as much detail about what you will be doing on the job as you can). If you have previously worked for this company – identify how the internship will be different than previous work experience.

S&C International, Inc is a clothing trading company that imports from China to Meigong. And in my internship this time, my job is mainly to communicate with customers by phone or email, and through customers to provide requirements(such as the color used, the material of the fabric, the printing styles, etc.) for products (T-shirts, hoodies, pants, etc.) for a quotation. And communicate with domestic factories to understand the progress of the goods, and at the same time, follow up on the progress of product production with customers. In addition, after the shipment of the goods, continue to follow up with the customer on the progress of the goods. If the customer needs the goods urgently, they need to communicate with the truck dealer so that the truck dealer can arrange the delivery as soon as possible.

Please attached a letter on company letterhead to this application along with a business card of your supervisor.

Hi Michelle,

It was our pleasure to meet you 02/08/2023. After reviewing your status, we decided to offer you as below:

1. Wage: You will get started with \$650 per week (pre-tax), and you will get reviewed each year. You will be working as **Production Coordinator** when you get started.
2. Work hours: You will be employed on a full-time basis during the 4-month probation period. (Monday to Friday from 9:00 AM to 5:30 PM)
3. Probation: Please be advised that after the 4-month probation, you will be employed as full-time.
4. Holidays: Please be advised that our office will have the following holidays off; New Year's Day, Chinese New Year, Chinese Labor Day, Memorial Day, July 4th, Labor Day, Chinese National Day, Columbus Day, Thanksgiving, Christmas.
5. Medical Insurance: You can enroll company medical plan after you working 4 months; and please be advised that company medical plan will cover the company's employees only.
6. Annual Bonus: Annual Bonus is awarded based on (a) your performance and (b) company profit. Usually, an employee will be entitled to a bonus equivalent to AT LEAST 3-week wage assuming he/she has worked for 12 months a year.
7. Paid sick day: An employee will be entitled to 2 to 5 paid sick days after probation.
8. Paid vacation: An employee will be entitled to 5 days paid vacation after working 12 months, and 10 days paid vacation after 24 months.
9. The company will issue you W2 end of each year.
10. Office hours: 9:00 AM to 5:30 PM, Monday thru Friday.

We expect to see you on 2/13/2023. Please make sure that you will bring the following 3 items with you on the day; and I will ask you to fill up Form I-9 (Employment Eligibility Verification), Form IT-2104 (Employee's Withholding Allowance Certificate) and Form W-4 (Employee's Withholding Certificate) when the following 3 items are available.

- A void check, or direct deposit enrollment form (authorization agreement for automatic deposits) from your bank.
- Your passport, green card, EAD card, or any work permit documents.
- Your social security number card.

Please be advised that you have to provide us the above three items so that we can set up your information into our payroll system. Also, please confirm your legal name as Michelle Wu Feng and your English name as Michelle Wu Feng. We will add your information into our contact list and set up a work email account for you.

Pleas reply to confirm, feel free to advise if any questions. Look forward to working with you!

Thank you,

Cheng Wang

Accounting Dept.
S & C Group Sales Office
1270 Broadway, Suite 610
New York, NY 10001
www.sandcinternational.com



Group

Sophie Wen
Production Coordinator

S & C International.,Inc

1270 Broadway, Suite 609

New York, NY 10001

Tel : 646 308 0979

Fax: 212 967 2899

E-mail: Sophie@sh-shc.com

Online:www.sandcinternational.com

PLEASE ATTACH COMPANY INTERNSHIP LETTER ABOVE

NYCCT Student Copy Undergraduate Record

Name: Michelle Wu Feng
Student ID: 23721740

Birthdate: 2000/
Student Address: 1720 77th Street Apt 2F-2
Brooklyn, NY 11214-1112
Print Date: 2023/06/25

Other Institutions Attended:

----- Beginning of Undergraduate Record -----

2019 Fall Term

Business and Technology Fashion Major

Academic Standing Effective 2019/12/28: Good Academic Standing

Course	Description	Earn	Grd
BUF 1101	Intro to the Fashion Industry	3.00	C+
Contact Hours:	3.00		
Course Attributes:	Writing Intensive		
Instructor:	Kelly Valladares		
ENG 1101	English Composition I	3.00	B+
Req Designation:	Required Core - English Composition		
Contact Hours:	4.00		
Course Attributes:	ZERO Textbook Cost		
Instructor:	James Wu		
MAT 1190	Quantitative Reasoning	3.00	A
Req Designation:	Required Core - Mathematical&QuantitativeReasoning		
Contact Hours:	3.00		
Instructor:	Toufik Ayoub		
MKT 1103	Foundations of Marketing	3.00	B+
Contact Hours:	3.00		
Instructor:	Roger Gonzalez		
PSY 1101	Introduction to Psychology	0.00	D
Req Designation:	Flexible Core - Individual and Society		
Contact Hours:	3.00		
Instructor:	Barbara Chutroo		
Repeated:	Exclude Credit & GPA		

Term GPA: 3.225 Term Total: 15.00 12.00

----- 2020 Spring Term -----

Business and Technology Fashion Major

Academic Standing Effective 2020/06/09: Good Academic Standing

Course	Description	Earn	Grd
ACC 1101	Principles of Accounting I	4.00	B+
Contact Hours:	6.00		
Instructor:	Ionie Pierce		
ARTH 1204	XX Century Dress & Culture	3.00	A
Req Designation:	Flexible Core - Creative Expression		
Contact Hours:	3.00		
Instructor:	Alexis Romano		
CHEM 1000	Principles of Chemistry I	4.00	A
Req Designation:	Required Core - Life and Physical Sciences		
Contact Hours:	6.00		
Instructor:	Fredesvinda Dura		
ENG 1121	English Composition II	3.00	CR
Req Designation:	Required Core - English Composition		
Contact Hours:	3.00		
Instructor:	Christine Choi		
MKT 1210	Marketing Research	3.00	B+
Contact Hours:	3.00		

Course	Description	Earn	Grd
Instructor:	John Dixon		
Term Honor:	Dean's List		
Term GPA:	3.650	Term Total:	17.00 17.00

----- 2020 Fall Term -----

Business and Technology of Fashion Major

Academic Standing Effective 2020/12/24: Good Academic Standing

Course	Description	Earn	Grd
ARTH 1103	Intro to the History of Art	3.00	A
Req Designation:	Flexible Core - World Cultures & Global Issues		
Contact Hours:	3.00		
Instructor:	Martha Hagood		
BUS 2339	Financial Management	3.00	A
Contact Hours:	4.00		
Course Attributes:	Writing Intensive		
Instructor:	Lucas Bernard		
ECON 1101	Macroeconomics	3.00	A-
Req Designation:	Flexible Core - US Experience in its Diversity		
Contact Hours:	3.00		
Instructor:	Ilhami Gunduz		
MAT 1272	Statistics	3.00	B+
Req Designation:	Required Core - Mathematical&QuantitativeReasoning		
Contact Hours:	3.00		
Instructor:	Wladina Antoine		
MKT 1214	Advertising	3.00	A-
Contact Hours:	3.00		
Instructor:	John Dixon		

Term GPA: 3.740 Term Total: 15.00 15.00

----- 2021 Spring Term -----

Business and Technology of Fashion Major

Academic Standing Effective 2021/05/29: Good Academic Standing

Course	Description	Earn	Grd
BUF 2203	Visual Merchandising	3.00	A
Contact Hours:	3.00		
Course Attributes:	Writing Intensive		
Instructor:	Devon Jackson		
BUF 2400	Product Development in Fashion	3.00	A
Contact Hours:	3.00		
Instructor:	Devon Jackson		
COM 1330	Public Speaking	3.00	A
Req Designation:	Flexible Core - Individual and Society		
Contact Hours:	3.00		
Instructor:	Bianca Puorto		
LNG 1100	Language, Culture, Society	3.00	C+
Req Designation:	Flexible Core - World Cultures & Global Issues		
Contact Hours:	3.00		
Instructor:	Alan Huffman		
SBS 2000ID	Research Methods/Soc Beh Sci	3.00	A
Contact Hours:	3.00		
Course Attributes:	Interdisciplinary ePermit Not Allowed for this course ZERO Textbook Cost		
Instructor:	Hans Tokke		
Term Honor:	Dean's List		

NYCCT Student Copy Undergraduate Record

Name: Michelle Wu Feng
Student ID: 23721740

Term GPA: 3.660 Term Total: Attempt 15.00 Earn 15.00

2021 Fall Term

Business and Technology of Fashion Major

Academic Standing Effective 2022/01/06: Good Academic Standing

Course	Description	Earn	Grd
BUF 2246	Textiles	3.00	A
Contact Hours:	4.00		
Instructor:	Nazanin Munroe		
BUF 3100	Trend and Social Media	3.00	A-
Contact Hours:	3.00		
Course Attributes:	Writing Intensive		
Instructor:	Robert Woods		
BUS 2341	Financial Forecasting	3.00	A
Contact Hours:	4.00		
Instructor:	Anne Zissu		
MKT 2300	Direct & Inter Mkt	3.00	A
Contact Hours:	3.00		
Course Attributes:	Low Textbook Cost		
Instructor:	Reginald King		

Term Honor: Dean's List

Term GPA: 3.925 Term Total: Attempt 12.00 Earn 12.00

2022 Spring Term

Business and Technology of Fashion Major

Academic Standing Effective 2022/06/07: Good Academic Standing

Course	Description	Earn	Grd
BUS 1122	Business Law	3.00	A
Contact Hours:	3.00		
Instructor:	Joy Alessi		
BUS 2425	Business Management	3.00	A
Contact Hours:	3.00		
Course Attributes:	Writing Intensive		
Instructor:	John Dixon		
CST 1101	Comp Prog Prob Solv	3.00	A-
Contact Hours:	4.00		
Course Attributes:	ZERO Textbook Cost		
Instructor:	Tamrah Cunningham		
ECON 2403	Labor Management Relations	3.00	A
Req Designation:	Flexible Core - US Experience in its Diversity		
Contact Hours:	3.00		
Instructor:	Hugh Fox		
SBS 3201	Gender, Dress and Society	3.00	A-
Contact Hours:	3.00		
Instructor:	Alyssa Adomaitis		

Term Honor: Dean's List

Term GPA: 3.880 Term Total: Attempt 15.00 Earn 15.00

2022 Summer Term

Business and Technology of Fashion Major

Course	Description	Earn	Grd
PSY 1101	Introduction to Psychology	3.00	A-
Req Designation:	Flexible Core - Individual and Society		
Contact Hours:	3.00		
Course Attributes:	Introduction to Psychology		

Course	Description	Earn	Grd
	Introduction to Psychology		
	ZERO Textbook Cost		
Instructor:	Amanda Almond		
Repeated:	Include Credit & GPA		

Term GPA: 3.700 Term Total: Attempt 3.00 Earn 3.00

2022 Fall Term

Business and Technology of Fashion Major

Psychology Minor

Academic Standing Effective 2023/01/02: Good Academic Standing

Course	Description	Earn	Grd
BUF 3300	International Retailing	3.00	B+
Contact Hours:	3.00		
Instructor:	Alyssa Adomaitis		
BUF 3310	Contemp Design and Lux Markets	3.00	A
Contact Hours:	3.00		
Instructor:	Shahzad Haider		
MAT 1475	Calculus I	4.00	A
Req Designation:	Required Core - Mathematical&QuantitativeReasoning		
Contact Hours:	4.00		
Course Attributes:	ZERO Textbook Cost		
Instructor:	Lahcen Ja		
PSY 2404	Personnel/Org Psych	3.00	A
Req Designation:	Flexible Core - Individual and Society		
Contact Hours:	3.00		
Course Attributes:	ZERO Textbook Cost		
Instructor:	Jason Steinert		
PSY 3407	Psy of Visual Perception	3.00	B+
Req Designation:	Flexible Core - Scientific World		
Contact Hours:	3.00		
Course Attributes:	ZERO Textbook Cost		
Instructor:	Daniel Capruso		

Term GPA: 3.737 Term Total: Attempt 16.00 Earn 16.00

2023 Spring Term

Business and Technology of Fashion Major

Psychology Minor

Academic Standing Effective 2023/06/02: Good Academic Standing

Course	Description	Earn	Grd
BUF 2255	Merch Planning & Buying	3.00	A
Contact Hours:	3.00		
Instructor:	Robert Woods		
BUF 4300	Global Srcing & Intl Ret Trade	3.00	B
Contact Hours:	3.00		
Course Attributes:	Writing Intensive		
Instructor:	Alyssa Adomaitis		
BUF 4700	Contemporary Issues In Fashion	3.00	A
Contact Hours:	3.00		
Instructor:	Denise Sutton		
ECON 2301	Money and Banking	3.00	A
Req Designation:	Flexible Core - Individual and Society		
Contact Hours:	3.00		
Instructor:	Unurjargal Nyambuu		
PSY 2403	Abnormal Psychology	3.00	A
Req Designation:	Flexible Core - Individual and Society		
Contact Hours:	3.00		
Instructor:	Alisa Dwane		

NYCCT Student Copy Undergraduate Record

Name: Michelle Wu Feng
 Student ID: 23721740

Term Honor: Dean's List

			<u>Attempt</u>	<u>Earn</u>
Term GPA:	3.800	Term Total:	15.00	15.00

2023 Summer Term

Business and Technology of Fashion Major
 Psychology Minor

<u>Course</u>	<u>Description</u>		<u>Earn</u>	<u>Grd</u>
BUF 4900	Internship		0.00	
Contact Hours:	8.00			
Instructor:	Alyssa Adomaitis			

			<u>Attempt</u>	<u>Earn</u>
Term GPA:	0.000	Term Total:	3.00	0.00

Cumulative Totals -----

			<u>Attempt</u>	<u>Earn</u>
Cum GPA:	3.709	Cum Total:	126.00	120.00
Transfer Cum GPA:	0.000	Transfer Total:	0.00	0.00
Comb Cum GPA:	3.709	Comb Total:	126.00	120.00

End of NYCCT Student Copy Undergraduate Record