### FASHION INTERNSHIP APPLICATION

A separate application must be completed <u>for each internship</u> 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 Stylist (design) Illustration
Printed Textile Design Apparel Design Theatre Costume Design

Computer aided design/patternmaking

Fashion Merchandising Visual Merchandising Accessories Public Relations

Showroom Representative Stylist (magazine) E-commerce/Direct MKT Journalism Buying 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 <u>provides a product or service related to product design or fashion merchandising</u>. 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, Namm 1025 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  $D_R$ . Adomaitis submitting to one of the above places

Permission to enroll in the internship will <u>NOT</u> 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.

Tame <u>Michelle Wu Feng</u> This application is for:	CITYTECH <b>ID#</b> <u>23721740</u>		
ms application is for:	<ul><li>☐ Apparel Design internship</li><li>☑ Fashion Merchandising Internship</li></ul>		
The internships are offered fall, spring and summer semesters.  Indicate the semester you are applying to do your internship  Fall Semester  Spring Semester (2023)  Summer Semester	You may choose to complete a 3 or 6 credit internship (see description for requirements of each). Indicate your credit hour choice  3 credit hours  6 credit hours		
chool Address <u>300 Jay St Brooklyn, NY 11201</u>			
Phone <u>(718)-260-5500</u> Iome/perm Address <u>1720 77TH St Brooklyn, NY 11214</u>	Phone ( <u>646)-886-5464</u>		
Class Standing  ☑ Senior Anticipated Date of G	raduation <u>08/23</u>		

PRODUCT DESIGN INTERNSHIP  The prerequisites are listed below. Indicate courses completed and identify those currently enrolled:	FASHION MERCHANDISING INTERNSHIP The prerequisites are listed below. Indicate courses completed and identify those currently enrolled:		
•••••	BUF 3100 Completed		
•••••	SBS 3201 Completed		
	Module Courses Completed		
Additional prerequisites: Junior or senior standing AND permission of instructor.	BUF 4700 Completed		
Major GPA: (from the UNTRASPT)	Additional prerequisites: Junior or senior standing AND permission of instructor.  Major GPA: 3.709 (from the UNTRSPT)		
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<u>Intended Internship Information.</u> 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 <u>S&amp;C</u>	International., Inc					
Supervisor Name (if known) <u>Sophie Wen</u>						
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 4<sup>th</sup>, 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



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

Earn

**Grd** 

### **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
 C+

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

MKT 1210

Contact Hours:

Instructor: Barbara Chutroo
Repeated: Exclude Credit & GPA

Term GPA: 3.225 Term Total:  $\frac{\text{Attempt}}{15.00}$   $\frac{\text{Earn}}{12.00}$ 

2020 Spring Term

Business and Technology Fashion Major

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

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

3.00 B+

Marketing Research

3.00

<u>Course</u> <u>Description</u>
Instructor: John Dixon

Term Honor: Dean's List

Term GPA: 3.650 Term Total:  $\frac{\text{Attempt}}{17.00}$   $\frac{\text{Earn}}{17.00}$ 

2020 Fall Term

Business and Technology of Fashion Major Academic Standing Effective 2020/12/24: Good Academic Standing

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

Term GPA: 3.740 Term Total:  $\frac{\text{Attempt}}{15.00}$   $\frac{\text{Earn}}{15.00}$ 

2021 Spring Term

Business and Technology of Fashion Major Academic Standing Effective 2021/05/29: Good Academic Standing

Course Description <u>Earn</u> <u>Grd</u> BUF 2203 Visual Merchandising 3.00 Α Contact Hours: 3.00 Course Attributes: Writing Intensive Instructor Devon Jackson BUF 2400 Product Development in Fashion 3.00 Contact Hours: 3.00 Devon Jackson Instructor: COM 1330 Public Speaking Req Designation: Flexible Core - Individual and Society 3.00 Contact Hours: Instructor: Bianca Puorto LNG 1100 Language, Culture, Society 3.00 C+ Req Designation: Flexible Core - World Cultures & Global Issues Contact Hours: Alan Huffman Instructor: **SBS 2000ID** Research Methods/Soc Beh Sci 3.00 Α 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

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### **NYCCT Student Copy Undergraduate Record**

Michelle Wu Feng Name:

Student ID: 23721740

Term Honor: Dean's List

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

2023 Summer Term Business and Technology of Fashion Major Psychology Minor

Course BUF 4900 Description <u>Earn</u> <u>Grd</u> Internship 8.00 0.00

Contact Hours:

Alyssa Adomaitis Instructor:

Term GP.	A: 0.000	Term Total:	3.00	0.00
	Cur	nulative Totals		
			Attempt	<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**