

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	Stylist (design)	Illustration
Design	Printed Textile Design	Apparel Design	Theatre Costume
	Computer aided design/patternmaking		
Fashion Merchandising-	Visual Merchandising	Accessories	Public Relations
MKT	Showroom Representative	Stylist (magazine)	E-commerce/Direct
	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 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, 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 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 Tamiah Assevero CITYTECH ID# 23760796

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> <p>Fall Semester Spring Semester (20 23) Summer Semester</p>	<p>You may choose to complete a 3 or 6 credit internship (see description for requirements of each). Indicate your credit hour choice</p> <p>3 credit hours 6 credit hours</p>
---	--

School Address 300 Jay St Brooklyn, NY 11201

Phone (718-260-5500

Home/perm Address 1870 Lafayette Ave Bronx, NY 10473

Phone (347-615-0020

Class Standing **Senior**

Anticipated Date of Graduation

2023

Overall GPA (may be found on your unofficial transcript) 2.467

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.....

SBS 3201

<p>.....</p> <p>Additional prerequisites: Junior or senior standing AND permission of instructor.</p> <p>Major GPA: _____ (from the UNTRASPT)</p>	<p>Module Courses.....</p> <p>BUF 4700.....</p> <p>Additional prerequisites: Junior or senior standing AND permission of instructor.</p> <p>Major GPA: _____ (from the UNTRASPT)</p>

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 Scarlett Showroom

Supervisor Name (if known) Joanna Bauer

Location / address 210 11th Avenue, suite 900, NY 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.

Interning at a women’s RTW multi line Showroom – assisting with Market appointments, sample organization/tracking, day to day Showroom tasks

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



Dear Tamiah,

On behalf of Scarlett Showroom, we are pleased to offer you an internship position with our company for Spring 23! If the below terms and conditions meet your qualifications for an internship, it would be our pleasure to work with you.

Title:

Showroom Intern

Responsibilities include but are not limited to the below:

Showroom maintenance

Merchandising and organizing of samples,

Ordering supplies.

Assisting with showroom/road appointments and order processing, as needed.

Assisting sales team with appointment scheduling for market.

Sample tracking; checking in new sample deliveries and returning samples from prior seasons to designers.

Supporting the sales team during appointments in the showroom.

Local deliveries of samples/errands throughout NYC

This internship is for school credit.

Showroom hours are Monday through Friday 9AM – 6PM,

unless confirmed otherwise.

Please accept our offer by contacting me via email and keep me in the loop on anything required from your school.

Looking forward to hearing from you soon!

Thank you,

Joanna Bauer

Senior Account Executive

PLEASE ATTACH COMPANY INTERNSHIP LETTER ABOVE

Scarlett

584 Broadway • Suite 301 • New York • New York 10012
Tel: 212 672 0375 • Cell: 917 545 3087 • Fax: 212 672 0376
fran@scarlettnyc.com • www.scarlettnyc.com