Virginia Polytechnic Institute and State University
College of Human Sciences and Education
Department of Apparel, Housing, and Resource Management
Field Study 4964 Request Form

STUDENT INFORMATION

1) Name: ______________________________
2) Student #: __________________________
3) Local Address: ________________________
4) Major: AHRM - APDM
5) College: LAHS
6) Total Hours Passed: ____________________
7) Overall QCA: ______________
8) In Major QCA: ______________
9) Previously completed ___ hours of IS and ____ hours of UR.
10) Hours of IS/UR this term: ______________
11) Total hours this term: ______________
12) Use of this course for: 
   Free elective: _______ Other: _______
   Dept elective: xx Required: _______
   Substitution for Department: 
   Course Number: AHRM 4964

COURSE INFORMATION

1) Department: Apparel, Housing, and Resource Management
2) Course #: AHRM 4964 Index #: __________
3) Term/Year: Summer 20___
4) Instructor: Kincade
5) Instructor's SSN: _________________________
6) Date Request Submitted: __________________
7) Credit Hours: 3 P/F: _______ A/F: XX
8) Title of Proposed Study (limit to 21 characters): Apparel Internship
9) Related courses already completed by student: (attach list if necessary -- OMIT FOR ENGINEERING)
10) Does student satisfy departmental standards for IS or UR? 
   Yes XX No ______
   Dept elective: xx Required: _______
   Substitution for Department: 
   Course Number: AHRM 4964

1 Student must meet the QCA of his/her College and of the department offering the course for approval.
2 Student must have an overall QCA of 2.0 at the end of Spring Semester to be eligible for a Summer Internship.

ATTACH ADDITIONAL INFORMATION AS NEEDED

Give brief description of the study, objectives, materials and methods, justification and method of evaluation.
1. To understand fully the policies and procedures of the firm or organization.
2. To increase my understanding and knowledge of the duties and responsibilities of a retail, show room or product development manager.
3. To become familiar with the procedures and practices at an apparel company.
4. To develop an appreciation for the needs of the company and the customer.
5. To assess my personal qualifications as a future professional in the field of apparel.
6. To become familiar with the customer, retailers and other companies in the apparel product to retail process.

THIS FORM DOES NOT CONSTITUTE REGISTRATION FOR THE COURSE.
THE STUDENT will be REGISTERED by the 240 Office when the Field Study is approved

APPROVALS:
Student ______________________________
Advisor ______________________________
Instructor ____________________________
Dept. Head of Instructor __________________