

**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	COURSE INFORMATION
1) Name: _____	1) Department: <u>Apparel, Housing, and Resource Management</u>
2) Student #: _____	2) Course #: <u>AHRM 4964</u> Index #: _____
3) Local Address: _____ _____	3) Term/Year: <u>Summer 20</u>
	4) Instructor: <u>Kincade</u>
4) Major: <u>AHRM - APDM</u>	5) Instructor's SSN: _____
5) College: <u>LAHS</u>	6) Date Request Submitted: _____
6) Total Hours Passed: _____	7) Credit Hours: <u>3</u> P/F: _____ A/F: <u>XX</u>
7) Overall QCA <sup>1</sup> : _____	8) Title of Proposed Study (limit to 21 characters): <u>Apparel Internship</u>
8) In Major QCA <sup>2</sup> : _____	9) Related courses already completed by student:  (attach list if necessary -- OMIT FOR ENGINEERING) _____ _____
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: <u>xx</u> Required: _____ Substitution for Department: _____ Course Number <sup>2</sup> : <u>AHRM 4964</u>	10) Does student satisfy departmental standards for IS or UR? Yes <u>XX</u> No _____

<sup>1</sup>Student must meet the QCA of his /her College and of the department offering the course for approval.

**Student must have an overall QCA of 2.0 at the end of Spring Semester to be eligible for a Summer Internship.**

<sup>2</sup>Substitution form must be submitted if IS/UR is to be used for a required course.

**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 \_\_\_\_\_