APDM 491: Topics in APDM
Syllabus
Spring 2008

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Office Hours: TTH 9:30 – 10:20 a.m. or by appointment

Course Description
Study and discuss special topics and problems related to becoming an effective and successful member of the apparel and/or apparel-related industry.

Course Objectives
The student will:

1. explore possible careers, gain knowledge of job opportunities, and become familiar with occupational literature and organizations.
2. practice interpersonal skills. Learn how to deal with pressure and stress in work relationships; communicate with peers; handle criticism and express views.
3. develop the skills needed for successful job searching including the skills needed during an interview and the development of a resume and cover letter.
4. become aware of skills and attitudes necessary for professional and ethical behavior in a business environment.
5. identify personal strengths in knowledge, personality, and professional skills that are important to the success of a young professional.
6. prepare for internship Position, senior level Exit Portfolio and Oral Presentation.

Course Textbook

Course Grading
This is not a course in which points are assigned for each item due. All of student's work must be submitted on time, on the date assigned. Grade will be reduced by 10% for late work. Written work should be analytical, typed, and free from grammatical errors and of professional quality.

1. Regular, on-time attendance in all scheduled classes, seminars and activities is essential. Habitual tardiness and/or absences will result in a lower grade.
2. Completion of:
   a. Identification of SWOT, Long-Term Goals, and Short-Term Goals.
   b. Cover letter and resume (draft and revised) for presentation to potential employers. (Resume must be presented to, reviewed by, and approved by the UH Career Services Center)
   c. Interview Assessment form, Attire Assessment form, and appropriate wardrobe for interview.
   d. Identification of career goals and goals for internship employment.
   e. Report on 3 potential internship companies that gives (1) Company Profile, (2) Target Market, (3) Locations, and (4) Potential Internship Positions Available.
   f. Finding an internship placement. Note: Your internship must be completed or in progress before enrolling in APDM 492.
3. The use of email communication. (Must acquire technical skills needed)
4. Determine topics for exit portfolio segments and oral presentation content.

Tentative Schedule

January 17
January 24 - Chapters 1 & 2 (pp. 56-61); SWOT/Long & Short Term Goals (CD)
January 31 - Chapter 8 (Ethics)

February 7 - Chapter 5 (Resume); Cover Letter & Resume Draft
February 14
February 21 - Chapter 6 (Interviewing); Questions Box 6.3 & 6.5
February 28 - Interview Assessment (CD); Interview Assessment Form (CD)

March 6 - Attire Assessment (CD); Attire Assessment Form (CD)
March 13 - Wear Interview Attire
March 20 - Chapter 2 (pp. 39-55); Revised Cover Letter & Resume

April 3
April 10 - Chapter 7 (Internship)
April 17 - Chapter 4 (Job Search); Internship Goals
April 24 - Chapter 9 (Jobs); 3 Potential Internship Companies Report

May 1 - Chapter 3 (Portfolio); Portfolio Topics; Internship Status