

# EMBROIDERY

## STUDENT INTERNSHIP SKILLS LIST

### Provo School District

This list is designed to help you obtain considerable information during your Internship period. The column on the left will designate various procedures used in your internship you have been assigned. When you have observed a procedure, record the date and have your mentor or sponsor initial the square. There is a lot to see and learn. Be sure to ask your mentor to show you as much as she/he can.

| PROCEDURE OR SKILLS                 | DATE<br>INITIAL | DATE<br>INITIAL | DATE<br>INITIAL |
|-------------------------------------|-----------------|-----------------|-----------------|
| <b>Embroidery Order</b>             |                 |                 |                 |
| 1. Basic Machine operation          |                 |                 |                 |
| A. Start & Stop Machine             |                 |                 |                 |
| B. Back-up on one head              |                 |                 |                 |
| C. Forward/Backup on all heads      |                 |                 |                 |
| D. Threading the heads              |                 |                 |                 |
| 2. Maintenance                      |                 |                 |                 |
| A. Needles                          |                 |                 |                 |
| B. Oil                              |                 |                 |                 |
| C. Bobbins                          |                 |                 |                 |
| 3. Programming                      |                 |                 |                 |
| A. Logo from computer to machine    |                 |                 |                 |
| B. Color changes to correct needles |                 |                 |                 |
| 4. Trimming                         |                 |                 |                 |
| A. Trim threads                     |                 |                 |                 |
| B. Cut backing                      |                 |                 |                 |
| C. Fold & count items               |                 |                 |                 |
| <b>Complete Order</b>               |                 |                 |                 |
| 5. Box items & tape boxes           |                 |                 |                 |
| 6. Create Packing slip              |                 |                 |                 |
| 7. Address labels                   |                 |                 |                 |
| 8. Ship                             |                 |                 |                 |

| <b>Graphic Logo Designs-Computer Work</b>                             |  |  |  |
|---|--|--|--|
| 9. Receive artwork for logo   |  |  |  |
| 10. Familiarize customer with the pros & cons of logo for embroidery. |  |  |  |
| 11. Find out type or type of material logo will be seen on            |  |  |  |
| 12. Learn the size and application                                    |  |  |  |
| 13. Decide color changes  |  |  |  |
| 14. Create information for logo tape puncher                          |  |  |  |
| 15. Follow up on due date for pre production sample                   |  |  |  |
| 16. Pull new logo's off e-mail  |  |  |  |
| 17. File logo in computer software                                    |  |  |  |
| 18. Run Sample  |  |  |  |
| 19. Check sample to original artwork                                  |  |  |  |
| 20. Send either UPS or Fed Ex sample to customer                      |  |  |  |
| 21. Get logo approval   |  |  |  |
| <b>Bookkeeping &amp; Merchandising</b>                                |  |  |  |
| 22. Maintain accurate employee tax information                        |  |  |  |
| 23. Calculate hours (timecards)                                       |  |  |  |
| 24. Distribute payroll  |  |  |  |
| 25. Process credit applications from clients                          |  |  |  |
| 26. Verify bank and vendor credit references                          |  |  |  |
| 27. Notify client of approval/denial of credit                        |  |  |  |
| 28. Process credit applications for clients                           |  |  |  |
| 29. Review incoming invoices for accuracy                             |  |  |  |
| 30. File invoices   |  |  |  |
| 31. Generate client invoice   |  |  |  |
| 32. Follow-up on delinquent accounts                                  |  |  |  |
| 33. Process incoming checks   |  |  |  |
| 34. Maintain stock control  |  |  |  |
| 35. Order merchandise for orders                                      |  |  |  |
| 36. Check arriving merchandise for size and color                     |  |  |  |
| 37. Assist with inventory (Merchandise & Thread)                      |  |  |  |