

CUSTOM TAILOR 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 Initial	Date Initial	Date Initial
ACTUAL WORK-EXPERIENCE			
1. Sorting and separating of cut materials into garments.			
2. Cutting of small parts, such as pockets, linings, facings, etc. with scissors.			
3. Making recuts for damaged and missing parts.			
4. Learning basic sewing.			
DESIGN OF INDIVIDUAL GARMENTS			
5. Taking measurement and applying same.			
6. Draping of design in muslin on form.			
7. Marking and cutting same.			
8. Laying and making of muslin pattern on material.			
9. Cutting out of garment.			
HAND SEWING			
10. Basting, felling (padding of canvas and finishing of hems).			
11. Mark stitching, hand stitching of edges, making buttonholes.			

MACHINE SEWING			
13. Seams and darts, shirring and pleating, buttonholes, pockets.			
14. Inserting of zippers.			
15. Pressing out, seams and darts.			
16. Shaping of bodices.			
17. Pressing of pleats.			
FINISHING			
18. Fitting and making necessary alterations.			
19. Taking in and letting out of seams.			
20. Lengthening and shortening of sleeves and hems.			
21. Raising and lowering of waist line.			
22. Finished pressing.			
23. Advanced design.			