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 INITIAL	DATE INITIAL	DATE INITIAL
Embroidery Order			
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			
Complete Order			
5. Box items & tape boxes			
6. Create Packing slip			
7. Address labels			
8. Ship			

Graphic Logo Designs-Computer Work			
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			
Bookkeeping & Merchandising			
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)			