Introduction to Industrial Sewing Techniques

ADES 1560  501- T/TR 8am-10:50am  502-T/TR 11am-1:50pm

Instructor Information

Alisa Otto, she/her
alisa.otto@unt.edu
Office: room 225
Office hours 5-6:30 T/TR + via Zoom by appointment

COURSE DESCRIPTION:
Introduction to machinery and construction techniques used in the mass production of apparel. Student projects will focus on unlined garment construction.

COURSE OBJECTIVES:
1. Students will learn construction and finishing techniques used in the fashion industry.
2. Hands-on training will be used to complete three garments incorporating methods demonstrated and discussed in class.
3. A notebook of all techniques will be completed and included in the course evaluation.

Required/Recommended Materials

REQUIRED TEXT BOOK:

REQUIRED SUPPLIES:
This supply kit is required for this course and ADES 2550 (you only need to purchase one kit).
IDS International Design Supplies, Inc. Link to main site: http://www.ids-la.com/unt.html
Each student will be using a significant amount of muslin fabric throughout this course and others within the fashion design program. It is HIGHLY recommended that students purchase a bolt of high quality, medium weight muslin fabric at the beginning of the semester if possible instead of buying a little bit at a time. I recommend looking for coupons and student discounts at local fabric stores to help with this expense. Please note that additional fabric will be required for plaid skirt project so plan accordingly.

Technology requirements:
Students will need access to reliable internet, a digital camera and computer or smart phone to complete project checkpoints via Canvas. Cameras can be checked out through the CVAD IT Department.

How to Succeed in this Course

- Communication with your instructor about projects should happen primarily in class; this is a hands-on studio and email cannot be used as a reliable substitute for missing class or as a tutoring tool.
- Any outside communication (including setting an office hour appointment) needs to happen via Canvas. Instructor will respond to Canvas messages within 48 business hours.
- Students are expected to take notes/bring supplies to every class and be prepared to work on projects for the entirety of the class session.
- Time management is crucial. Take note of how much you are able to complete within the designated class time and allow yourself at least twice that amount of time outside of class to complete projects.

Supporting Your Success and Creating an Inclusive Learning Environment

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe
and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.

Assessing Your Work

I aim to have grades back to you within 2 weeks. If there is a delay in this turnaround, you will be notified via Canvas. There will NOT be opportunities for extra credit in this course.

Garment Assignments (260 points)
- Skirt Project: 60 points
- Shirt Project: 120 points
- Pants Project: 80 points

Sewing Techniques Notebook (170 points)
- Check 1: 50 points
- Check 2: 50 points
- Check 3: 70 points

Class Participation: 50 points
Designer Workroom Certification: 20 points

Total: 500 points

A (excellent): grade point total of 450 - 500 with good attendance
B (good): grade point total of 400 - 450 with good attendance
C (average): grade point total of 350 - 400 with good attendance
D (below average): grade point total of 300 - 350 with good attendance
F (fail): grade point total of 0 – 299

Instructor Policies:

- **Attendance** - Students are expected to attend class, arriving in a punctual manner. Roll will be taken at the beginning of the class. If the student misses roll, it will be the student's responsibility to see the instructor after class to gain credit for attendance. The student is responsible for all material covered during any class missed, and should take the initiative to meet with a classmate to acquire missed information.

  **Excused Attendance** - Students are responsible for requesting an excused absence in writing from the DEAN OF STUDENTS OFFICE deanofstudents@unt.edu. Please do not give doctors notes to your instructor or the CVAD Deans Office.

  **Fashion Design Department Attendance Policy:** Every 3rd tardy will convert to an unexcused absence. The 3rd unexcused absence will cause a final grade reduction of one letter grade. For each additional 3 absences, the grade will be lowered another letter grade. (For example, if a student has earned an "A" in the course, but has accumulated 6 unexcused absences, the student will receive a "C" in the class)

- **Projects** - The UNT CVAD Department of Design Fashion Program’s policy does not accept late work. Please notify your instructor immediately regarding any extenuating circumstances. Please note that incomplete submissions or failing to participate due to work conflicts is not an acceptable excuse.

  The University and the Dean of Students has designated the following classifications as acceptable areas for flexibility: **UNT has a limited set of approved exceptions**, which are detailed as: According to university policy, students may request deadline flexibility on submissions for the following reasons:
religious holiday, active military service, university approved functions, extended illnesses recognized by
the UNT Dean of Students, pregnancy and parenting under Title IX, and official university closings
mandated by the UNT president.

- **Studio Maintenance** - Students should maintain the sewing machines, dress forms, as well as the
  working area. Students are required to clean their working areas 5 minutes before end of class.

**University of North Texas Policies:**

- **Academic Integrity:** Students caught cheating or plagiarizing will receive a "0" for that particular
  assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident
  will be reported to the Dean of Students (Office of Academic Integrity), who may impose further
  penalty. According to the UNT catalog, the term “cheating” includes, but is not limited to: a. use of any
  unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources
  beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or
  carrying out other assignments; c. the acquisition, without permission, of tests or other academic
  material belonging to a faculty or staff member of the university; d. dual submission of a paper or
  project, or resubmission of a paper or project to a different class without express permission from the
  instructor(s); or e. any other act designed to give a student an unfair advantage.

  The term “plagiarism” includes, but is not limited to: a. the knowing or negligent use by paraphrase or
  direct quotation of the published or unpublished work of another person without full and clear
  acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by
  another person or agency engaged in the selling of term papers or other academic materials.

  Every student in my class can improve by doing their own work and trying their hardest with access to
  appropriate resources. Students who use other people’s work without citations will be violating UNT’s
  Academic Integrity Policy. Please read and follow this important set of guidelines for your academic
  success (https://policy.unt.edu/policy/06-003). If you have questions about this, or any UNT policy,
  please email me or come discuss this with me during my office hours.

  UNT has specific standards for academic integrity, please refer to the Academic Integrity Policy
  (PDF) (https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements
  supplement.pdf).

- **Disability Accommodation**: The University of North Texas makes reasonable academic accommodation
  for students with disabilities. Students seeking reasonable accommodation must first register with the
  Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide
  you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion
  regarding your specific needs in a course. You may request reasonable accommodations at any time;
  however, ODA notices of reasonable accommodation should be provided as early as possible in the
  semester to avoid any delay in implementation. Note that students must obtain a new letter of
  reasonable accommodation for every semester and must meet with each faculty member prior to
  implementation in each class. Students are strongly encouraged to deliver letters of reasonable
  accommodation during faculty office hours or by appointment. Faculty members have the authority to
  ask students to discuss such letters during their designated office hours to protect the privacy of the
  student. For additional information, refer to the Office of Disability Access website
  (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323. To connect with the
  Office of Disability Access to begin the registering process, please visit:
  https://studentaffairs.unt.edu/office-disability-access

- **Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**: The University of North
  Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion,
  sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran
  status, or any other characteristic protected under applicable federal or state law in its application and
  admission processes; educational programs and activities; employment policies, procedures, and
processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

- **Emergency Notification & Procedures**: UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

- **Retention of Student Records**: Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

- **Acceptable Student Behavior**: Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

- **Access to Information - Eagle Connect**: Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

- **Student Evaluation Administration Dates**: Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

- **Sexual Assault Prevention**: UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

- **Important Notice for F-1 Students taking Distance Education Courses**

  **Federal Regulation**

  To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The
specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).
The paragraph reads:
(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.
If such an on-campus activity is required, it is the student’s responsibility to do the following:
(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.
Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

- Student Verification
UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.
See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

- Use of Student Work
A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:
• The work is used only once.
• The work is not used in its entirety.
• Use of the work does not affect any potential profits from the work.
• The student is not identified.
• The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.
Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses
1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

   Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

   No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

- **Acceptable Student Behavior** Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. **Students engaging in unacceptable behavior will be directed to leave the classroom** and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University’s expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) to learn more.

   See: [Student Code of Conduct](https://deanofstudents.unt.edu/conduct)

   Link: [https://deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct)

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**Course Outline- subject to change at instructors’ discretion**

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment due + points possible</th>
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</table>
| Week 1 | Tuesday, August 30    | Course Introduction, Equipment assignments  
Discussion: Sewing Tools, Classroom Equipment, Text Fabric Grain and Selvage, pressing  
Demo: Single Needle Sewing Machine Threading, Stitching Exercises  
Reading Due: Chapter 6 (pp. 95-98)  
Work on Notebook I | Syllabus quiz due on Canvas by 11:59pm (5pts)                                                                                                                                             |
|        | Thursday, September 1 |                                                                                                                                                                                                       |                                                                          |
| Week 2 | Tuesday, September 6  | Plain Seam with Clean-Edge Finishing, French Seam, Slot Seam  
Reading Due: Chapter 6 (pp. 112-115, 125)  
Work on Notebook I  
Demo: Welt Seam, Flat-felled Seam, Straight Tapered Dart  
Reading Due: Chapter 6 (pp. 127-128, p. 116) | Designer Certification Part I Due (10 pts)                                                                                      |
<p>|        | Thursday, September 8 |                                                                                                                                                                                                       | Participation Checkpoint (3 pts)                                         |
| Week 3 | Tuesday, September 13 | Demo: Cut and Sew Continuous Bias Strips, Bound &amp; Hong Kong                                                                                                                                       | Participation Checkpoint (3 pts)                                         |</p>
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<tr>
<th>Week</th>
<th>Date</th>
<th>Day</th>
<th>Event/Task</th>
<th>Note</th>
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<tbody>
<tr>
<td></td>
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<td>Thursday</td>
<td>DEMO: SEAM&lt;br&gt;DEMOS: FISHEYE DART, CUT-AWAY CURVED DART, SPAGHETTI STRAPS&lt;br&gt;Reading due: Chapter 8 (pp. 134-138)&lt;br&gt;Reading due: Chapter 10 (pp. 152-153), Chapter 6 (pp. 126)&lt;br&gt;DEMOS: SLEEVELESS ARMHOLE SETTING, SET-IN SLEEVE WITH EASE STITCHING, ALL-IN-ONE FACING SHIRT-SLEEVE PLACKET, V-FOLD BINDING (AT ARMHOLE)&lt;br&gt;Reading Due: Chapter 14 (pp. 230-231, 236-237)&lt;br&gt;Work on Notebook I</td>
<td>Participation Checkpoint (3 pts)</td>
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<td>Tuesday, September 20</td>
<td>Tuesday</td>
<td>DEMO: ROLL HEM, SERGER THREADING, FLAT COLLAR, ELASTIC CASINGS, PATCH POCKET, Welt pocket&lt;br&gt;Reading Due: Chapter 15 (pp. 254-255, 335), Chapter 13 (pp. 196-197)&lt;br&gt;Work on Notebook Part II</td>
<td>Notebook part I (50 pts)</td>
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<td>Thursday, September 22</td>
<td>Thursday</td>
<td>DEMO: TRADITIONAL WAISTBAND, MACHINE STITCHED BUTTONHOLE, HAND STITCHED BUTTON&lt;br&gt;Reading due: Chapters 20, 22 (pp. 328-329, 356)</td>
<td>Participation Checkpoint (3 pts)</td>
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<td>Tuesday, September 27</td>
<td>Tuesday</td>
<td>Work on Notebook Part II</td>
<td>Designer Certification Part II (10 pts)</td>
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<td></td>
<td>Thursday, September 29</td>
<td>Thursday</td>
<td>Work on Notebook Part II</td>
<td>Participation Checkpoint (3 pts)</td>
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<td>Tuesday, October 4</td>
<td>Tuesday</td>
<td>DEMO: CENTERED ZIPPER, LAPPED ZIPPER, INVISIBLE ZIPPER, FLY ZIPPER&lt;br&gt;Reading due: Chapter 12 (pp. 181-184, 191)&lt;br&gt;Project I - SHIRT assigned&lt;br&gt;Project I - SHIRT, Cutting and Construction&lt;br&gt;Demo: HAND STITCHING SMALL HOOK &amp; EYE AND SKIRT HOOK &amp; BAR, HAND HEMMING BLIND, CATCH STITCH WITH SEAM TAP&lt;br&gt;Work on Project I - SHIRT, Cutting and Construction</td>
<td>Notebook Part 2 (50 pts)</td>
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<td>Thursday, October 6</td>
<td>Thursday</td>
<td>Work on Notebook part III</td>
<td>Participation Checkpoint (3 pts)</td>
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<td></td>
<td>Tuesday, October 11</td>
<td>Tuesday</td>
<td>DEMO: PROJECT I - SHIRT, CUTTING AND CONSTRUCTION</td>
<td>Participation Checkpoint (3 pts)</td>
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<td></td>
<td>Thursday, October 13</td>
<td>Thursday</td>
<td>Work on Notebook part III</td>
<td>Participation Checkpoint (3 pts)</td>
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<td>Tuesday, October 18</td>
<td>Tuesday</td>
<td>DEMO: PROJECT I – SHIRT, CUTTING AND CONSTRUCTION&lt;br&gt;PROJECT II – SKIRT assigned&lt;br&gt;Work Day: Project I- SHIRT</td>
<td>Due: Notebook Part 3 (70 pts)</td>
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<td></td>
<td>Thursday, October 20</td>
<td>Thursday</td>
<td>Work on Notebook part III</td>
<td>Participation Checkpoint (3 pts)</td>
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| Week         | Tuesday, October 25 | Thursday, October 27 | Check: Swatch for Project II - Plaid Skirt  
Demo: Project II – Plaid Skirt, Layout and cutting plaids (handout)  
Work on Project II - Plaid skirt, Layout and Cutting | Project I - Shirt due at the beginning of class (120 pts)  
Participation Checkpoint (3 pts) |
|-------------|---------------------|----------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Week 10     | Tuesday, November 8 | Thursday, November 10| Demo: Project II – Plaid Skirt  
Reading Due: Chapter 7, 15, 16 (pp. 122-123, pp. 256-259, pp. 279-280)  
Demo: Project II – Plaid skirt  
Reading Due: Chapter 14 (pp. 232-233, pp. 242-246)  
Work on Project II - Plaid skirt, Construction | Participation Checkpoint (3 pts)  
Participation Checkpoint (3 pts)  
ENTRY PORTFOLIO REVIEW ITEMS DUE |
| Week 11     | Tuesday, November 15| Thursday, November 17| Work on Project II – Plaid Skirt | Participation Checkpoint (3 pts)  
Participation Checkpoint (3 pts) |
| Week 12     | Tuesday, November 22| Thursday, November 24| Check: Swatch for Project III- 
Pants  
Reading Due: Chapter 17, 12 (pp. 291-293, pp. 188-190)  
No class- Labs Closed-  
Thanksgiving Break | Skirt due at the beginning of class (60 pts) |
| Week 13     | Tuesday, November 29| Thursday, December 1 | Demo: Project III - Pants, Garment Cutting and Construction  
Demo: Project III - Pants, Garment Cutting and Construction | Participation Checkpoint (3 pts) |
| Week 14     | Tuesday, December 6 | Thursday, December 8 | Workday- PANTS PROJECT  
Workday- PANTS PROJECT | Participation Checkpoint (3 pts) |
| Week 15     | Tuesday, December 13| Thursday, December 15| Critique | Pant due at the beginning of class (80 pts)  
Pick up final grades |