Course Syllabus

Course Information
- ADES 4550-501, 3 credits, Fashion: Pre-Collection
- TuTh 2:00PM – 4:50PM, ART 243

Instructors Information
- Name: Alisa Otto, Visiting Assistant Professor
- Pronouns: She/her/hers
- Office hours: Tuesdays and Thursdays, 5-6:30PM at ART #225
- Email: alisa.otto@unt.edu

Course Description
The course will cover designing, patternmaking, and constructing of senior collection in preparation for Senior Mounted Exhibition and any competitions/fashion shows in Spring semester.

Course Structure
Face to Face instruction mode. All course information is available on Canvas.

Course Objectives
Upon successful completion of this course, learners will be able to:

1. Identify research techniques to launch their senior fashion collection.
2. Design fashion collections that reflect creativity and innovation using advanced techniques.
3. Assess, propose, and apply various techniques related to designing, drafting, draping, and constructing of garments.
4. Acquire a critical approach to problem solving at all levels of the design process.
5. Demonstrate professionalism by managing time to meet deadlines with quality work.
6. Develop muslins and samples for a fashion collection to be ready for their final collection development in Spring semester.

Prerequisites
ADES 3555, ADES 3560, and ADES 3575

Required Materials
- Recommend textbooks:
- Technology requirements:
  - This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System, Microsoft Office Suite, Adobe Creative Suite, and a digital camera. If circumstances change, you will be informed of other technical needs to access course content.
Material covered in this course is designed to enable the students with professionalized presentation skills which will better enable them to be a fashion designer or design assistant. Quality in professionalism will be emphasized.

This course is designed in a linear timeline to enable students to scaffold their career planning execution abilities into a professionally executed capstone portfolio for their senior exit review.

How to Succeed in this Course

Communication with Your Instructor
- All communication relevant to the course will be done using Messages within the course on Canvas.
- Instructors will respond as soon as possible, typically within 2 business days (M-F) after receipt of Message.
- Students are expected to attend class, take notes, keep all handouts and course information, utilize class time for questions and discussion, and refer to the textbook for further clarification of information. E-mailing the instructor for missed class assignments or course or assignment grades is prohibited.
- Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Additional office hours, in person and virtually, will be offered as the semester concludes. Your success is our goal.

ADA 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.

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

Activities
- This course is made up of a series of assignments and assessments to assist you in achieving the course learning objectives/outcomes. Each unit you will work on various combinations of assignments, activities, research, etc. which are to be completed according to the Course Calendar.

Assessments
- Research, inspiration, and research proposal (120 points, 12% of total)
- Sketches and samples (220 points, 22% of total)
- 1st muslin (300 points, 30% of total)
- 2nd muslin (300 points, 30% of total)
- Notebook (60 points, 6% of total)

Grading
- A: 900-1000 (Outstanding, excellent work. The student performs well above the minimum criteria.)
- B: 800-899 (Good, impressive work. The student performs above the minimum criteria.)
- C: 700-799 (Solid, college-level work. The student meets the criteria of the assignment.)
- D: 600-699 (Below average work. The student fails to meet the minimum criteria.)
- F: 599 and below (Sub-par work. The student fails to complete the assignment.)

Grade-related Policies
- Protocol
  Projects must be saved with the following naming convention.
  Last name_Assignment number_the abbreviated title of the assignment
  Failure to use correct file naming convention may result in a reduction of up to 10 points from that assignment.
- Late Work
  I will not accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence and provides documentation with 48 hours of the missed deadline.
- Turnaround Time
  I aim to return graded work to you within two weeks of the due date. When this is not possible, I will send an announcement to the class.
- Extra Credit
  There are no individualized extra credit opportunities in this course.

Course Policies
- Assignment Policy
  - Students should complete all assignments according to the guidelines listed in each assignment document. All deadlines are listed in the Course Calendar document. NO LATE WORK WILL BE ACCEPTED. Excused attendance late work must be accompanied by a written excuse upon the first day the student returns to class and the late work will ONLY BE ACCEPTED ON THAT DAY.
  - Final muslins must be completed as a final garment would be, and must include seam finishes, closures, facings, linings, interfacing, details, hems, etc. Use only premium
muslin with the exception being knits, chiffons and heavy outerwear fabrics. All fabrics used for muslins must be white or unbleached. No printed fabrics allowed.

- All fabric must be approved by your instructor before use. Use of fabric not approved by the instructor may result in your re-making the entire garment.
- Students must bring logbook including time in action logs and approved flats and fabric swatches to each class. Documented corrections to muslins must be made before the Final Garment is started.
- Dependent on your level of technical skill and sewing proficiency, expect to work twice at least twice as much outside of class as you do in class each week. Plan your schedule accordingly. Time management is extremely important!
- Be aware that any work done or copied from another without the expressed consent of the instructor is plagiarism and will be subject to university sanctions. Knowledge of misrepresented work without reporting it may also be subject to sanctions. Remember also, that no work produced during an earlier semester can be graded again as part of this class; this would also be considered misrepresentation of work.
- Commercial patterns are not allowed to use for class assignments and projects.
- Critique
  - Students must be present and participate in all critiques/final muslin fittings.
  - It is expected that all students will watch and listen while their peers work is being critiqued: this is part of a valuable learning experience. Critique time is not to be used for pressing and sewing.

**Class Participation and 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 to gain late credit of attendance.
- Students are responsible for all material covered during any class missed and should take the initiative to meet with a classmate to acquire missed information. Working on other course projects or falling asleep in class will be marked as absent.
- Every 3rd tardy will convert to an unexcused absence. **Tardy is defined as being late or leave early for 15 minutes or more of a class period with no valid excuse.** After 30mins, an unexcused absence will be marked. **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). A written excuse for an absence must be presented upon the first day returning from the absence(s) in order to be considered.
- A student is responsible for requesting an excused absence in writing from Dean of Student [DEANOFSTUDENTS@UNT.EDU](mailto:DEANOFSTUDENTS@UNT.EDU), providing satisfactory evidence to the faculty member to substantiate excused absence and delivering the request personally to the faculty member assigned to the course for which the student will be absent.
- An absence may be excused for the following reasons:
  - religious holy day, including travel for that purpose;
  - active military service, including travel for that purpose;
  - participation in an official university function;
  - illness or other extenuating circumstances;
  - pregnancy and parenting under Title IX; and
  - when the University is officially closed.

**Instructor Responsibilities and Feedback**

- Assist students in their growth and learning.
o Provide clear instructions for completion of assignments.
o Answer questions about assignments and relevant course content.
o Identify additional resources as necessary and requested.
o Provide and complete evaluation rubrics.
o Continually review and update course content.

• Copyright Notice
  o Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: http://copyright.unt.edu/content/unt-copyright-policies.
o All students agree to allow their completed work to be publicly displayed, documented for future use, and/or put on the University of North Texas College of Visual Arts & Design web site.

• Syllabus Change Policy
  o This syllabus is to be considered tentative and any changes will be announced as necessary.

Scholarly Expectations
• 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.
• Time Management: There are frequent deadlines for this course to assist in the even pacing of the workload. It is strongly encouraged that you do not wait until the last minute to post required files or feedback. Incomplete work will be graded “as is.”
• Metacognition: This can be defined as learning about how you learn. This relates to what environment you create to work in, when you work, and how you solve any problems you encounter. It is expected that if there is anything that you do not understand (a process, an assignment, or even a particular term), it is your own responsibility to make your best effort to independently overcome that obstacle. If after you have exhausted your own abilities to solve the problem, you can then consult with your peers or instructors.

University of North Texas Policies
• Academic Integrity
  According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.
• Disability Accommodation
  UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

- **Emergency Notification & Procedures**
  UNT Emergency Guide: https://emergency.unt.edu/about-us
  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 the course management system for contingency plans for covering course materials.

- **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.

- **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.

- **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 and 14 [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 at www.spot.unt.edu or email spot@unt.edu.

- **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. The Code of Student Conduct can be found at http://deanofstudents.unt.edu/conduct.

- **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: eagleconnect.unt.edu/

- **Incomplete Grades**
  o An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.
  o In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students

- **Survivor Advocacy**
  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.