

SP 2021 ADES 3560.501 Technical Design

Assistant Professor Barbara Trippeer



ADES 3560.501/Technical Design

Instructor Contact

Name: Barbara Trippeer

Pronouns: she/her/hers

Classroom Location: ART 313 M/W 11:00am-1:50pm

Office Location: ART 313***office hours online/remote only for SP2021

Phone Number: 940-565-3621 Design Office

Office Hours: T/TH 10:00am-2:30pm***office hours online/remote

only for SP2021 Email: Barbara.trippeer@unt.edu

Welcome to UNT!

Welcome Students of ADES 3560.501, Technical Design, Spring 2021!

My name is Barbara Trippeer and I will be your instructor.

My contact email is: barbara.trippeer@unt.edu.

A little background on myself:

I earned my BFA in Fashion Design, from Parsons School of Design, Paris, and my MFA in COMDES Design Research from UNT. Although during my professional career I specialized more in woven product design and denim for women and tweens, my current research interests involve exploring Emerging Technologies, Alternative Markets, Sustainable and Ethical Design.

Regarding any direct communications, please be sure to include the course title (ADES 3560) in your email subject header, so that your message will be flagged. Example: ADES_3560_subject

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact.

UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

This course has been designed to prepare you with a variety of professionalized technical techniques that will enable you to have critical skills to give you and edge as an entry level design applicant, as well as valuable material for your final portfolio. We will be perfecting the way you execute flat and detailed sketches, developing technical product packages in both knit and woven apparel, and participating a fit sessions and garment evaluations.

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Course Structure

This course is designed as a HYBRID course, and will be delivered over the course of 15-week modules. It meets 49% of the time in person, and 51% online synchronously via zoom video conferencing, with support materials loaded into the ADES 3560 Canvas course shell.

As you may have heard via other university communications, this term CVAD has adopted certain social distancing measures to ensure safety for all students, faculty, and staff. As such, the body of your class (which typically numbers 20 students) will be split into two groups with 10 students assigned to Group A, and the balance 10 students assigned to Group B.

Starting on Monday, January 11th, Group A students will arrive to our assigned classroom, ART 313, to an in-person face-to-face first day of class. At the same time, Group B will join us via their Canvas ADES 3560 course zoom link for an online live session. We will cover the syllabus and other course related information. Then, Group A will complete their class session as face-to-face with a live demo of the industry related software we will be using this term, and the product package development techniques we will explore in more detail throughout our semester.

One Wednesday, January 13th, Group B will arrive to our assigned ART 313 computer classroom, while Group A joins us via zoom video conference from their Canvas course shell ADES 3560. From here, we will continue with the live demo, will the online cohort proceeds with their online assignments.

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Each week all students will check in every day at their assigned time slot, Mondays Group A face-to-face in-person, with Group B online. Then mid-week, we swap- so that on Wednesdays Group B face-to-face in-person, with Group A online.

Course Prerequisites or Other Restrictions

This class has a pre-requisite of ADES 3555 Computers in Fashion Design Presentation.

Course Description

- This course surveys the many facets of Technical design in the fashion industry including terminology, fabrication, construction methods, specification sheets, technical packets, communication, and apparel fit.

Course Outcomes

Through a series of exercises and projects, students will acquire knowledge of:

1. Terminology used for apparel production
2. Fabrications and structural considerations
3. The role of Technical Design in apparel product development, fit/ construction analysis, and fit/construction correction

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Texts

Required Textbook:

- Lee, Jaeil and Steen, Camille (2014). Technical Sourcebook for Designers. (3rd ed.). New York, New York: Fairchild Books



Materials

Required Supplies: (Supply kit available through IDS-LA (<http://www.ids-la.com/unt.html>))

- ***Appropriate Face Mask***
- Notebook: of student choice to document class information
- C-Thru B-85 18x2” Graphed Clear Plastic Ruler
- Pins
- Measuring Tape

Required Tools: Class sessions as directed by instructor:

- Laptop or equivalent with Adobe Illustrator, Microsoft Excel, and photo editing software of the student’s choice. ******If you have a Mac, “Numbers” is not acceptable in place of Excel. Contact instructor if this presents a problem.**
- Patternmaking tools and basic pattern blocks

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Course Technology & Skills

Minimum Technology Requirements

Please note the following list highlighting the minimum technology requirements for students, such as:

- Computer- class will be hybrid, with online content hosted in UNT Canvas
- Reliable internet access – class will be partially delivered via Zoom
- Speakers- may use mobile device
- Microphone- may use mobile device
- Camera/digital image capture and webcam for video recording
- Microsoft Office Suite
- [Canvas Technical Requirements \(https://clear.unt.edu/supported-technologies/canvas/requirements\)](https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using Excel spreadsheet programs
- Using Power Point presentation and Adobe Acrobat programs

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

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UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis 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 will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- When collaborating or in class critiques, please use your critical thinking skills to

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challenge other people's work, instead of attacking individuals.

- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>) for more information.

Communication Expectations: Please note: direct communication with students will be done via student UNT school assigned email accounts, or via the email function embedded inside the Canvas ADES 3560 course shell.

Please send all questions, concerns or course/program related inquiries to the appropriate faculty using **ADES 3560_CourseSection & Group_Student name (replace with your name)/Topic** in the email header.

- EX: ADES3560_501B_Trippeer_homework question

Students can expect to receive a response to emails within 24 hours, while feedback on assignments within a week, and grades posted within two weeks.

Please note the following communication policies and netiquette for your ADES 3560 course, which reflect industry best practices for your intended career path:

- Check the syllabus before asking a question about the course and let the instructor know you checked the syllabus before asking. Instructors put a lot of time into making syllabi as comprehensive as possible for students.
- Use a descriptive subject line to get the instructor's attention. Instructors receive a lot of emails and a descriptive subject line helps them identify student inquiries more efficiently.
- Be concise and to the point. Remember that college communication is still professional communication.
- Use correct spelling, grammar, and industry terms when applicable. Avoid Do not

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use slang and limit the use of emoticons.

- Always double-check your response before hitting send or reply.
- Use standard, readable fonts, sizes, and colors and avoid writing in all caps.
- Use your instructor's title of "Professor".
- Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations.
- Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.
- Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal and do not reveal, particularly if this information involves personal health and/or classroom performance, such as grades.

Discussion Board Communication Expectations:

Please note we will also be using the discussion board function inside Canvas course shell ADES 3560, which will require specific rules for communication:

- Treat your posts like the professional communication that they are. Use correct spelling and grammar and always double-check a response before hitting send or reply. Do not use slang and limit the use of emoticons.
- Read all the messages in a thread before replying so you do not repeat something one of your peers may have already said.
- Avoid replies such as "I agree" and instead explain why you agree or do not agree.
- Show your work by sharing resources and utilizing citations.
- When disagreeing, do not make personal attacks or use language that discriminates based on gender, sexuality, race, ethnicity, class, and/or culture.

Face to Face Communication Expectations:

There will be time during the course of the semester for in-class group critique. Please note the following rules when communicating with colleagues:

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- Be mindful of tone in verbal communication, including your body-language nonverbal cues of face-to-face communication that provide clarity and context to conversations.
- Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.
- Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal and do not reveal, particularly if this information involves personal health and/or classroom performance, such as grades.
- Give people the benefit of the doubt. Do not make assumptions about others' skills. All skills, including technological skills, can vary across a variety of factors, including experience, age, culture, etc.

Syllabus Change Policy

*****This syllabus may change due to extending circumstances as needed, if so, the professor will update canvas to reflect any changes and inform all students via email.**

ADES 3560 Course Assignments and Projects

Category	Points Possible	Percentage of Final Grade
Professionalism (Participation & Attendance)	<i>20 points</i>	<i>10%</i>
Weekly Discussion Boards/Homework • <i>12 posts@ 15 points ea.</i>	<i>180 points</i>	<i>10%</i>
Quizzes • <i>4 Quizzes@ 50 points ea.</i>	<i>200 points</i>	<i>20%</i>
PPK Projects • <i>Knit Top PPK @ 100 points.</i> • <i>Denim 5 Pocket @ 200 points ea.</i>	<i>300 points</i>	<i>30%</i>
Final Project- Store Sample PPK & Fitting Project	<i>300 points</i>	<i>30%</i>
Total Points Possible	<i>1000 points</i>	<i>100%</i>

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ADES 3560 SP 2021 Outline

CLASS SCHEDULE:

Week One: 01/11-13/21

- **Review of Syllabus, Course Structure and related Technology**
- **Apparel industry, Product Development, and Technical Design overview**
 - *Launch Chapters 1-4 Reading assignment*
 - *Launch Homework Assignment 1: Flat Sketches*

Week Two: 01/18*-20/21 (*1/18 MLK holiday- campus closed, no class)

- **Flat sketches vs. Detailed sketches, Silhouettes and Design Details**
 - *Launch Chapters 5 & 6 Reading assignment*
- **Class Discussion- Review Chapters 3/4/6**
 - *Assignment 1 due: Flat Sketches & Garment Photo Images*
 - *Class Critique of Student Work: Flat Sketches and Garments*
- **Class PPK demo: Images Pages- Knit Top PPK (excel)**
- **Class log-in to Yunique (assign and test user id functionality)**
 - *Launch of Homework Assignment 2: Detailed Sketches*
 - *Launch of Project 1: Knit Top PPK (excel) -Design Images*

Week Three: 01/25-27/21

- **Design Details, Stitches and Seams, and Edge treatments**
 - *Assignment 2 Detailed Sketches due*
 - *Launch Chapters 9-10 & Appendix B Reading assignment*
 - *Class Critique of Student Work: Detailed Sketches and Garments*
 - *Launch of Assignment 3: Updated Detailed Sketches with ISO codes*

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- **Class PPK demo: Gerber Yunique PLM- Denim 5 pocket PPK (Image Pages)**
 - *Launch of Project 2: Denim 5 Pocket (PLM) -Design Images*
- **Class discussion - Review for Quiz 1**
 - *Quiz 1 (online)- Syllabus Quiz, Student Contract, Week 1- 3 content*

Week Four: 02/01-03/21

- **Construction details, shape and support**
 - *Assignment 3 due Detailed Sketches with ISO codes*
 - *Launch Chapters 11–12 & Appendix A Reading Assignment*
 - *Launch Homework Assignment 4- Construction Details pages*

Week Five: 02/08-10/21

- **Importance of Fit: Points of Measure & Specifications**
 - *Assignment 4 due Construction Details pages*
 - *Launch Chapters 15- 16 & Appendix B Reading Assignment*
 - *Launch Homework Assignment 5 Construction Details pages*
 - *Launch Homework Assignment 5 POMs and Measurement Set*

Week Six: 02/15-17/21

- **Bill of Materials: Fibers, Fabrics, and Trims**
 - *Quiz 2 Review*
 - *Assignment 5 POMs and Measurements due*
 - *Launch Chapters 7 & 13 Reading Assignment*
 - *Launch Homework Assignment 6 BOM: Fabrics and Trims*

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Week Seven: 02/22-24/21

• **Bill of Materials: Packaging and Labeling**

- Review Quiz 2 (MidTerm)- Construction Details and BOM
- Assignment 6 due: BOM fabrics and trims
- Launch Chapters 14 Reading Assignment
- Launch Homework Assignment 7: BOM P&L Pages

Week Eight: 03/01-03/21- MID TERM ASSESSMENTS

- Projects 1 & 2 due
 - Knit Top PPK (excel)
 - Denim 5 pocket PPK (PLM)
- **MID TERM ASSESSMENTS- online (Quiz 2)**

Week Nine: 03/08-10/21 - Product Package Handoff Process

- Review of Design Images & Detailed Sketches
- Assignment 8 launch- Store Sample PPK (Design Images & BOM)
- Project 3 assigned

Week Ten: 03/15-17/21 - The Importance of Fit and Fit Sample Documentation

- Assignment 8 due- Design Images & BOM
- Launch Assignment 9: CD pages & POMs
- Review for Quiz 3: PPK & Fit

Week Eleven: 03/22-24/21 – Sample balance, fit issues, and prep for fit session

- Assignment 9 due- CD pages & Measurement Spec Sheet

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- *Launch Assignment 10: Fit Session Prep*
- *Quiz 3 (online) - PPK and Fit*

Week Twelve: 03/29-31/21 – Mock Fit Sessions- ART 254 on dress forms

- **(F2F Attendance Required)** *Participate in fit sessions*
- *Assignment 10 due*
- *Launch of Assignment 11: Document Fit Session*

Week Thirteen: 04/05-07/21 - Sample Comments review

- *Project 3 - Assignment 11 due - Fit Images in PPK due*
- *Launch of Assignment 12: Fit Sample Comments to Factory/Supplier*

Week Fourteen: 04/12-14/21 – Costing and Sourcing

* **guest speakers tba**

- *Project 3 – Assignment 12 due: Fit Sample Comments in PPK due*
- *Review for Quiz 4 (Final Exam)*

Week Fifteen: 04/19-21/21 - Project 3 Working Studio & Final Exam Review

- **Pre-finals Week**
- *Project 3 finalizations*
- *Review for Quiz 4 (Final Exam)*

Week Sixteen: 04/26-28/18 - **Finals week**

- **Quiz 4- ADES 3560 Final Exam**
- *Project 3 due (Store Sample PPK) online*

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ADES 3560 Grading

The instructor of record determines all grades for each project, in class work, and attendance. 80% of the overall related class assignments must be completed in order to pass this class. Midterm warnings will be issued for poor, incomplete, or failing work.

Please note the following the grading scale (A-F) along with the point totals/percentages which will be used to calculate the final grade.

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 500-599

A (excellent): grade point total of 900 – 1000 with good attendances/participation

B (good): grade point total of 800 – 899 with good attendances/participation

C (average): grade point total of 700 – 799 with good attendances/participation

D (below average): grade point total of 600 – 699 with good attendances/participation

F (fail): grade point total of 0 – 599

THE MEANING OF GRADES

A is an HONOR GRADE. It is not automatically given for the highest grade but it ***is reserved for an accomplishment that is truly distinctive*** and decidedly outstanding. Your work exhibits an outstanding command of the materials covered, including accurate applications of knowledge. ***You have to put in more work than required to produce better than average solutions.***

B is another grade that denotes ***achievement above the acceptable standard.*** It reflects excellence in many aspects of work, such as initiative, serious as determined industry; the ability to organize work, to comprehend and retain subject matter and to apply it to new problems. Your work exhibits college level creativity and an effective command of the materials covered.

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C indicates a SATISFACTORY degree of attainment and is the acceptable standard for graduation from the fashion program at UNT. You are doing the proper amount of work, finishing all assignments. Your creativity is acceptable. This is the grade that may be expected of a student of average ability who gives to the work a satisfactory amount of time and effort. A “C” implies: Familiarity with the content of the course, evidence of progress in the work of the course; the ability to express oneself. ***It requires full participation in the work of the class, as well as the responsibility to complete assignments on schedule and to make up missed work due to absence.***

D indicates that you are ***not doing the proper amount of work*** for the assignment, and that your ***mastery of the subject matter is unsatisfactory***. It can also indicate that the content, procedure, or form of your work falls below the acceptable standard, or you are not trying. The Fashion Design program ***will not accept this grade*** if the student decides to attempt to continue in the program as it does not count as acceptable towards the Entry Review.

F indicates ***inadequate or unsatisfactory attainment***: a consistent ***failure to meet the standards of the class***, both in ***the execution of class assignments and class participation***. It signifies that the student is not capable of doing or understanding the work, or has made little or no effort to do so. Additionally, it may indicate ***unsatisfactory attendance***.

(I) indicates an INCOMPLETE GRADE. ***This grade will only be given as a final grade***. It is used as a temporary grade granted to a student who has been unable to complete some part of the term work in a course. The number after the “I” indicates the grade the student will receive if the course is not completed within the designated time. A final grade must be submitted within six weeks of the granting of the Incomplete/Grade.

ADES 3560 Course Policies

Attendance Policy

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.

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19.

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Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Class Materials for Remote Instruction

The UNT fall schedule requires this course to have fully remote instruction beginning November 28th. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: home office studio to showcase patternmaking work in progress, ability to photo/document and mark up digital images, submit digital images to instructor via Canvas. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

Statement on Face Covering

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

ADES 3560 Late Work

PROJECTS - Projects MUST be turned in to the instructor at the beginning of the class and/or on-line and ready for the in-class and or/on-line critique. No late work will be accepted for grade. Excused attendance late work (available only based on extraordinary circumstances) 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 AND WITH ONE LETTER GRADE REDUCTION.**

****ALL emergency medical professional paperwork, hospital notice, police report, or other official documents must be presented upon the first day returning from the

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absence(s) in order to be considered. Avoid scheduling any non-emergency medical procedures during your assigned class time, as these will not qualify.

If you miss a class, YOU are responsible for personally maintaining missed lesson material from Canvas and your classmates. Regardless of any absences, DUE DATES ON ALL assignments, projects, quizzes, discussions, or other related class materials ARE DUE ON THEIR ORIGINAL ASSIGNED DUE DATE, unless discussed in advance with instructor regarding extenuating circumstances. Instructor will evaluate the merit of any requests based on extenuating circumstances.

Class Participation

- Students should come prepared to class, arrive on time, wear a mask, and bring their own notebook and measuring tools to the class when working on the projects.
- MAINTENANCE - Students clear, clean, and should maintain their assigned desk, table, chair seat, computer stations, dress forms, as well as the working area.
- Students are required to begin cleaning their working areas **15** minutes before end of class.

Examination Policy

The final exam in this class is scheduled for week 16: Monday, April 26th, 2021. Final projects are due week fifteen/online. Advise students to contact the Student Helpdesk and document the remedy ticket number before contacting your instructor.

Assignment Policy

Official due dates are for each assignment, including all assignment instructions, and format, will be detailed in Canvas under each Assignment Link.

Please note: The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation.

Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

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Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. These are typically available week 13/14/15 of the course.

- Your ADES 3560 Patternmaking instructor is dedicated to helping fashion design students grow and learn towards industry standards of professionalism; by providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, reviewing and updating course content, etc.
- Students can anticipate to have a response to their email inquiries within a 24-hour timeline utilizing their designated UNT official email address, or via the Canvas intranet should that be the format utilized at the time of the inquiry.
- Students can anticipate a maximum of one-week turn response time for feedback regarding a student's request to re-access their project or assignment.
- Students can anticipate grading within a two-week period on discussion board posts, assignments, and projects.
- No student may request any letter of recommendation, as it is required that a professor will have been in the program for a minimum of three semesters under the guidance of the professor from whom you are requesting the letter of recommendation.
- **E-MAILING THE INSTRUCTOR** - 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. If a student is still having difficulties then an appointment should be made during the instructor's office hours to discuss the matter. E-mailing the instructor for missed class assignments, course or assignment grades, or to answer and individual question is prohibited. Your questions will benefit others and should be saved for class. Instructor email is NOT to be utilized as your private tutoring tool.

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Instructor Responsibilities and Feedback

- Professor Trippeer is dedicated to ensuring junior level fashion design students are successful in gaining knowledge and expertise in the area of technical design, helping students grow and learn; providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, reviewing and updating course content, etc. in line with industry professional evolutions.
- Students can expect a 24-hour response time for emails, and two-three days for assignment feedback, and seven days for grades to be upload to the canvas course gradebook.

UNT Policies

Academic Integrity Policy

1. Academic Integrity Standards and Consequences. 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.
2. **Commercial digital files are not allowed to use for ANY class assignments or projects.**

ADA Policy

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 \(https://disability.unt.edu/\)](https://disability.unt.edu/).

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,

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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) (<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) (<https://it.unt.edu/eagleconnect>).

Student Evaluation Administration Dates

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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 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/) (<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/) (<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

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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) (<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.

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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. Because your instructor records will 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. Please see the release form appendix, sign and complete this release form/artwork waiver and return this to your instructor at your next in-person class session or using the Canvas assignment link.
3. 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.

Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)

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- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT eUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)

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- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

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Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

NOTE: Professor reserves the right to change the syllabus with or without notice, as needed throughout the academic year.

PERMISSION TO USE STUDENT WORK:

1 Grant of Permission.

I, the undersigned, am a student at the University of North Texas (UNT) and I am enrolled in ADES4560 Fashion Design Concept. By my signature below I hereby grant permission to UNT to use, copy, reproduce, publish, distribute or display any and all works created to comply with the requirements of this course in accordance with the terms set forth below. Additionally I consent to the disclosure of the work created in this class as may be accompanied by my name and other personally identifiable information for purposes as set forth below.

2 Scope of Permission.

This permission extends to the use of the described work and images of such work: (1) for academic purposes in order to demonstrate examples of student work to current and future UNT students; (2) for public display in the galleries or on the campus of the UNT or on the UNT website; (3) for promotional materials created by UNT in all forms of media now known or later developed, including but not limited to exhibition catalogues, direct mail, websites, advertising and classroom presentations. My permission is on-going and will continue until such time as I revoke it by giving UNT three months written notice of revocation to the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.

3 Certificate of Ownership.

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I am the owner of all work submitted in accordance with the requirements of the named course and the work is not subject to any grant or restriction that would prevent its use consistent with this permission. All aspects of the work are original to me and have not been copied. I understand that as owner of the work I have the right to control all reproduction, copying and use of the work in accordance with U.S. copyright laws.

4 Privacy Release.

I hereby authorize and consent to the release, maintenance and display of my name if necessary and any other personally identifiable information that I have provided in connection with the work and its use in accordance with the terms of this Agreement.

5 Signature.

By signing below, I hereby grant the permissions indicated above. I understand that this grant of permission relates only to the use of the described work. This is not an exclusive right and I may sell, give or otherwise transfer the rights to such work to others on a non-exclusive or exclusive basis. However, in the event that I do sell, give or otherwise transfer ownership or the exclusive right to use my work to another party, I will notify UNT immediately in writing through the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.

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STUDENT ACKNOWLEDGEMENT:

I _____ (print) acknowledge that I have read the course syllabus. I understand the course structure, grading and attendance policies as well as the risk factor rating. I hereby agree to the syllabus and its provisions.

Student Name:

Course: ADES 3560.500 Technical Design

Instructor: Barbara Trippeer

Spring 2021