Instructor: Chanjuan Chen, Assistant Professor
Pronouns: She | her | hers
E-mail: Chanjuan.Chen@unt.edu
Office Location: Art Building #248
Office Hours: TR 2:00PM – 3:00PM
Communication Expectations: Please use my UNT email for all communications regarding this course. Emails will be answered Monday through Friday and please allow 48 hours for a response to email inquiries.

Welcome to UNT!
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 introduces the basics of the AccuMark pattern design software. Students will learn to digitize, plot, and develop industrial computer patterns using the PDS program.

Section 501: TR 8:00AM - 10:50AM; Section 502: TR 11:00AM - 1:50PM; Room ART 233.

COURSE OBJECTIVES:
Upon successful completion of this course, students will be able to:
1. Learn how current Gerber technology is utilized in the design and manufacturing of apparel
2. Develop pattern pieces and draft basic garment styles using various PDS functions
3. Digitizing draped pieces or paper pattern pieces into the system
4. Using basic grading and marker making tools
5. Create a reference book of all class activities for future use

RECOMMENDED TEXTBOOK:

SUPPLIES:
1. A computer with internet access
2. USB jump drive

GRADING & EVALUATION:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Class Activities</td>
<td>300 points</td>
<td>50%</td>
</tr>
<tr>
<td>Reference Book</td>
<td>60 points</td>
<td>10%</td>
</tr>
<tr>
<td>Project</td>
<td>120 points</td>
<td>20%</td>
</tr>
<tr>
<td>Test #1</td>
<td>60 points</td>
<td>10%</td>
</tr>
<tr>
<td>Test #2</td>
<td>60 points</td>
<td>10%</td>
</tr>
<tr>
<td>Total Points Possible</td>
<td>600 points</td>
<td>100%</td>
</tr>
</tbody>
</table>
A (excellent): grade point total of 540 – 600 with good attendance
B (good): grade point total of 480 – 539 with good attendance
C (average): grade point total of 420 – 479 with good attendance
D (below average): grade point total of 360 – 419 with good attendance
F (fail): grade point total of 0 – 359

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.

COURSE POLICIES

Face Coverings
UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Attendance
Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. Roll will be taken at the beginning of the class. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. 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.

- **Every 3rd tardy will convert to an unexcused absence.** Tardy is defined as being late or leave early for 10 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.
- **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. Please contact me if you are unable to attend class meetings because you are ill, or unable to attend class meetings due to COVID-19 including symptoms, potential exposure, pending or positive test results, or if you have been given specific instructions to isolate or quarantine from a health care provider or a local authority. **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](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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.
As of Jan. 1, 2022, all students reporting their own positive COVID-19 status to UNT’s Contact Tracing team at COVID@UNT.edu will need to upload positive test results, unless they tested on campus, in order to have an excused absence from class (on-campus testing results are automatically shared with UNT). This is consistent with our prior policy on absences. The Dean of Students Office will provide information to faculty about student absences as they have in the past.

Course Materials for Remote Instruction
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: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

Rules of Engagement
- 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.
- Use your critical thinking skills to challenge other people’s ideas, 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) for more information.

Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students on the grounds, for example, of sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the college’s practice to censor these works or ideas on any of these grounds. Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

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.

INSTRUCTOR'S POLICIES:
1. **Communicating with your instructors** – *Emails will only be answered on Monday- Friday.* Please allow 48 hours for an email response time.

   Students are expected to attend all required class meetings, 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. Emailing 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.

2. **Reasonability checking e-mail & fashion design blog**– Students should check e-mails, Canvas, and blog postings periodically, http://untfasdes.blogspot.com, for internships, competitions, scholarships, important school information, and so forth.

3. At least 50% of ALL ASSIGNMENTS AND PROJECTS must be completed in class, and in-class progress must be seen by the instructor.

4. **Make sure to save all files on a USB drive or to an online storage before logging out the lab computer.**

5. Academic integrity - UNT’s policy on academic integrity can be found here: [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf). The definitions of cheating and the consequences for cheating are enforced in this course.

6. The instructor of record determines all grades for each project, in class work, and attendance.

7. Students may not post or share any course videos and materials 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.

8. If you are in need of a letter of recommendation from the instructor, below is a list of requirements to be eligible for a letter.
   1) You must have completed at least 2 studio classes with me and earned a “B” or better with excellent attendance.
   2) The instructor needs a two-week notice when you give the request.
   3) Request must be given in written form with the information of who/or what this letter is to be written to.

**UNT POLICIES**

**Academic Integrity Policy**

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.

**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/).

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 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.

Survivor Advocacy
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648.

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.

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)
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)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)
# ADES 3575 Course Outline | Spring 2022

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>CONTENT</th>
<th>ASSIGNMENT DUE POINTS POSSIBLE</th>
</tr>
</thead>
</table>
| Week 1 | 01/18 | Syllabus and Course outline  
Overview of the course  
**Bring laptop to class to set up software access** |                                |
|       | 01/20 | Introduction: AccuMark Explorer, C drive, User environment, Model and Pieces, Help tab, lay limits, plotting |                                |
| Week 2 | 01/25 | Continue Introduction | DUE at start of class: Class Activity 1 (20 pts) |
|       | 01/27 | Begin Lecture 1 (Importing & Exporting storage folder, Creating a model, PDS) |                                |
| Week 3 | 02/01 | Begin Lecture 2.0 (Pattern Design: Dart Manipulation) | DUE at start of class: Class Activity 2 (30 pts) |
|       | 02/03 | Continue Lecture 2.0 (Pattern Design: Dart Manipulation)  
Work in class: Class Activity 3 |                                |
| Week 4 | 02/08 | Continue Lecture 2.1 (Pattern Design: Dart Manipulation)  
Work in class: Class Activity 4 | DUE at start of class: Class Activity 3 (30 pts) |
|       | 02/10 | Work in class: Class Activity 4 |                                |
| Week 5 | 02/15 | Test #1 Review Day | DUE at start of class: Class Activity 4 (30 pts) |
|       | 02/17 | **Take Test #1 on Canvas** | DUE at end of class: Test #1 (60 pts) |
| Week 6 | 02/22 | Begin Lecture 3.0 (Orders & Marking, Menu manipulation)  
Work in class: Class Activity 5 | DUE at start of class: Class Activity 5 (30 pts) |
|       | 02/24 | Begin Lecture 3.1 (Building Models)  
Work in class: Class Activity 6 |                                |
<p>| Week 7 | 03/01 | Work in class: Class Activity 6 |                                |
|       | 03/03 | Work in class: Class Activity 6- if finished, proceed to Class Activity 7 |                                |
| Week 8 | 03/08 | Work in class: Class Activity 7 | DUE at start of class: Class Activity 6 (30 pts) |
|       | 03/10 | Work in class: Class Activity 7 |                                |</p>
<table>
<thead>
<tr>
<th>Week 9</th>
<th>03/15</th>
<th>SPRING BREAK, NO CLASSES</th>
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<tbody>
<tr>
<td>03/17</td>
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<table>
<thead>
<tr>
<th>Week 10</th>
<th>03/22</th>
<th>Begin Lecture 3.2 (Creating Full Production Patterns, Truing, Converting manual Darts)</th>
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<tr>
<td></td>
<td>03/24</td>
<td>Begin Lecture 3.3 (Walk Seams)</td>
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<td>Work in class: Class Activity 8</td>
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<tr>
<td></td>
<td></td>
<td>DUE at start of class: Class Activity 7(30 pts)</td>
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<thead>
<tr>
<th>Week 11</th>
<th>03/29</th>
<th>Begin Lecture 4.0 (Creating Collars, Sleeves, Facing, Fusing, Sloper)</th>
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<tbody>
<tr>
<td></td>
<td>03/31</td>
<td>Work in class: Class Activity 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DUE at start of class: Class Activity 8 (30 pts)</td>
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<thead>
<tr>
<th>Week 12</th>
<th>04/05</th>
<th>Work in class: Class Activity 10</th>
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<tbody>
<tr>
<td>04/07</td>
<td>Introduce Accuscan</td>
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<td>Introduce how to Grade Sizes with a Marker</td>
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<td>DUE at start of class: Class Activity 10 (40 pts)</td>
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<thead>
<tr>
<th>Week 13</th>
<th>04/12</th>
<th>Work in class: Reference Book</th>
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<tbody>
<tr>
<td>04/14</td>
<td>Introduce Final Project</td>
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<tr>
<td></td>
<td>DUE at start of class: Reference Book (60 pts)</td>
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<tr>
<th>Week 14</th>
<th>04/19</th>
<th>Work on Project</th>
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<tr>
<td></td>
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<td>Individual Meeting on Zoom</td>
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<tr>
<td>04/21</td>
<td>Work on Project</td>
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<td>Individual Meeting on Zoom</td>
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<tr>
<th>Week 15</th>
<th>04/26</th>
<th>Work on Project</th>
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<td>Individual Meeting on Zoom</td>
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<tr>
<td>04/28</td>
<td>Work on Project</td>
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<td></td>
<td>Individual Meeting on Zoom</td>
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<tr>
<th>Week 16</th>
<th>05/03</th>
<th>Final Critique</th>
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<tbody>
<tr>
<td>05/05</td>
<td>Test #2 Review</td>
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<td></td>
<td>DUE at start of class: Final Project (120 pts)</td>
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<thead>
<tr>
<th>Finals Week</th>
<th>05/10</th>
<th>Take Test #2 on Canvas</th>
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<tr>
<td></td>
<td></td>
<td>Sec 501: 8AM-10AM</td>
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<tr>
<td></td>
<td></td>
<td>Sec 502: 10:30AM-12:30PM</td>
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<tr>
<td></td>
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<td>DUE at end of class: Test #2 (60 pts)</td>
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</tbody>
</table>

This outline is subject to change at any time within the semester at the discretion of the instructor.
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 and permission to use student work. I hereby agree to the syllabus and its provisions.

Course Number, Section ADES 3575-501 or 502 Risk Rating: 1

Student Phone Number __________________________________________

Student Signature __________________________________________

Date ___________________________

Faculty Signature __________________________________________

Date ___________________________