Spring 2021: Mo 8:00AM - 10:50AM  
Instructors: Chanjuan Chen (before Mid-March) | Kala Bennett (after Mid-March)  
E-mail: Chanjuan.Chen@unt.edu | Kala.Bennett@unt.edu  
Office Hours: Virtual meetings by appointment

COURSE DELIVERY MODE: 100% REMOTE  
Class will be 100% remote. There are no on-site meetings. Class demos and meetings are delivered via Canvas and Zoom. Exercises and Projects are submitted digitally to Canvas for grades.

COURSE DESCRIPTION: This course is designed to prepare the student to enter the job market by developing a cover letter, resume, and digital profile along with a complete industry ready professional portfolio of their design work. During this course the Fashion Design students will explore industry standards of execution of a professional design portfolio toward their exit review. Students will also learn job search procedures and interview preparation techniques.

TEXTBOOKS:  

GRADING & EVALUATION:  
<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist Statement/Bio</td>
<td>20</td>
</tr>
<tr>
<td>Resume &amp; Cover Letter</td>
<td>120</td>
</tr>
<tr>
<td>Digital Profile &amp; Website</td>
<td>300</td>
</tr>
<tr>
<td>Portfolio</td>
<td>500</td>
</tr>
<tr>
<td>Exhibition &amp; Virtual Show participation</td>
<td>60</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
</tr>
</tbody>
</table>

A (excellent): grade point total of 900 – 1000 with good attendance  
B (good): grade point total of 800 – 899 with good attendance  
C (average): grade point total of 700 – 799 with good attendance  
D (below average): grade point total of 600 – 699 with good attendance  
F (fail): grade point total of 0 – 599

ASSIGNMENT POLICY  
Projects MUST be turned in to the instructor online via Canvas or in person as specified by the instructor by the assigned time. NO LATE WORK WILL BE ACCEPTED FOR GRADE. Late submission will result in a 0 score.

Excused absence 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 AND WITH ONE LETTER GRADE REDUCTION.

PROTOCOL: Projects must be saved with the following naming convention.  
a. Last name_First name_Assignment (i.e., Chen_Chanjuan_Wardrobe)
b. Failure to use correct file naming convention may result in a reduction of up to 10 points from that assignment.

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. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

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.

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

INSTRUCTOR’S POLICIES

1. Communicating with your instructors – **Emails will be answered on Monday- Friday from 8AM to 5PM.** Please allow 24 hours for an email response time.

Students are expected to attend all required virtual 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. 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:
   a. You must have completed at least 2 studio classes with me and earned a “B” or better with excellent attendance.
   b. The instructor needs a two-week notice when you give the request.
   c. Request must be given in written form with the information of who/or what this letter is to be written to.

4. **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.

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

6. 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.

**UNT POLICIES**

**Class Recording:** 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 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 Accommodation Statement:** 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.

**Course Risk Factor:** This course has a level 1 rating for risk. Students are not exposed to any significant hazards.

**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.

**Sexual Discrimination, Harassment, & Assault:** UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT"s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT’s Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648.

**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 **ADES 4580 Fashion Design Professional Practice.** 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.** 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.

Professor reserves the right to change the syllabus with or without notice, as needed throughout the academic year.
ADES 4580 Professional Practice      COURSE OUTLINE | Spring 2021

Week 1  1/11  Course Introduction, Self-Assessment/Career Goal Assessment (both groups attend)
        LECTURES: 1. Artist Statement/Bio, 2. Fashion Design Portfolio (both groups attend)

Week 2  1/18  No Class, MLK Day

Week 3  1/25  DUE: GROUP A & B Artist Statement/Bio (20 points) at the start of class
        LECTURE: 3. Resume & Cover Letters (both groups attend)

Week 4  2/01  CHECKPOINT: Group A Portfolio Checkpoint 1: Design selection (20 points)
        - Group A Individual meeting: Design Selection (see assigned time slots below)

Week 5  2/08  CHECKPOINT: Group B Portfolio Checkpoint 1: Design selection (20 points)
        - Group B Individual meeting: Design Selection (see assigned time slots below)

Week 6  2/15  LECTURE: 4. Digital Profile & Website (both groups attend)
        LECTURE: 5. Interviewing and Recruitment (both groups attend)

Week 7  2/22  CHECKPOINT: Group A Resume Draft & Cover Letter Draft (20 points)
        - Group A Individual meeting: Resume & Cover letter draft

Week 8  3/01  CHECKPOINT: Group B Resume Draft & Cover Letter Draft (20 points)
        - Group B Individual meeting: Resume & Cover letter draft

Week 9  3/08  CHECKPOINT: Group A Portfolio Checkpoint 2: 50% Selected Collection (40 points)
        - Group A Individual meeting: 50% Selected Collection

Week 10 3/15  CHECKPOINT: Group B Portfolio Checkpoint 2: 50% Selected Collection (40 points)
        - Group B Individual meeting: 50% Selected Collection

Week 11 3/22  DUE: Group A Final Resume & Cover Letter (100 points)
        CHECKPOINT: Group A Portfolio Checkpoint 3: 50% Senior Collection (40 points)
        - Group A Individual meeting: 50% Senior Collection

Week 12 3/29  DUE: Group B Final Resume & Cover Letter (100 points)
        CHECKPOINT: Group B Portfolio Checkpoint 3: 50% Senior Collection (40 points)
        - Group B Individual meeting: 50% Senior Collection

Week 13 4/05  CHECKPOINT: Group A Website & LinkedIn Progress (40 points)
        - Group A Individual meeting: Website & LinkedIn progress

Week 14 4/12  CHECKPOINT: Group B Website & LinkedIn Progress (40 points)
        - Group B Individual meeting: Website & LinkedIn progress

Week 15 4/19  DUE: Group A Final Portfolio (400 points), Final Website & LinkedIn Presentation (260 points)
        Both Group A & B attend critique.

Finals Week 4/26  DUE: Group B Final Portfolio (400 points), Final Website & LinkedIn Presentation (260 points)
        Both Group A & B attend critique.

Exhibition 5/03  (Tentative) Set up at CoLab on 5/03. Open to the public from 5/04-5/08. Take down the following week (80 points).

Canvas and Zoom are used throughout the semester for lectures, critiques, and meetings. Links are on Canvas. This outline is subject to change at any time within the semester at the discretion of the instructor.
Spring 2021
ADES 4580 Fashion Design: Professional Practice
Instructor: Chanjuan Chen and Kala Bennett

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 (circle section) ADES 4580-001

Risk Rating: 1

Student Phone Number ________________________________

Student Signature ________________________________ Date __________________

Faculty Signature ________________________________ Date __________________