

Course Syllabus

Course Title/Number/Section

ADES 3560: Technical Design for Fashion Design

Room: ART 233

Instructors Information

Instructor: **Cynthia Gentzel, Lecturer**

- Pronouns: She/her/hers
- Office hours: Tuesday & Thursday, 2:00 p.m. – 3:00 p.m., by appointment at office ART 245
- Email: Cynthia.Gentzel@unt.edu

Please use the **Canvas messaging function** for all communications with your instructor. Messages will be answered within 48 hours on weekdays.

Office hours offer you an opportunity to ask for clarification or find support with understanding class material. **Please email your instructor to request a booking.** I encourage you to connect with me for support. Additional office hours, in person and virtually, can be scheduled via Canvas. Your success is our goal.

Course Description

This course is designed to prepare you with a variety of professionalized technical techniques that will enable you to have critical skills to give you an edge as an entry-level designer, as well as material for your final portfolio. We will perfect your execution of flat and detailed sketches, develop product packages in knitted and woven apparel, and engage in fit sessions and garment evaluations. 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 Structure

This is a face-to-face studio course, with classes held twice a week, each session lasting for 3 hours. The course spans 16 weeks and grants a total of three credits. It encompasses a combination of lectures, demonstrations, and labs, delivered in class.

Course Objectives

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

Required Materials

Textbook: Lee, Jaeil and Steen, Camille (2014). Technical Sourcebook for Designers. (4th ed.). New York, New York: Fairchild Books, Bloomsbury Publishing, ISBN 9781501392009.

Tools and Supplies:

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.**

- Patternmaking tools: tape measure, pencil, scissors, pins, ruler

ADDITIONAL IT HELP:

UNT Help Desk: UNT Student Help Desk site [UNT HelpDesk | University of North Texas](#)

The Information Technology Help Desk is here to provide technical support to UNT Denton students with timely, professional answers to your Canvas, computing and information technology questions! Contact the Help Desk when you need assistance with password resets, new accounts, wireless, email, or other computing problems.

Email: helpdesk@unt.edu

Phone: 940-565-2324

In-Person: Sage Hall, Room 330

Please visit their website for support hours.

Assessment

The assessment in this course consists of assignments, projects, quizzes, and a final exam. A comprehensive breakdown of the grading point allocation is provided along with the assignment instructions in Canvas

- 1 Syllabus Acknowledgement Quiz = 10 points possible
- 2 Assignments @ 50 pts each = 100 points possible
- 3 Projects; 2 @ 75 points each, 1 @ 90 = 240 points possible
- 3 Quizzes @ 100 points each = 300 points possible
- 1 Final Exam @ 100 points = 100 points possible

Total = 600 points

Grading

Your grade will be based upon the percentage of total points that the student accumulates from assigned activities. Specific grading criteria for each project and assignment will be provided with the project instructions. Your grade is NOT based on the amount of time and/or effort you spent working on perfecting a skill, rather it is based on the degree to which the final product meets the established guidelines (on each project's rubric). The instructor of record determines all grades for each project, in class work, and attendance. For students who are intend to apply for the Fashion Design program as their major, a final grade of "C" or higher is needed to proceed in the program.

- A: 90 – 100% (Outstanding, excellent work. The student performs well above the minimum criteria.)
- B: 80 – 89% (Good, impressive work. The student performs above the minimum criteria.)
- C: 70 – 79% (Solid, college-level work. The student meets the criteria of the assignment.)
- D: 60 – 69% (Below average work. The student fails to meet the minimum criteria.)
- F: 59% or below (Sub-par work. The student fails to complete the assignment.)

Grade-related Policies

- Protocol

- Projects must be saved with the following naming convention.
“ADES 1560_Student Name_the abbreviated title of the assignment”, for example: ADES 1560_Cynthia Gentzel_Notebook1
- Failure to use correct file naming convention will result in a reduction of 5 to 10 points from that assignment.
- Late Work
 - **No late work will be accepted** - this is the CVAD Fashion Design Program departmental policy. All assignments, quizzes, and tests are due at the beginning of class time unless otherwise specified
 - All work turned in after the deadline will receive a grade of zero unless the student has a [university-excused absence](#) and provides documentation with 48 hours of the missed deadline.
- Turnaround Time: I aim to return graded work to you within two weeks of the due date. When this is not possible, I will send an announcement to the class.
- Extra Credit: There are no individualized extra credit opportunities in this course.

Grade Dispute Policy

You are required to wait 24 hours after receiving a grade before contacting me to dispute it. During this time, I expect you to thoroughly review the assignment details and reflect on the quality of the work you submitted. If, after this reflection, you still wish to dispute your grade, email me to schedule a meeting. Come prepared to the meeting with specific examples and evidence from your work that demonstrates why you believe you earned a higher grade. If you miss your scheduled meeting, you forfeit your right to a grade dispute. Additionally, if you do not contact me to schedule a meeting within seven days of receiving your grade, your right to a grade dispute will also be forfeited.

Instructor's Policies

- **Attendance**

Attendance will be recorded on a sign-in sheet provided at the front desk by your professor. **It is your responsibility to sign the attendance sheet in the first 10 minutes of class in order to be marked as present.** After the first 10 minutes of class, a line will be drawn across the signature lines which are not yet signed. This will denote a tardy if a student signs the sheet after this time or will denote an absence if the sheet is not signed. Check your attendance in Canvas regularly and notify your professor within 24 hrs if correction is needed.

Unexcused Absence:

- Each student will be allowed **a maximum of 2 unexcused absences.**
- **The 3rd unexcused absence will cause a final grade reduction of one letter grade of the course grade.**
- If the student misses a demonstration or class critique which counts as **an unexcused absence.**
- Disengaged behaviors such as working on other course projects, streaming media, or falling asleep in class will be marked as absent.

- 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).

Tardy:

- Every 3rd tardy will convert to an unexcused absence.
- **Tardy is defined as being late or leaving early for 10 minutes or more of a class period with no valid excuse.** After 30mins, an unexcused absence will be marked.
- Leaving class for more than 10 mins during a class will be marked as tardy, more than 30 mins is considered as an unexcused absence.

An absence may be excused for the following reasons:

- Illnesses and doctor appointments (flu, COVID, strep, cold, etc.).
- Academic related conference presentation and/or attendance.
- Professional (graduate) school interviews
- Religious holy day
- Active military service
- Participation in an official university function
- illness or other extenuating circumstances; e. pregnancy and parenting under Title IX.
- When the University is officially closed.

For absences related to significant illness or extenuating circumstances that exceeds 5 consecutive days, faculty can request that verification/documentation of absence go through the Dean of Students' office.

DEANOFSTUDENTS@UNT.EDU. Examples of excusable absences considered extenuating circumstances include:

- Temporary disability or injury
- Extended medical absence or hospitalization
- Illness of a dependent family member
- Major illness or death of a loved one, which may include immediate family members of the student, spouses/partners, and others as deemed appropriate by the Dean of Students office
- Car accident that takes away transportation
- Housing emergencies
- Significant mental health concerns

To proceed with requesting an excused absence:

1. A student is responsible for requesting an excused absence in advance (if possible) of the effected class period by **emailing the instructor before the absence if applicable, then submitting the Excused Absence Request Form in Canvas and any supporting documentation (ie. doctor's note, etc.) upon the first day returning from the absence.** The Excused Absence Request Form found in the Syllabus & Course Outline module in Canvas.
2. Students need to provide satisfactory evidence to the instructor of record upon **the first day returning from the absence(s)** in order to be considered.

3. Students are responsible for all material covered during any class missed and should take the initiative to meet with a classmate to acquire missed information. **The instructor will not re-demo missed material in class or during office hours.**

- **PROJECTS**

Projects MUST be turned in at the beginning of class

Final garments must be placed on a hanger, on the dress rack, before class starts, and ready for the in-class critique, or they will not be accepted.

No late work will be accepted as this is departmental policy. Excused attendance or late work must be accompanied by a written note 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.**

* Questions about grades must be made within **7 days** of receiving the graded assessment/rubric.

- **CELL PHONES:** Cell phones cannot be used in class. They are to be in your bag during demos. When you are working on a project in class, you may listen to music on your phone, but keep one earbud out so you can hear instructions. Phones are not to be used to take pictures of steps during demos. No recording allowed, unless accompanied by an accommodation note.
- **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 an 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.

When emailing your instructor, please use the following format in the subject line for the most prompt reply:

ADES 3560-section: Subject of Email

Email should begin with a salutation and should be written professionally in sentence/paragraph form.

Always double-check your response before hitting send or reply.

Use your instructor's professional name and title at all times in email and in person.

E-mailing the instructor for missed class assignments or course/assignment grades is prohibited.

- **RESPONSIBILITY CHECKING E-MAILS** – Students should check e-mails periodically for school important class and school information and so forth.
- **SUPPLIES** Students should bring their own tools to the class when working on the projects.

- **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. The definitions of cheating and the consequences for cheating are enforced in this course.
- The instructor of record determines all grades for each project, in class work, and attendance. **A final grade of "C" or higher is needed to pass.**

Lab Usage Guidelines

- Food and drinks are not allowed near the computers.
- This studio is available for use only during the class meeting time. The student computer lab is available as follows:

Student Computer Lab, Room 375

The **CVAD Student Computer Lab** is open to all currently enrolled UNT students, faculty and staff.

Phone: 940-565-2470

Fall, Spring Hours

- Monday–Thursday, 7:30 a.m.–10 p.m.
- Friday: 7:30 a.m.–5 p.m.
- Saturday: Closed
- Sunday: Noon to 7 p.m.

There is no after-hours access to this space.

Note: Hours are subject to change; email CVAD IT Services for more information at cvad.ITservices@unt.edu.

Scholarly Expectations

- Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without citations will be violating UNT's Academic Integrity Policy. Please read and follow this important set of [guidelines for your academic success](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours.
- Time Management: There are frequent deadlines for this course to assist in the even pacing of the workload. It is **strongly** encouraged that you do not wait until the last minute to post required files or feedback. Incomplete work will be graded "as is."
- Metacognition: This can be defined as learning about how you learn. This relates to what environment you create to work in, when you work, and how you solve any problems you encounter. It is expected that if there is anything that you do not understand (a process, an assignment, or even a particular term), it is your own responsibility to make your best effort to independently overcome that obstacle. If after you have exhausted your own abilities to solve the problem, you can then consult with your peers or instructors.

University of North Texas Policies

Academic Integrity

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. View full policy: [Student Academic Integrity policy](#)

Disability Accommodation

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

View full policy: [Disability Accommodations for Students and Academic Units](#)

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 the course management system for contingency plans for covering course materials.

View [UNT Emergency Guide](#).

Academic Progress

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may affect your current and future financial aid eligibility. Please visit [financial aid and scholarship](#) for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

Retention of Student Records

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

Student Evaluation Administration Dates

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

Acceptable Student Behavior

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

Access to Information – Eagle Connect

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

Incomplete Grades

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on

the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus.

The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Supporting Your Success and Creating an Inclusive Learning Environment

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

Instructor reserves the right to revise syllabus at any time during the semester.

NOTE: I, Professor Gentzel, retain the right to change the syllabus with or without notice.

Course Outline

Dates and topics subject to change. Changes to be announced in class and/or on Canvas

Week	Day	Topic	Assignment Due
WEEK 1 1/12	Tues	Review Syllabus and Course Outline Review content in Canvas Homework: Read Chapter 1 Overview of the Industry & Chapter 2 The Apparel Product Development Process and Technical Design Bring a shirt, pant or dress to next class for Assign 1 Complete syllabus acknowledgement quiz	
	Thurs	Lecture 1: Apparel industry overview, Product Development, and Technical Design Introduce Assignment 1; review Detail Sketch Guidelines, TP Template, TP Sample HOMEWORK: Read Chapter 3 All About the Technical Package & Chapter 4 Developing Technical Sketches	Syllabus Quiz Due – 1/16/26 by 11:59 pm
WEEK 2 1/19	Tues	Lecture 2: Elements of PPK, Technical Flats, Detailed Sketches Demo on Technical Detail Call Outs Work on Assignment 1 – due next class HOMEWORK: Read Chapter 9 Stitches and Seams	
	Thurs	Assignment 1 In-Class Critique Lecture 3: ISO Codes, Stitches, and Seams Extra credit - ISO stitches & seams worksheet	Assignment 1 DUE (In-Class Critique)
WEEK 3 1/26	Tues	Extra Credit DUE (go over answers in class) Quiz 1 review HOMEWORK: Read Chapter 15 How to Measure, Size, and Grade	Extra Credit ISO Stitches and Seams DUE
	Thurs	Quiz 1 – Online (in class) HOMEWORK: Bring a basic knit tee to next class session to use for Project 1	Quiz 1 – Online (in class)

WEEK 4 2/2	Tues	Lecture 4: Points of Measure Introduce Project 1 – Knit Top TP/Working Time HOMEWORK: Read Chapter 11 Construction Related Design Details	
	Thurs	Lecture 5: How to measure a garment Work Time – Project 1	
WEEK 5 2/9	Tues	Work Day – Work on Project 1 HOMEWORK: Read Chapter 5 Technical Design Terms for Silhouettes and Design Details and Chapter 6 Styles, Lines, and Details for Shape and Fit	
	Thurs	Lecture 6: Silhouettes and Shaping Project 1 Progress Check HOMEWORK: Read Chapters 10 Edge Treatments and 13 Fasteners	
WEEK 6 2/16	Tues	Project 1: Knit Top TP In-Class Critique Lecture 7: Edge finishes, Fasteners, and Pockets HOMEWORK: Read Chapter 7 Fabrics and Cutting	Project 1: Knit Top TP DUE (In-Class Critique)
	Thurs	Lecture 8: Fabrics & Trims Practice with filling out the Fabrics & Trims page of PPK	
WEEK 7 2/23	Tues	Quiz 2 Review	
	Thurs	Quiz 2 HOMEWORK: Read Chapter 14 Labels and Packaging Bring a pair of jeans and a button down shirt or blouse to next class for use on Project 2 and Assignment 2.	Quiz 2
WEEK 8 3/2	Tues	Lecture 9: BOM Development Introduce Assignment 2 Introduce Project 2 – Denim TP	
	Thurs	Work Day: Assignment 2 & Project 2	
WEEK 9 3/9	Tues	Spring Break	
	Thurs	Spring Break	
WEEK 10	Tues	Assignment 2 DUE Lecture 10: Overview of TP and TP Handoff Process	Assignment 2 DUE

3/16	Thurs	Work Day: Project 2	
WEEK 11 3/23	Tues	Quiz 3 Review Work Day: Project 2	
	Thurs	QUIZ 3 (In-Class) HOMEWORK: Read Chapter 16 Fit and Fitting	QUIZ 3 (In-Class)
WEEK 12 3/30	Tues	Project 2 Denim TP In-Class Critique Lecture 11: Fit Sessions	Project 2 Denim TP due (In-Class Critique)
	Thurs	Introduce Project 3: Prep for Fit Session/Pre-Production Sample TP Sample selection for Project 3 Review Fit Session Docs in Canvas Class Materials Demo: Prep for Fit Session Instructions and Notes Form Work time – Project 3	Senior Critique Day Volunteer Extra Credit Due – see Extra Credit Module in Canvas
WEEK 13 4/6	Tues	GUEST SPEAKER: To be confirmed Work on Prep for Fit Session Instructions and Notes Form Prepare for Fit Session	
	Thurs	Discuss Fit Session Process for Next Class Work Day: Project 3	Project 3: Prep for Fit Session Instructions and Notes Form Due
WEEK 14 4/13	Tues	IN CLASS FIT SESSION- FIT ON FORM (mandatory)	IN CLASS FIT SESSION- FIT ON FORM (mandatory)
	Thurs	Work time: Project 3 - Review Examples of Fit Evaluation Images/Comments, Prep Fit Evaluation Report for Tech Pack	
Week 15 4/20	Tues	Work time: Project 3 Workday, Prep for Critique	Fashion Show Volunteer Extra Credit Due - see Extra Credit Module in Canvas
	Thurs	Project 3: PP TP Due **In-Class Critique	Project 3: PP TP Due **In-Class Critique
Week 16 4/27	Tues	Zoom Fit Session - to be confirmed	
	Thurs	PRE-FINALS WEEK: Review Day LAST DAY OF CLASS	
Finals Week 5/4	Tues	SECTION 501: 8:00am – 10:00am SECTION 502: 10:00am – 12:00pm	

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