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.

1. Instructor and Course Information:

**Instructor:** Dr. Bernardoni, Assistant Professor

**Pronouns:** he| him| his

**E-mail:** jeremy.bernardoni@unt.edu  **Office Location:** Art Building #246  **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.

2. Emailing your professor:

If you email about anything pertaining to this class you must put "ADES2560_501(or 502 if you are in section 502)_Subject of your email". For example: ADES2560_502_Question about homework 1.

3. Textbooks and Materials:

**TEXTBOOKS:**

• Supplementary materials: Demonstration videos may available on Canvas for selected exercises and projects

SUPPLY LIST:
• 1/2 lb. Super fine Silk Pins (all steel - do not buy quilting pins or pins with colored heads).
• Sharpened Fabric Shears
• Seam Ripper
• Awl
• 2- Juki bobbins
• Juki bobbin case
• 2" x 18" C-thru Ruler
• Tape Measure
• Hem Gauge
• Nippers on a rope
• Tailor chalk (not wax)
• Hand Sewing Needles
• Thread conditioner or thread beeswax
• 1 spool of each white and red thread
• Hem Tape (closely matching wool for tailored jacket)
• Coat box with a lid to hold the project, approx. size 7x16x22
• twill tape ¼”
• Hangers

Required Fabric:
• Wool should already be purchased from B. Black & Sons!
  https://www.bblackandsons.com
• Lining for the jacket project -2.5 yards
• Thick wool-like fabric (Polyester or wool) for the NOTEBOOK I - 1 yard
• Sheer fabric and notions for the NOTEBOOK II - ABOUT 1 yard
• Knit fabric and notions for the Knit Project (wait for assignment brief) - ABOUT 4 yards

Supplies are available in the University store, Hancock's, Office Depot, JoAnn’s Fabric, Hobby Lobby, Amazon, and Wawak.com unless otherwise specified.

Tool Kit for the Fashion Design Program:
• Notcher
• Awl
• Tweezers
• Pattern shears
• Juki Bobbin Case # 52237
• 4 - Juki Bobbins # 270010
• 5-Pattern hooks
• Needle Point Tracing Wheel
• Screwdriver and Wrench
• 16x257 machine needles, size 80 & 70
• B-27 needles for serger size 80
• 5 Sewing machine feet: Basic, Regular Zipper, Invisible Zipper, Right & Left Cord/Zip

Replacement tools or parts are available from: City Sewing Machine, LLC. 2554 Irving Blvd., Dallas, Texas 75207 Phone: 972-243-3522; Fax: 972-243-3529
www.citysewingmachine.com Or on line at http://www.ids-la.com/

4. Technical Information and Assistance:

If you have questions about the functionality of your course, review Canvas Basics for Students.

If you have any technical problems or questions, Please contact IT Services.

5. Course Learning Outcomes (CO)

1. Reproduce tailoring construction techniques.
2. Produce a tailored jacket using tailoring construction techniques.
3. Demonstrate competency in sewing techniques used on sheer and delicate fabrics.
4. Apply sewing techniques used in cut and sew knitwear.
5. Produce a designed knit garment using cut and sew knitwear construction techniques.

6. Credit Hour and Engaged Learning Expectations.

You should plan to spend about 45 hours of combined “in-class” and “out-of-class” time working on course related activities such as viewing and interacting with instructional materials, activities and assignments, assigned readings, research, or study time. Therefore, a seven-week, three-credit hour course typically requires around 18–20 hours of student work per week. A sixteen-week, three-credit hour course typically requires around 9 hours of student work per week.

7. Graded Activities

<table>
<thead>
<tr>
<th>Categories/Activities</th>
<th>Percentage of Final Grade</th>
<th>Percentage of Category Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Introduction Video</td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td>Notebooks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notebook 1: Tailoring (CO1)</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Notebook 2: Sheer &amp; Misc. (CO3)</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Cut and Sew knit sample (CO4)</td>
<td>30%</td>
<td></td>
</tr>
</tbody>
</table>
Projects:

| Project 1: Tailored Jacket (C02) | 80% |
| Project 2: Knit Technique design (C05) | 20% |

Total Points Possible 100%

A (excellent): grade point total of 90% – 100% with good attendance

B (good): grade point total of 80% – 89% with good attendance

C (average): grade point total of 70% – 79% with good attendance

D (below average): grade point total of 60% – 69% with good attendance

F (fail): grade point at or below 59%

8. Course Policies

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.
- 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

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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.
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
- Speak from personal 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
- Avoid using all caps while communicating 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
- Avoid using “text-talk” unless explicitly permitted by your
- Proofread and fact-check your
- Keep in mind that online posts can be permanent, so think first before you

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

9. Instructor Polices

Classroom Recordings

Under no circumstance may you record the instructor or the content of the course using video or audio recording devices unless you get written approval from the instructor.

For students with a registered disability accommodation letter allowing audio recording, you must inform the instructor privately each time you intend on
recording any part of the lecture; you may not share with others or post in any way to any venue the recording or any type of social media. You must delete the recorded when you have completed the work associated to the recording, or at the completion of the semester, whichever comes first.

Missed Work and Make-up Work

Make-up work is not accepted. If you have a University accepted excuse, you must inform professor and submit required documentation BEFORE the deadline.

Please see UNT Policy Number 06.039 for documentation on student attendance and authorized absences.

If the semester has progressed beyond the MIDTERM exam, you may not make-up work from before the Midterm exam.

ALL make-up work must be completed BEFORE the Monday of Pre-Finals Days.

Changes to the Syllabus and Course Schedule

The instructor reserves the right to change the syllabus and course schedule in order to optimize the learning opportunities of the students in the course. Therefore, the schedule and assignments may be changed with every effort to give advanced notice. While the instructor will make every effort to post revisions to the schedule and assignments, the students are responsible to keep current with any changes by frequenting checking the Canvas course page and Canvas calendar as well as the weekly views in Canvas.

• The instructor of record determines all grades for each project, in class work, and attendance. A grade of “C” or better is required to proceed in the Fashion Design Program.

• Students may not post or share any course demo 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.

Letters of Recommendation:

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:

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

You must provide the following when submitting a request for a recommendation:
1. Your CV/Resume
2. The job posting
3. A 250-500 word statement describing how you meet the requirements described in the job posting and how the company would benefit by having you as an employee.

10. 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 940-5652648.

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:

- Submit a written request to the instructor for an on-campus experiential component within one week of the start of the
- 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
- The work is not used in its
- Use of the work does not affect any potential profits from the
- The student is not
- The work is identified as student

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

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 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.

**Instructor Class Recordings & Student Likenesses**

Class recordings by the instructor are the intellectual property of the university or instructor and are reserved for use for educational purposes. Students may not post or otherwise instructor-shared 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)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [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](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/student-records)
- [UNT ID Card](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/identities)
- [UNT Email Address](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/email)
- [Legal Name](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/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.

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)
- **UNT Food Pantry**
  [https://deanofstudents.unt.edu/resources/food-pantry](https://deanofstudents.unt.edu/resources/food-pantry)

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/)

Health & Safety Area Specific Information: Fashion Design

1. Hazards (inherent)

   **Fashion Studio Equipment**

   Sewing equipment/garment construction tools involve sharp needles, high speed rotating or revolving blades, steam, or hot surfaces that can be dangerous if not used properly. Lifting heavy materials, equipment, and tools can lead to strain injuries. Electric tools cause vibrations, which can also lead to strain on the muscles. Noise from percussive equipment and tools can damage hearing.

   **Textiles and Dye Compounds**

   Fabric manipulation produces irritating textile fibers during the cutting or shedding process. Do not stand too close to someone using sewing or pressing equipment, or you may get a severe burn or other irritation. Some silica fibers can generate toxic, irritating dust during cutting (a process known as shedding), and long term exposure can cause silicosis. Silica dust contains small particles that, when inhaled, stick inside your lungs.

   Both electrical and structural sewing processes can produce toxic fumes, dependant on the textile used. Some textiles may contain lead, which is toxic when exposed in high percentages. Be aware of the high temperature involved in melting metal and the potential for severe burns.
Corrosive products used in textile dyes (oxides, carbonates, sulfides, or sulfates) can produce toxic fumes and irritating dust. Careful evaluation of your textile materials should be made before usage, to ensure safe use based on the equipment used when manipulating those materials. If you feel dizzy or light-headed while using these types of materials, seek fresh air immediately.

Metal Components for Joining and Cutting

Garment construction typically involves metal components (closures such as zippers or buttons, snaps, rivets, etc). Additionally, typical fashion design garment construction studios utilize knives or blades (scissors) and sharp needles and/or pins for textile cutting or securing the textile pieces together.

Disposal of these metal items generates hazardous waste, as sharp objects can puncture the skin and cause lacerations. Be aware of all sharp objects, which must be secured using the designated classroom “sharps” disposal unit, as mandated by the University of North Texas and the US Department of Safety/OSHA Division.

2. Best Practices

- All students must attend an orientation before using the fashion design studios (included in the ADES 1560 Intro to Sewing Course). During the orientation, all studio rules and policies are presented as well as a discussion of the proper and safe use of studio tools.
- If you have never before used a specific tool or machine, please ask an Instructor, Program Coordinator, or Graduate Student Assistant for a hands-on demonstration of the equipment. You must demonstrate your ability to operate the equipment properly before using it without supervision.
- Only students with full time program enrollment will be allowed to use the equipment in the fashion design studio labs.
- ALWAYS clean up all messes produced by any material or practice to prevent exposing others to the hazards of that material/practice.
- Full covered shoes are best for many practices in the sewing studio area (to protect your toes).
- Wash hands (including under fingernails) after using textile materials and equipment.
- Always use common sense, avoid distractions, and concentrate on the task at hand. If you have been up all night cramming for an exam, it is not a good time to use the sewing equipment. If you are ill and cannot concentrate it is not good to use the equipment in the studio.
  - If you are on medication, please check the side effects and warnings. If the instructions say not to operate heavy machinery, it is not a good time to use the sewing equipment.
  - The use of drugs or alcohol would be asking to have an injury in the shop.
- Garment construction processes can sometimes get messy. Make sure to wear clothes that you are ok with getting dirty.
3. Area Health & Safety Rules

All users of the studio classrooms will follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all CVAD Health and Safety handbook guidelines (your instructor will review the handbook with your class, and a digital copy can be found here: TBA)
- Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines as posted
- In case of emergency, call campus police at (940)565-3000 or call 911
- File an incident report (forms may be found in the CVAD H&S handbook and in the main office. Turn completed forms into the Design Departmental Office within 48 hours of the event).
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation work properly.
- No food or drink in the studio.
- Report any safety issues IMMEDIATELY to your instructor or the program coordinator.
- Use best practices for material handling. If you have questions about a material, ask an instructor for guidance, or check the supplier information sheet.
- Familiarize yourself with the closest first aid supplies kit, and notify your instructor if the supplies are low.
- Do not spray any aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booth.
- Eating, consumption of alcohol, or smoking are not permitted in the studios.
- Wear close-toed shoes only – NO SANDALS!
- Tie up any long hair and remove any loose jewelry or clothing.
- ALWAYS clean up all messes produced by any material or practice to prevent exposing others to the hazards of that material/practice.
- ALWAYS make sure that you are 100% sober and awake! Drugs, smoking, and alcohol are not allowed in the studio, and anyone under the influence should not attempt to use the facilities.
- Students are prohibited from taking home any UNT property.
- Any trash that does not fit in the trash can must be immediately taken to the dumpster.
  - Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster.
  - Sharp objects, including pins, knives, blades, and scissors, must be disposed of using the designated “Sharps” resource bin in the classroom. Please notify your instructor if this bin is full.
  - The trash guidelines are to ensure the safety of anyone encountering the trash.
  - Liquids, medical waste, yard waste, appliances, and pallets are prohibited from disposal in the dumpster.
- Students are prohibited from storing materials or projects in the fashion design studios; please use the shelves & lockers provided.
- Dust off tools, equipment, and tables, and sweep the floor when finished using any equipment and tools.
- Do not block doorways or walkways with materials.
• Put back all tools, equipment, and extension cords in their designated location.
• Scrap material must be relocated in the designated scrap textile bin or scrap metal bin.
  o Please do not leave any materials out or on the shelves that you do not want.
  o Properly discard any unwanted materials in the trash or the Satellite Waste Management area and properly labeled.
• Do not block doorways or block access to lights.
• Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
• Do not create “daisy chains” with multiple electric cords.
• All courses must engage in an end of the semester clean up.