Course Syllabus

ADES 3565.502 Fashion Accessories
Meeting Time: M & W 11am – 2pm
Room: ART 250

Instructor Information

Instructor: **Lillia Whittington**

- Pronouns: She/her/hers
- Office hours: By appointment
- Online Hours: M-TH 9am-5pm, (*Thursday emails after 3PM may result in responses arriving Monday morning)*
- Email: lillia.dean@unt.edu

Please email me to request a meeting. 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

Exploration of design process, product development, market research and production of fashion accessories.
Prerequisites: ART 1440, ART1450

Course Structure

This is a face-to-face studio course, with classes held twice a week. 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: Upon successful completion of this course, the student will have had the opportunity to:

1. Recognize terminology used to describe accessory design features
2. Identify the accessory design and production process
3. Apply two and three-dimensional design principles to original designs
4. Incorporate consumer research and trend information into the product development process
5. Develop individual portfolio containing original design work, photographs, and digital images

Required Supplies: (Materials for each project will be purchased throughout the semester as needed. You should always come to class prepared for the assignment.)

- Drawing Sketchbooks – 9x12''
- Drawing Pencils (2B)
- Pencil sharpener
- White soft eraser
- Fine line permanent pen, black (Sharpie)
- Scissors for cutting paper
- Assorted tape and glue (i.e. Rubber Cement, hot glue gun)
- Color media of choice – colored pencils; watercolor pencils; watercolors and paintbrush; markers; brush pens (these will be discussed in class before purchase)
- Muslin and other fabrics
- Sewing supplies
- Decorative items (for embellishment purposes)

STUDENT EVALUATION (OR GRADING):

Your grade will be based upon the percentage of total points that the student accumulates from assigned activities/exams. Specific grading criteria for each project and assignment will be provided with the project instructions. In general, grading considerations will be given to:

- understanding of concepts presented and discussed in class
- thoughtful, critical use and evaluation of materials and sources of evidence
- organization and clarity of completed assignments
- thoroughness and following instructions for completing each project

Tasks	Points
Handbag Line Review	50
Tote Bag - Sample	100
Handbag Prototype Presentation	200
Footwear Line Review	50
Shoe – Sample	100
Footwear Prototype Presentation	200
Hat Line Review	50
Hat - Sample	100
Hat Prototype Presentation	200
Professionalism	100
Group Project	200
Final project	300
Total	**1650**

Letter grade	Scale
A	90 – 100%
B	80– 89%
C	70 – 79%
D	60 – 69%
F	59 or below

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. **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. "Student Name_the abbreviated title of the assignment", for example: LilliaWhittington_Project1
    - 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. Please use the excused absence form on canvas under resources
- 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

The University of North Texas recognizes that student success is promoted by regular attendance and participation in class. In each class, an attendance sign-up sheet will be distributed. You are required to sign your name. A student who is tardy has the responsibility of notifying the instructor at the end of the class period that he/she had arrived late, otherwise the recorded absence will remain.

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 30 mins, 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 associated with illness (flu, COVID, strep, cold, etc.). Routine medical, dental or vision appointments will not be excused and should be scheduled outside of class time.
- 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, if a student absence exceeds five consecutive days, faculty can request that verification/documentation of absence go through the 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 writing in advance of the effected class period to the instructor of record.
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 according to Canvas deadlines.

- **USE OF CLASSTIME:** During class, students should focus on course-related work. Activities unrelated to the course (such as social media, texting, unrelated websites,

or work for other classes) are not appropriate uses of in-class time and may be treated as disruptive behavior or absence for the course.

- **CELL PHONES**: Cell phones cannot be used in class. They are to be in your bag during demos. 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 or course handouts 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 promptest reply: ADES 3565-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.
    - Always use your instructor's professional name and title in email and in person.
    - E-mailing the instructor for missed class assignments or course/assignment grades is prohibited.
    - Please reference the turnaround response time from the professor listed above.

- **RESPONSIBILITY CHECKING E-MAILS & FASHION DESIGN BLOG** : Students should check e-mails and canvas postings periodically, for internships, competitions, scholarships, school important information, and so forth.

- **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 proceed in the Fashion Design program.**

Academic Integrity Guidance on GenAI

Limited Use: Throughout the semester, you may use specific Generative AI (GenAI) tools for certain assignments, with guidance on responsible use. These assignments help build ethical resilience and GenAI literacy, preparing you for careers in a GenAI oriented workforce. Please cite your use of AI with each use in the submission of your assignments.

In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates UNT academic integrity policy. If you're unsure whether something is allowed, please seek clarification.

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). 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 in extreme cases]. 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 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.

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	M 8/17	**Lecture:** *Course Introduction & Syllabus and Projects* *What is an accessory?* **HW:** Purchase materials for handbag, textbooks, and complete questionnaire	
	W 8/20	**Lecture:** *Handbags 101* **Studio:** *Making a basic handbag pattern* **HW:** *Complete bag by next class, bring sketching materials*	**Questionnaire (beginning of class)**
Week 2	M 8/24	**Lecture:** *Visiting the Texas Fashion Collection, TFC* **Studio:** *Sketching and rendering bags*	**Tote bag prototype**
	W 8/26	**Lecture: Handbag brands** **Studio:** *Mood boards, researching ideas for bag line*	
Week 3	M 8/31	**Lecture:** *Leather crafting basics* **Studio:** *Student Small group line review*	
	W 9/2	**Studio Workday:** *Line sheet and tech pack development*	
Week 4	M 9/7	**LABOR DAY – CAMPUS CLOSED**	
	W 9/9	**Critique Day** **HW:** Bring Sketching materials for next class	**Handbag Prototype Presentations**
Week 5	M 9/14	**Lecture:** *Introduction to Footwear* **Studio:** *Sketching and rendering footwear*	
	W 9/16	**Lecture:** *Visiting the Texas Fashion Collection, TFC* *History of Footwear* **Studio:** *Footwear pattern development* **HW:** Bring sewing materials for next class	

Course Outline

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

Week 6	M 9/21	**Lecture:** *Footwear brands* **Studio:** *Mood boards, researching ideas for footwear prototype, footwear prototype sketches*	
	W 9/23	**Lecture:** *FABLAB* **Studio:** *Tech pack and line sheet review, small group line review*	**Footwear sketches due**
Week 7	M 9/28	**Studio Workday**	
	W 9/30	**Lecture:** *Visiting the Texas Fashion Collection, TFC* *History of Hats and small accessories* **Studio:** *Sketching and rendering hats and small accessories*	
Week 8	M 10/5	**Critique Day** **HW:** Bring sewing materials for next class	**Footwear Prototype Due**
	W 10/7	**Lecture:** *Introduction to Hats and Small Accessories* **Studio:** *Small group sketch development, Developing patterns in class*	**Hat/Accessory Sketches Due**
Week 9	M 10/12	**Lecture:** *Hat/Accessory Construction Techniques* **Studio:** *Mood boards, researching ideas for prototypes, prototype sketches*	
	W 10/14	**Lecture:** *Hat/Accessory Brands* **Studio:** *Tech pack and line sheet review, small group line review*	
Week 10	M 10/19	**Studio Workday**	
	W 10/21	**Critique Day**	**Hat/Accessory Prototype Due**
Week 11	M 10/26	**Potential Field Trip / Studio Day**	
	W 10/28	**Lecture:** *Sustainability in Accessory Market* **Studio:** *Break into assigned groups and start group project*	
Week 12	M 11/2	**Studio:** *Break into assigned groups and start group project*	
	W 11/4	**Studio:** *Break into assigned groups and start group project*	

Week 13	M 11/9	**Critique Day** **Lecture:** *Introduction to the final project*	**Group Project Due**
	W 11/11	**Studio:** *Final project*	
Week 14	M 11/16	**Studio:** *Final project*	
	W 11/18	**PERSONAL WORKDAY - ITAA**	
	11/23-11/29	**THANKSGIVING**	
Week 15	M 11/30	**Studio:** *Final project*	
	W 12/2	**Finals Presentation**	**Final Project Due**
Week 16		**NO CLASS**	

***Students are expected to read the chapters assigned in class and are required to go through Canvas and portions before the beginning of each class.**

STUDENT ACKNOWLEDGEMENT:

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

_____ _____

Student Signature **Date**

COURSE: ADES 3565.502
RISK RATING: 2