COLLEGE OF VISUAL ARTS AND DESIGN
ADES 4580 FASHION DESIGN: PROFESSIONAL PRACTICES
SYLLABUS

Spring 2015: Sec 001, 9:00 AM- 11:50AM, Wednesday WSC #1, Room 149
Prerequisite: ADES 4580
Concurrent Enrollment: ADES 4555
Instructor: Li-Fen Anny Chang
E-mail: chang@unt.edu
Office: 121C, Welch Street Complex # 1
Office Hours: 12:00PM-01:00PM MWF by appointment

COURSE OBJECTIVE:
The course is designed to prepare the student to enter the job market by developing a cover letter, resume, website and a complete portfolio of their design work. Students will also learn job search and interview procedures along with portfolio re-assortment and other interview preparation techniques.

REQUIRED TEXT BOOK:
Portfolio Presentation for Fashion Designers, 3rd edition by Tain (available at UNT Bookstore or Voertman’s).

GRADING & EVALUATION:
1. Resume & Cover Letter 20%
2. Personal Website 30%
3. Portfolio 50%
Total grade points: 1000 points

INSTRUCTOR’S POLICIES:
1. 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.

2. PROJECTS - Projects MUST be turned in to the instructor at the beginning of the class and ready for the in-class critique. No late work will be accepted for grade. Excused attendance 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.
ASSIGNMENT TURN-IN PROCEDURES - All assignments requested for digital turn-in should be emailed to the instructor through www.learn.unt.edu through the messages function of the ADES4580 site.

3. 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 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.

4. RESPONSIBILITY CHECKING E-MAILS & FASHION DESIGN BLOG – Students should check e-mails and blog postings periodically, http://untfasdes.blogspot.com, for internships, competitions, scholarships, school important information, and so forth.

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

AMERICAN DISABILITIES ACT: “The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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. Students are strongly encouraged to deliver letters of 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 see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

DISABILITIES ACCOMMODATION: Please notify the instructor if you have a disability that requires accommodation. It is also required that you register with the UNT Office of Disability Accommodation, Student Union, Room 318. The College of Visual Arts and Design policy on accommodation is available upon request in the CVAD Dean’s offices, Room 107. Further questions and problems on accommodation may be addressed to the School Accommodation Liaison, Art Building, Student Advising, Room 111.

COURSE RISK FACTOR: This course has a level 1 rating for risk. Students are not exposed to any significant hazards.

BUILDING EMERGENCY PROCEDURES: For Art building, in case of emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of tornado (campus sirens will sound) or other weather related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there
until an all clear signal is sounded. Follow the instructions of your teachers and act accordingly. For Welch Street Complex #1, the Texas Fashion Collection is the designated shelter.

**CENTER FOR STUDENT RIGHTS AND RESPONSIBILITIES:** The following statement reminds students of their rights and responsibilities within the academic community – “Each University of North Texas student is entitled to certain rights associated with higher education institutions. See www.unt.edu/csrr for further information.”

**STUDENT ACADEMIC PROGRESS:**
**Financial Aid Satisfactory Academic Progress - Undergraduates**
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. 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 have the potential to affect your current and future financial aid eligibility. Please visit [http://financialaid.unt.edu/satisfactory-academic-progress-requirements](http://financialaid.unt.edu/satisfactory-academic-progress-requirements) 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 being doing so.

**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 Practices_ (name of course). 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.

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COURSE OUTLINE

Week 1  1/21  LECTURE: Course Introduction, Self Evaluation, Career Goal Assessment  
          Artist Statement/Bio Resume and Cover Letters

          LECTURE: Portfolio content and format  
          Leave Behind /Cover Page

Week 2  1/28  Design selection Group A (ONLY GROUP A ATTEND)

Week 3  2/04  Design selection Group B (ONLY GROUP B ATTEND)

          **DUE: Artist Statement and Bio Draft** (sent digitally www.learn.unt.edu through the messages function) **by 12 PM**

Week 4  2/11  Design selection Group C

          **DUE: Resume and Cover Letter Draft** (sent digitally www.learn.unt.edu through the messages function) **by 12PM**

Week 5  2/18  LECTURE: Merchandising a group & line sheets Trend and concept Boards.

          LECTURE: Website Development

Week 6  2/25  Portfolio Checkpoint 1: Group A  
          Bring Thumbnails Cover page and Leave Behind

          Resume and cover letter drafts returned with comments; pick up from WSC # 1, 121C.

Week 7  3/04  Portfolio Checkpoint 1: Group B  
          Bring Thumbnails Cover page and Leave Behind

Week 8  3/11  Portfolio Checkpoint 1: Group C  
          Bring Thumbnails Cover page and Leave Behind

          **DUE: Final Resume and Cover Letter** (sent digitally www.learn.unt.edu through the messages function) **by 12PM**

Week 9  3/16 - 3/20  SPRING BREAK

Week 10  3/25  Portfolio Checkpoint 2: Group A
DUE: Website Phase 1 by 12PM. FYI “I can see when the work was completed”. Do not continue to work until notified I have completed grading!

Lookbook Photo shoot 3/27 and 3/28 by Appointment Required all seniors.

Week 11 4/01 Portfolio Checkpoint 2: Group B

Week 12 4/08 Portfolio Checkpoint 2: Group C

Week 13 4/15 LECTURE: Design evolution for a specific market-Portfolio Re-assortment
Instructor available for Website/Portfolio consult WSCI 121C

Week 14 4/22 LECTURE: Job Search techniques and getting that interview
Career Websites, Landing the right job and negotiating compensation
Instructor available for consult by appointment

DUE: Website Phase II by 12:00PM. FYI “I can see when the work was completed”. Do not continue to work until notified I have completed grading!

Week 15 4/29 Consult for portfolio, website, etc. 9:30-11:50AM in WSC #1 121C
4/30 ArtWear Judging 9AM-4PM WSC #1, 149

Week 16 5/06 DUE: Website Final; class dismissed
I will start evaluation at 12PM. Must stop working after 12PM.
5/09 Saturday, ArtWear Fashion Show

Week 17 5/13 DUE: Final Portfolio; turn in at 9am, the start of class
5/14 PICK UP Graded Portfolios Thursday 12pm – 3pm in Chang’s office WSC # 1, 121C