

## Course Syllabus

### Course Information

- ADES 3590-402, 3 credits: Fashion Design Professional Practices (online)

### Instructors Information

- Name: Shen Mock
- Pronouns: She/her/hers
- Virtual office hours: Email to request a Zoom virtual meeting
- Email: [Shen.Mock@unt.edu](mailto:Shen.Mock@unt.edu)

### Course Description

- This course is designed to prepare the student for a successful transition from academic life into professional practice in the fashion industry.
- The course will cover developing a cover letter, résumé, and website along with a complete industry ready professional portfolio of their design work.
- During this course the Fashion Design students will explore industry standards of execution of a professional design portfolio toward their exit review.
- Students will also learn job search procedures and interview preparation techniques.

### Course Structure

This course takes place 100% online. Your interaction with me and with your fellow students will take place in Canvas. There are 16 weeks of content that you will move through. I will open a new module each week.

### Course Objectives

Upon successful completion of this course, learners will be able to (numbered in order of presentation):

1. Identify research techniques to launch their personal job search in the apparel industry.
2. Analyze the function and limitations of several presentation methods for both their digital portfolios based on industry standards of excellence in design presentation.
3. Adopt a variety of techniques and methods of execution to achieve best practices in Fashion Design presentation geared toward industry professionalism.
4. Select design strategies for developing professional digital profiles for use of networking within the fashion industry, within the context of legal and university requirements and limitations.
5. Develop an action plan for their job search journey and supporting research.

### Prerequisites

Open to fashion department seniors only, must have passed ADES 4550 with a C or higher.

### Materials

- Optional textbooks:
  - Tain, Linda. Portfolio Presentation for Fashion Designers., Fairchild Publications. ISBN: 9781563677251
- Technology requirements:

- This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System, microphone, webcam, Microsoft Office Suite, Adobe Creative Suite, a digital camera, and a scanner. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn) (<https://online.unt.edu/learn>).
- Material covered in this course is designed to enable the students with professionalized presentation skills which will better enable them to be a fashion designer or design assistant. Quality in professionalism will be emphasized.
- This course is designed in a linear timeline to enable students to scaffold their career planning execution abilities into a professionally executed capstone portfolio for their senior exit review.
- If you are a student who uses assistive technology and encounter issues submitting or creating your content, please feel free to reach out to the course instructor.

### How to Succeed in this Course

- Communication with Your Instructor
  - **All communication relevant to the course will be done using Messages within the course on Canvas.**
  - Instructors will respond as soon as possible, typically within 2 business days (M-F) after receipt of Message based on the local time of the instructors.
  - Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Come visit me on Zoom! I encourage you to connect with me for support. Additional office hours, in person and virtually, will be offered as the semester concludes. Your success is our goal.
- ADA 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.

### 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.

## Assessing Your Work

### Activities

- This course is made up of a series of assignments and assessments to assist you in achieving the course learning objectives/outcomes. Each unit you will work on various combinations of assignments, activities, discussions, readings, research, etc. which are to be completed according to the Course Calendar.
- Assignments (14 total): 870 points total
  - The guidelines and expectations for each project are listed on each Assignment. The instructor will complete online evaluation rubrics which will post to each student's gradebook.
- Feedback postings (2 total): 40 points total
  - In addition to the actual completed project, your feedback on your peers' projects will also be evaluated when requested.
- Quizzes (2 total): 90 points total

### Assessments

- Professional Bio and Intro (40 points, 4% of total)
- Fashion Portfolio (300 points, 30% of total)
- Résumé, cover letter and interviews (260 points, 26% of total)
- Digital Portfolios (310 points, 31% of total)
- Quizzes (90 points, 9% of total)

### Grading

- A: 900-1000 (Outstanding, excellent work. The student performs well above the minimum criteria.)
- B: 800-899 (Good, impressive work. The student performs above the minimum criteria.)
- C: 700-799 (Solid, college-level work. The student meets the criteria of the assignment.)
- D: 600-699 (Below average work. The student fails to meet the minimum criteria.)
- F: 599 and 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\_Assignment number\_the abbreviated title of the assignment**
    - Failure to use correct file naming convention **may result in a reduction of up to 10 points from that assignment.**
- Late Work
  - **NO LATE work will be accepted in this course.**  
In the fashion industry, meeting deadlines is critical to success, as the field operates under tight schedules and intense competition. To prepare you for this reality, late work will not be accepted. Developing strong time management skills and the ability to deliver on time are essential traits for thriving in this fast-paced industry. **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.
- Grade Disputes
  - You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting. Come prepared to the meeting with specific examples and evidence from your work that demonstrate 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.
- Extra Credit: There are no individualized extra credit opportunities in this course.

## Course Requirements/Schedule

### Introduction to the course

Week	Module/Topic	Assignment Due	Points Possible
Week 1 1/12	Review course syllabus	Syllabus Quiz	5 pts.
	Introduce yourself through discussion board	Introduce Yourself	5 pts.
	Week 1: Getting Started as a Professional	Assignment 1	30 pts.

### Unit 1: Fashion Portfolio

Week	Module/Topic	Assignment Due	Points Possible
Week 2 1/19	Fashion Portfolio 1.0 Fashion Portfolio Basics	Assignment 2	20pts
Week 3 1/26	Fashion Portfolio 2.1 Building the 1 <sup>st</sup> fashion mini collection	Assignment 3	20pts
Week 4 2/2	Fashion Portfolio 2.2 Building the 2 <sup>nd</sup> fashion mini collection	Assignment 4	20pts
Week 5 2/9	Fashion Portfolio 2.3 Building the 3 <sup>rd</sup> fashion mini collection, cover page and Leave Behind	Assignment 5	20pts
Week 6 2/16	Fashion Portfolio 3.0 Peer Feedback on Portfolio Revisions	Assignment 6	20pts

## Unit 2: Résumé, Cover letter, and Interview

Week	Module/Topic	Assignment Due	Points Possible
Week 7 2/23	Résumé and Cover Letter Start building résumé and cover letter		
Week 8 3/2	Résumé and Cover Letter	Assignment 7	160pts
Week 9 3/9	SPRING BREAK, NO CLASS		
Week 10 3/16	Interview Skills	Quiz 1	40pts
Week 11 3/23	Virtual Mock Interview	Assignment 8	100pts
	Portfolio project presentation	Assignment 9, Fashion Portfolio	200 pts

## Unit 3: Digital Portfolio

Week	Module/Topic	Assignment Due	Points Possible
Week 12 3/30	Website 1.0	Assignment 10	20pts
Week 13 4/6	Website 2.0 Peer feedback on website revisions	Assignment 11, Peer Feedback	20pts
Week 14 4/13	Branding and LinkedIn	Assignment 12	60pts
Week 15 4/20	Social media	Assignment 13	50pts
Week 16 4/27	Website 3.0 Digital portfolio presentation	Assignment 14: Website Project	160pts

## Unit 4: Finals Week

Week	Module/Topic	Assignment Due	Points Possible
Finals Week 5/4	Final Quiz	Quiz 2	50pts

## 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. However, given the independent and individualized nature of an online course, managing your own time becomes **essential!** Internet availability and quality of

connection is different for everyone but a requirement for this course. Having difficulty getting online is not an acceptable excuse for not submitting work on time. 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. Given the online and intrinsically independent nature of this course, it is imperative that you know how you learn best. 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.

## Course Policies

- Assignment Policy
  - Students should complete all assignments according to the guidelines listed in each assignment document. All deadlines are listed in the Course Calendar document. No late work will be accepted.
  - If at all possible, it is recommended that you upload your required files and post your required feedback as soon as possible rather than waiting until the last minute. If a classmate does not upload their required images on time, the other classmates will **not** be penalized for being unable to provide feedback to that person. Internet availability and quality of connection is different for everyone but a requirement for this course. Having difficulty getting online is not an acceptable excuse for not submitting work on time. It is **strongly** encouraged that you do not wait until the last minute to post required files or feedback.
- Instructor Responsibilities and Feedback
  - Assist students in their growth and learning.
  - Provide clear instructions for completion of assignments.
  - Answer questions about assignments and relevant course content.
  - Identify additional resources as necessary and requested.
  - Provide and complete evaluation rubrics.
  - Continually review and update course content.
- Class Participation
  - Students are required to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities such as peer feedback on completed projects on classmates' Discussions.
- Virtual Classroom Citizenship
  - The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the instructor.
  - All communications between students and between students and faculty must be relevant to the course, remain professional, and contribute to positive online community dynamic. Abusive or counter-productive behavior or communication will not be tolerated. Failure to abide by this policy could result in a failing grade and/or removal from the course.

- Copyright Notice
  - Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: <http://copyright.unt.edu/content/unt-copyright-policies>.
  - All students agree to allow their completed work to be publicly displayed, documented for future use, and/or put on the University of North Texas College of Visual Arts & Design web site.
- Syllabus Change Policy
  - This syllabus is to be considered tentative and any changes will be announced as necessary.
- Policy on Server Unavailability or Other Technical Difficulties
  - The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### **University of North Texas Policies**

- Academic Integrity
  - 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.
- Disability Accommodation
  - UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at [disability.unt.edu](http://disability.unt.edu).
- Emergency Notification & Procedures
  - UNT Emergency Guide: <https://emergency.unt.edu/about-us>
  - 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.

- 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:
    - (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
    - (2) 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](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.
- 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 Blackboard 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](http://www.spot.unt.edu) or email [spot@unt.edu](mailto: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.