

Fashion Design and Apparel Technology Department  
West Valley College

## **FD40A FLATS AND SPECS**

**Units:** 1

**Pre-requisites:** None

**Grade Type:** Letter Grade or Credit/No Credit Option

**Time:** Wed. 2:05-5:15 PM (9/1-9/29)

**Location:** AAS 48

**Instructor:** Sally Aitken

**Office:** AAS 47

**Office Hrs:** Check schedule of office door

**Telephone:** (408) 741-2003

**E-mail:** sally\_aitken@westvalley.edu

**Fax:** (408) 741-2145

## **SYLLUBUS---FALL 2004**

**COURSE DESCRIPTION:** This course introduces the process of sketching original garment designs and actual garments in flat format rather than on the fashion figure. Emphasis is on developing flat technical drawings used for spec sheets, presentation and storyboards, designing and product development. Basic garment terminology is stressed. This course is essential for anyone entering any apparel design, apparel manufacturing, or patternmaking career.

### **COURSE INFORMATION:**

Flats and Specs meets Thursday for a total of 3 hours and 10 minutes of lecture per week. Plan to spend 4-6 hours/week outside of class completing weekly reading and periodic short assignments that reinforce the lecture material.

This course is primarily lecture with small group and large group activities.

**COURSE OBJECTIVES:** At the end of this course, students should be able to:

1. Draw accurate, flat drawings of a variety of garments.
2. Use accurate terminology to label garment parts.
3. Draw garments in proportion.

### **SCANS Skills**

In 1991, the US Secretary of Education conducted a survey of the skills needed for success in the work place. This survey, the SCANS report (Secretary's Commission on Acquiring Necessary Skills) found American students lacked the basic skills for success in a number of key areas. As a result, SCANS skills have become a focus of education across the nation.

1. Allocate time.

2. Allocate human resources through group work.
3. Work as a team member, exercise leadership and negotiate to reach agreement.
4. Work with people from culturally diverse backgrounds.
5. Acquire, evaluate, interpret and communicate information and use computers to process information.
6. Understand organizational systems as they relate to the organization of an apparel firm.
7. Improve reading, writing, listening and speaking skills.
8. Think creatively and make decisions.
9. Learn and reason.
10. Exercise individual responsibility, increase self esteem, sociability, self-management and integrity.

**COURSE PREREQUISITES:** There are no prerequisites for this course. However, if you cannot read and write at the college level or if English is your second language, you may have difficulty with the work in this course. If you are unsure of your skill levels, you should go through the assessment process described in the Schedule of Classes or take advantage of the many College support services available.

**TEXT:** Required: Fashion Sketchbook, Abling, Bina 3<sup>rd</sup> edition

Recommended: The SNAP Fashion Sketchbook, Tate / Glazer  
(with 2 Templates)

The Spec Manual, Bryant / Demers  
(with CD)

**ATTENDANCE:** You are expected to attend each class and to arrive on time. Roll is taken at the beginning of class.

- 1 **Late arrival:** Roll is taken at the beginning of class. If you are late, you will be marked absent. However, if something unexpected happens, it is better to come late than not at all. Since tests and quizzes are given at the beginning of class, late arrival will have a negative impact on your grade. If you are late repeatedly or disrupt class with your tardiness, I have the right to drop you from the course.
- 2 **Absence:** If you are absent from class for any reason, it is your responsibility to contact a fellow student to obtain any missed handouts, notes or assignments. If you are **absent 3 consecutive weeks without contacting me**, you will be **dropped** from the class.
- 3 **Arranged absences:** If you know you will miss a class, please let me know as soon as possible. To obtain my assistance, please identify **in writing** the date you will miss, the reason for the absence and your proposed timeline for making up any missed work.

- 4 **Emergencies:** If you have an emergency, become ill, have a death in the family, etc. you should notify me immediately. I can be reached by 24 hour voice mail at 741-2003. Show me the same courtesy as you would show your employer.

### **PARTICIPATION:**

Your success in this class depends on your willingness to put effort into your work. You are expected to participate in all large and small group activities, exercises and discussions. Participation will help you understand the subject matter and will be considered when determining your final grade.

Throughout the course, you are encouraged to bring in information and examples that relate to the subject matter and which can be shared with the class.

**HOMEWORK:** You can expect regular homework. College policy requires a minimum of 2 hours of outside work for every hour of lecture. Therefore you can expect 6 hours of outside work per week from this class. Plan your time accordingly.

**Assignments** for the entire semester are outlined on the Course Outline provided the first day of class. It is your responsibility to ensure you understand the assignments and turn them in on time. If you do not understand an assignment, don't wait till the last minute to ask questions!!

**Reading assignments** are outlined on your course outline. They should be read **before you come to class** in order to get the maximum benefit from the information.

Unless otherwise stated, **assignments** (homework and projects) should conform to the following guidelines:

1. Do not combine assignments on a single page.
2. Drawings should be completed in dark pencil or fine black pen.
3. Neatness and accuracy count. Use a ruler. Label specs carefully.
4. **Put your name and assignment number on the back of each page.**
5. Homework is assigned each week and is due at the beginning of class the following week. **For each late day, 5 points will be deducted.**
6. **NO late work will be accepted for the final project.**

Each lesson relates to the current lecture topic so keeping up with the work is essential to your success in this course. Absence is not an excuse for failing to complete assignments on time.

At times, assignments may be changed from what appears on your assignment sheet. If you miss a class, it is **your responsibility** to get the assignment and handouts from a fellow student.

- 1)
- 2) **Students must keep all assignments till the grades are issued! It is students' responsibility to provide the proof of all his/her work.**



examinations.

**CONTACTING THE INSTRUCTOR:** Please contact me directly at the phone and email listed on the first page. Do not contact the Secretary in the Division Office unless there is an emergency.

- 1 Please respect office hours. Individual appointments are available upon request.
- 2 My mailbox is located in the Division Office. Information by be picked up or dropped off during the normal Division Office hours. Call 741-2013 to check hours.

**SAFETY ISSUES:** In the case of fire, earthquake, bomb threat or other emergency evacuation, you are to exit the building through the loading area and meet in Parking Lot 3 (by the buss stop). **Do not leave without checking in with me!!!. Doing so may require personnel to risk their safety searching the building for you.** It is recommended that you carry a small flashlight in your backpack or purse and bring it to each class session.

**Please note the following telephone numbers:**

Life threatening emergency--regular phone.....911  
Life threatening emergency--campus phone.....9-911  
Student health services on campus.....2222  
Safety escort service.....2092  
Nearest public phone.....outside main lobby of AAS building

**SUPPORT SERVICES:**

A variety of support services exist on the WVC campus to assist students who need career counseling, academic help, financial aid, tutoring or who are in educational transition or who have physical, emotional or learning disabilities. Check with the Career Program Center in AAS 35 or consult your class schedule for a list of telephone numbers.

West Valley College makes reasonable accommodations for persons with documented disabilities. College materials will be available in alternate formats (Braille, audio, electronic format, or large print) upon request. Please contact the Disability and Educational Support Program at (408) 741-2010 (voice) or (408) 741-2658 (TTY) for assistance.

**IMPORTANT DATES:** I hope you enjoy this class and stay to the very end, but if you decide to drop this course, **you must** file a drop slip at the admissions office. **FAILURE TO DO SO MAY RESULT IN A FAILING GRADE!**

Sept. 11 Last day to **drop** a class without a “W” (refund)  
Sept. 17 Last Day to drop a class with out a “W” (no refund)  
Nov. 19 Last day to **drop** a class with a “W”  
Sept. 11 Last day to add a semester length class  
Dec. 15-21 Final Exams  
Jan. 10, 2005 Final grades available online or by phone at 741-2400

**MATERIALS LIST: Students are expected to bring their own drawing materials.**

**Required Items:** should bring these materials to every class meeting.

White copy paper (8 1/2” x 11”)

Tracing paper

Assorted pencils: black, red, white and blue

Pencil sharpener

Eraser

Assorted pens: fine, medium and bold in black

Assorted markers: 2 to 3 shades of greys

Removable scotch tape

Ruler: clear plastic with grids, 2" x 18"

**Other Items:** should bring these items as needed

Bristol paper (14" x 17")

Drawing paper (14" x 17")

Marker paper (14" x 17")

Glue stick

Spray mount or Studio Tak (Letraset)

Scissors (for paper and fabric)

Tape measure

Additional markers and color pencils