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, Abing, Bina  3rd 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.
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 you assignment sheet. If you miss a class, it is your responsibility to get the assignment and handouts from a fellow student.

1) Students must keep all assignments till the grades are issued! It is students’ responsibility to provide the proof of all his/her work.
**QUIZZES AND EXAMS:** There will be 3 quizzes on terminology. Quiz will be given at the beginning of class each week. Students will have 5 minutes to complete each quiz. **No make up quiz will be given.**

**Exams can not be made up if missed.** As per College policy, Final Exams may not be given early for any reason.

**GRADING:** This course is offered for a letter grade or for Credit/No Credit. To receive credit, you must pass the course with a grade of “C” or better. A grade of “D” or “F” will result in No Credit for the course.

The grade book is always open to you. Each assignment is given a point value. **Extra credit projects are not given.** Accumulated points are calculated as below to determine final grades:

- Select the highest points as a standard: within 10% = A
  - 20% = B
  - 30% = C
  - 40% = D

**EVALUATION:** Evaluation is based on a point system.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz (total of 3)</td>
<td>30</td>
</tr>
<tr>
<td>Attendance/participation</td>
<td>20</td>
</tr>
<tr>
<td>Homework (total of 3)</td>
<td>30</td>
</tr>
<tr>
<td>Final Project</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>180</td>
</tr>
</tbody>
</table>

**RESPONSIBILITY:** It is my responsibility to facilitate your learning and create an appropriate learning environment. It is your responsibility to take advantage of the opportunity to learn.

1. **Respect:** There will be discussion periods almost every class. During these discussion we will all respect each other’s opinions—even if we do not agree with them. Generally, these sessions will be conducted on a voluntary basis; however, I reserve the right to call on students or to request an individual to refrain from speaking if I feel they are preventing others from speaking.

2. **Courtesy:** Out of courtesy to others, you are expected to **turn off your cell phone** when you enter the classroom. Cell phones may not be used during class for any reason. Failure to comply with this will result in two warnings followed by expulsion from class.

3. **Cheating:** Cheating, plagiarism or knowingly furnishing false information are causes of disciplinary action by the College and will result in a failing grade for this course. (School policy 5.8.19.1.) I reserve the right to assign seats during
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 may 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 bus 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