



Fashion Design I: FSH206

Fall 2024/Session C/68635/Mon & Wed/ 10:30am – 1:30pm/FOF Room244

Instructor: Yang Soon Ju

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Office hours: Tuesday 11:30am – 1:00pm and Friday 1:30pm – 3:00pm or by appointment. Please email me in advance.

Class Numbers: 68635

Class Location: DTPHX FOF Room 244 - Pattern Studio

CLASS Hours: Monday and Wednesday, 10:30 PM - 1:15 PM

Course Description

This course is an introduction to the principles of flat pattern making with the use of the basic block patterns and pattern manipulations. Working from the flat pattern principles students will apply these techniques to create designs for apparel. An introduction to draping is included as well as drafting from measurements. This course develops an understanding of the artistic process of fashion design wherein two-dimensional fabric is shaped to the three-dimensional body.

Credits: 3

Enrollment Requirement

Prerequisites: FSH202 - Apparel Construction I

Course Objectives

Upon successful completion of the course, the student will be able to translate a design from fashion sketch to sewn toile, construct a trial garment from a flat pattern, draft a pattern to industry standards, incorporate fit techniques, and apply a correct sequence of assembly. Students will understand the principles of flat pattern making as the basis for apparel

construction. Flat pattern making is the application of a two-dimensional patterning process for the 3-dimensional human body. Draping is the process of positioning and pinning fabric on a dress form to develop the structure of a garment in order to create a sewing pattern. Skills in pattern development are achieved through reasoning, creativity, and precise technical skills.

Student Learning Outcomes

By the end of this course, students will

- Handle fashion industry supplies needed for pattern making
- Properly use vocabulary associated with pattern making, drafting, and draping
- Recognize pattern labels and symbols
- Create production pattern cards
- Construct a trial garment from a flat pattern
- Draft a pattern to industry standards
- Evaluate proper fit and incorporate fit techniques
- Apply correct sequence of assembly (order of operations)
- Demonstrate ability to create block patterns and perform principle manipulations
- Apply knowledge and use of truing and altering pattern manipulations
- Show consistent growth in basic pattern making techniques

First day of class is Monday August 26 and starts at 10:30am in Room 244 DTPHX FOF - Pattern Studio. We will discuss all important information during this class period.



Course Access

Your ASU courses can be accessed by both my.asu.edu and myasucourses.asu.edu; bookmark both in the event that one site is down.

Additional Requirements

This course requires the following technologies

- Web browsers ([Chrome](#), [Mozilla Firefox](#), or [Safari](#))
- [Adobe Acrobat Reader](#) (free)
- [Adobe Flash Player](#) (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.

Classroom Technology

- It is encouraged that you bring technology (cell phones, tablets, and laptops) to class to help you take notes and do research, however, please turn off cell phone ringers and do not use your phone to make personal calls in class or use any technology to use social media in class. Do not answer your phone in class. If you believe you are receiving an emergency call, please step outside to take it.
- Access to a printer or printer service will be very important as there are forms and templates, etc., that you will be required to print out for your use with assignments.

Student Success

To be successful:

- check the course daily
- read announcements
- read and respond to course email messages as needed
- complete assignments by the due dates specified
- communicate regularly with your instructor and peers
- create a study and/or assignment schedule to stay on track
- access [ASU Student Resources](#)

Communicating With the Instructor

Preferred method of contact is email: yangsoon@asu.edu

ASU email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly. ***All instructor correspondence will be sent to your ASU email account.***

Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the Canvas course site often.

The instructor reserves the right to change portions of this syllabus (assignments, order, and deadlines, etc.) by verbal instructions during scheduled class time. The student is responsible for noting changes and acting accordingly. Grading and absence policies are not subject to change.



Required Primary and Secondary Materials

Required Textbook:

Patternmaking for Fashion Design. 5th Edition.

Helen Joseph
Armstrong New York:
Pearson, 2010

There are several formats available. For example, there are hardcover-spiral, spiral-bound, and hardback.

Pearson, 5th Edition: October 2009 – ISBN-10: 9332518114

- This is a cheaper version of the textbook. Order immediately as there are frequent shipping delays.
- You can also purchase an eBook. However, if you are majoring in fashion design it's a great investment!

Recommended Textbook:

The Spec Manual. 2nd Edition.

Bryant, Michele W. & Diane DeMers
New York: Fairchild Publications, 2006.

Required Materials:

Pattern making paper, including dotted and oaktag will be provided for use during this course. Students will need to provide their own supplies listed below and a storage container. Supplies, **including textbook**, must be brought to each class or your grade may be affected.

Student Supplies:

- 2" or 3" White **three-ring** binder
- Heavy weight page protectors (12 - 50)
- Scotch tape (matte not shiny: Magic tape)
- 9 x 12 manilla clasp envelopes (pack of 10)
- Iron-on interfacing (sheer weight) – 1 yard: **to be provided for class activities.**
- Flat head long straight dressmaker pins (#20, 1 & ¼ inches would be great: Wawak or Amazon)
- Magnetic pin cushion
- Tape measure
- Seam ripper
- C-thru ruler (18 x 2 in.) (Wawak: F15F09)
- 10" French curve (PGM: 805E \$8) or 12" Dritz Curve ruler

- Fabric scissors
- Paper scissors
- Pattern notcher (Wawak or Amazon)
- Awl with handle
- Pencils – 2H - B or mechanical (No ink!)
- Pencil sharpener
- Eraser (Staedtler Mars is a good choice)
- Fabric marking tool (thin): i.e., chalks, color pencils, or pens (red, green, blue, and black).
- Tracing wheel – sharp point
- Tracing wheel - blunt (WAWAK: H15F08)
- Bar/hook for a skirt project
- Hook/eye for two dress projects
- Buttons for a classic shirt project: at least 10 (i.e., smaller than ½ inch with two holes)
- Fusible Iron-on interfacing (sheer weight) – 1 yard: **to be provided for class activities.**
- ZIPPERS: Two 24” cream/white nylon zipper for dress projects. NOT invisible ones. (Wawak)

<https://www.wawak.com/zippers/pant-skirt-dress/nylon-coil/ykk-3-nylon-coil-non-separating-zipper/#sku=nz2524gr>

- ZIPPER: One 9” cream/white nylon zipper for a skirt project. NOT invisible ones. (Wawak)

<https://www.wawak.com/zippers/pant-skirt-dress/nylon-coil/ykk-3-nylon-coil-non-separating-zipper/#sku=nz259gr>

- 9 x 12 manilla clasp envelopes (pack of 10)
- Small pkg (25 count) of colored paper (copier paper works great): Light blue would be suitable for writing on.
- Muslin fabric (approximately 8 yds of 60” wide for the semester): **mandatory to bring for project activities.**

Goldstar- unbleached medium weight/63” - 10 yd roll - \$69.99
<https://www.goldstartool.com/muslin-fabric-63-wide.html>

JoAnns - unbleached medium weight/43/44” - 1 yd - \$4.19 (10 yds - \$41.90:
<https://www.joann.com/roc-lon-100pct-cotton-unbleached-muslin-45in/560086.html>

For fashion design students, it might be great to purchase **FAIRGATE CARRY-ALL Pattern Making Kit from WAWAK (metal rulers)** or **Student Kit** (plastic rulers with no carry case from PGM), instead of buying the items separately. These include great ruler sets. Check prices and decide what is right for you.

All the rulers **must be inch-incremented**, instead of centimeters.

Pattern making and Fabric Supply Resources:

Wawak.com

JoAnn Fabrics: at Riverview Shopping Area

SAS Fabrics: at 1700 E Apache

richardthethread.com for Red Wax Tracing Paper (This is provided for student use but if you want your own, here is the source.)



Anti-Discrimination Statement

The [Herberger Institute of Design and the Arts at Arizona State University](#) upholds, values, and cherishes student and faculty diversity, no matter the circumstance. As members of the ASU community, we are charged with challenging injustices and social inequities of any kind through education. These values are an integral part of our standing as an institution and must be upheld by all members of the ASU community, including but not limited to all Herberger Institute of Design and the Arts staff, faculty and students. The call is clear and present at ASU for every member of our community to do their part in fostering a culture of Inclusive Excellence that contributes meaningfully to lasting equity for all. For students and faculty alike, this culture of Inclusive Excellence creates role models, broadens perspectives, combats negative stereotyping and enables artists, designers and makers of the 21st century to think creatively, critically and, above all, compassionately about our impact on the world at large.

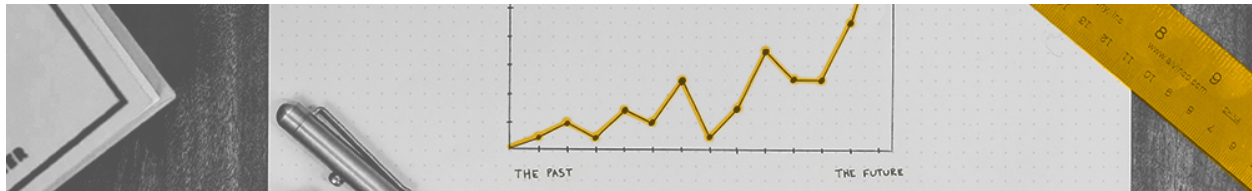
This course and [Arizona State University](#) welcomes all students regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, Veteran status, citizenship status, nationality and other diverse identities that we each bring to class. Each of us bear intersectional perspectives that are born out of our backgrounds and identities, and each of us has a contribution to make towards our culture of Inclusive Excellence. As your instructor, I expect that all of my students abide by the following community agreements:

- to bring a willingness to deeply inspect your own assumptions about the world, identifying areas in which you may need to unlearn implicit biases and behaviors.
- to help others learn by respectfully voicing your thoughts and reactions, acknowledging that they are partial to and shaped by the way you make sense of the world.
- to demonstrate a curious and eager inquiry into how others make sense of the world

Diversity of experiences, backgrounds and opinions are essential to cultivating a rich academic environment which in turn strengthens our capacity to be ethical and empathetic creative-thinkers. I aim for students of all backgrounds to be well served by this course and that the diversity students bring to this class be viewed as a resource, strength and benefit. The materials of this course, including readings and assignments, will reflect this commitment to diverse and inclusive knowledge. If a student feels that there has been a discrepancy between my teaching practices and the university's commitment to Inclusive Excellence, you are encouraged to discuss your concerns directly with me. I value your learning experience and welcome all opportunities to enrich the efficacy of this course for all student groups. Here are resources available to all students to report incidents of bias, harassment, and other forms of discrimination inside and outside the classroom:

- Unsure of whether the concern you experience or witness falls under the criteria of bias, harassment, and other forms of discrimination? You can fill out the Herberger Institute Community of Care form at herbergerinstitute.asu.edu/caring describing the situation. One of the members of the Herberger Institute Behavioral Response Team will connect with you.
- Anyone who believes that they have been subjected to discrimination, harassment, or retaliation in violation of this policy, or who believes that this policy has been violated, should report the matter immediately to the [Office of University Rights and Responsibilities](#) or the [Dean of Students office](#) or directly fill out an [incident report](#).

- Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that sexual harassment has occurred, shall immediately report all information regarding the occurrence(s) to the Office of University Rights and Responsibilities or the Title IX Coordinator or the Dean of Students office.
- More reporting pathways are available to students on the University's Prohibition Against Discrimination, Harassment, and Retaliation policy page.



Assignments

All assignments, unless otherwise announced, must be submitted to assigned Canvas tabs and only physical outcomes to the instructor. Grading criteria of each assignment and weight will be communicated with the course itinerary and in Canvas.

Assignment due dates follow Arizona Standard time. Click the following link to access the [Time Converter](#) to ensure you count for the difference in Time Zones. Note: Arizona does not observe daylight savings time.

Roll Call Attendance and Participation: 100 points. Be sure to read Attendance Policy in syllabus. It affects your grade!

Syllabus Quiz: 10 points

Binder Check, Digital Library, Tools and Textbook: 60 points

Project 1: Sloper Block

(Drafted, on Oak Tag, traced to create Working Patterns as instructed - 100 points)

Measurement Forms, Landmark & Measure Quizzes

Intro to block, draft by measurements class exercise, perfect and then place on oak tag to use throughout the program. Demo to create working pattern, i.e. to trace and add seam allowances, proper labels, turn back corner, create facings demo. Intro to Order of Operations. Intro to Technical Drawing. Intro to Pattern Card. Students will demonstrate ability to add proper seam allowance to pattern pieces, create working pattern, complete tech flat, Pattern Card, and Order of Operations to submit for grading.

Homework: Measurement Quiz: (20 points)

Homework: Landmark Quiz: (30 points)

Homework: Measurement Forms (Dress Form): (30 points)

Homework: Measurement Forms (Model): (20 points)

Intro to Drafting by Measurement Video: (40 points)

Blue Pages: Principle #1: Dart Manips (25 points)

Students will demonstrate knowledge of Principle #1 (Dart Manipulations) through slash & spread. Demos may include the French dart, mid-armhole dart, and princess seams style line. Instructor may choose to demo more dart manipulations. In class exercise for teams to sew all manips in muslin. Discussion to follow. Additional exercise in class.

Blue Pages: More Collars (25 points)

In class demo includes convertible collar and necktie/bias sash. Additional exercises in class.

Blue Pages: Principle #2, Added Fullness and Skirt Manips (25 points)

Students will demonstrate knowledge of Principles #1 and #2 through slash & spread. Demos in class may include combining 2 darts to 1 dart, high waist skirt, yoked skirt and princess seam style lines. Demos will include flared skirt, 6 gore, A-line. Instructor may choose to demo more manipulations during class time. Additional exercise in class.

Project 2: Old Navy Skirt

(Pattern 50 points + Toile 50 points = 100 points)

Includes discussion and demo to begin the process for creating patterns from a fashion sketch. Pocket and waistband drafting will be discussed and demonstrated. Topstitching and edgestitching are discussed. Review of closures, technical drawing, pattern card information, pattern labels, and Order of Operations.

Blue Pages: Sleeve Manips (25 points)

Students will demonstrate knowledge of sleeve manipulations. Demos will include fullness at hem, fullness at cap, dartless sleeve pattern (torso sleeve) and bell sleeve. Additional exercise in class.

Homework: Video re Intro to Draping (40 points) Homework:

Blue Pages: Neckline Manips (25 points)

Students will demonstrate knowledge of neckline manipulations. Demos will include v-neck, scoop neck, asymmetrical, and bateau. Other necklines may be added.

Project 3: Torso Block (Oak Tag - 25 points)

Includes discussion and demo to introduce to students the process for creating the Torso Block from the Sloper Block. Discussion of Bust Circle and how designs are created by choosing the best block to start design. Working Pattern may be created for Torso block toile.

Project 4: Classic Shirt Pattern (Pattern 50 + Toile 50 = 100 points)

Includes discussion and demo to begin the process for creating patterns from a fashion sketch. Students will demonstrate knowledge of how to choose the proper block to begin design. Students will demonstrate knowledge of the process to go from fashion sketch/image, apply flat pattern principles, and create the working patterns for the finished design. Demos include button front closures, facings, yokes, sleeves, cuffs, collar, and collar stand. Add a chest patch pocket. Drill marks.

Final Project: Choice of Model 10 (Pattern 100 points)

Students will study the designer's fashion sketch to use for the Final Project. Students will discuss their approach with the instructor and perform flat pattern manipulations to create the working pattern. The final project gives students the opportunity to demonstrate that they have learned the necessary skills to go from Fashion Sketch to pattern to Sample Maker (competencies for this course) to pass this course. This assignment includes a properly completed Pattern Card and the Order of Operations.

Test/Quizzes: 100 points (check your knowledge quizzes: 5 online, multiple-choice tests worth 100 points throughout the semester)

Grades reflect your performance on assignments and adherence to deadlines. Grading projects sometimes is quite time-consuming. I will do my best to grade assignments within a week of the due date. Please be sure to read my feedback and comments on your work in the Gradebook.

Late or Missed Assignments

Assignments: Due at a specified date and time, which is determined by Instructor according to the class flow and coherence of modules. ***Late assignments will be accepted with a 10% deduction in points no later than one week past the due date. No late work is accepted beyond that date.*** Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and you are unable to submit the assignment on time.

Grading, including Grade Scale

Grading:

Roll Call Attendance and Participation	100 points
BINDER CHECK AND DIGITAL LIBRARY, TOOLS & TEXTBOOK	60 points
Syllabus Quiz	10 points
Various Measurement Exercise Quizzes:	
Measurement Exercise – Measurement Quiz (Reading inch increments)	20 points
Measurement Exercise – Landmark Quiz	30 points
Measurement Exercise – Measurement Forms (Dress Form)	30 points
Measurement Exercise – Measurement Forms (Model)	20 points
Intro to drafting by measurement video	40 points
Intro to Draping - Homework	40 points
Project: Measurement exercise SLOPER BLOCK/Toile	100 points
Blue Pages: Principle #1: Dart Manips	25 points
Blue Pages: Principle #2: Added Fullness. Skirt Manips	25 points
Project: OLD NAVY SKT Pattern/Sewn Toile	100 points
Blue Pages: Necklines	25 points
Blue Pages: Collars	25 points
Blue Pages: Sleeve Manips	25 points
Project: TORSO BLOCK drafted and on Oak Tag	25 points
Project: Classic Shirt Pattern	100 points
Final Project Model 10	100 points

Test/Quiz. Check Your Knowledge Quiz #1 - #5

100 points

Total Points:

1,000 points

Grade Scale

97-100	A+
93-96.9	A
90-92.9	A-
87-89.9	B+
83-86.9	B
80-82.9	B-
77-79.9	C+
70-76.9	C
60-69.9	D
0-59.9	E

All grades will be rounded to the nearest whole number. Grades that are on the border of a letter grade will be rounded up to the next letter grade. Grades will only be raised by 0.5%."

Note: Students must earn a C or better to pass this course.

Rounding Policy

Grades will be rounded to the nearest tenth.

Incomplete Policy

The incomplete is not a routine process for successful completion of coursework. Rather, it is a limited academic exception intended to address situations where a student who has been doing acceptable work experiences exceptional extenuating circumstances beyond the student's control preventing their timely completion of the course. In evaluating requests for incompletes, I not only assess the nature of the extenuating circumstances and whether such circumstances were beyond the student's control, but also whether the student's record of performance in the class demonstrates the likelihood for successful completion of the remaining coursework. All incomplete contracts must also be approved from the academic unit leads. Finally, while policy dictates the maximum time for contract completion, I take into account what materials are outstanding and consider the appropriate extension. Statistically at ASU, the shorter the contract length the more likely students will be able to successfully complete their classroom obligations. You can read more about the incomplete policy at <https://www.asu.edu/aad/manuals/ssm/ssm203-09.html>



Course Itinerary (Schedule) *This is subject to change when needs arise.

This is an in-person class, meeting on Monday and Wednesday weekly between 10:30am and 1:15pm.

Students are responsible for noting changes in all the modules and assignments by either verbal instructions during scheduled class time or via Canvas.

Week 1: (Welcome! Discussed: Instructor's background, syllabus, outline of the course, supply list, requirements to complete the course, grading policies, and sew labs will be discussed.

You should have all supplies by Week 2. **ORDER THE TEXTBOOK IMMEDIATELY. Syllabus Quiz and Measurement Quiz.**

Week 2: Lecture/demo for intro to Sloper Block, proper vocabulary/labeling, adding seam allowance, facings, tracing red sew lines. Begin drafting sloper block for use throughout semester. Lecture/demo for pattern card, technical drawing and measuring form vs model.

Oak Tag Sloper Block complete!

Homework: Reading Chapter 1, 2 and 3. **Quiz #1 and Measurement Forms**

Week 3: Review Order of Operations for Block and how to trace perimeter, add seam allowance, and cut out pattern pieces. Review facings, tech flat. What makes a Working Pattern. How to properly complete the Pattern Card. Lecture/demo for proper layout on muslin (a marker).

Homework: Intro to drafting by measurement video and Landmark Quiz Part 1

Week 4: Principle #1: Dart Manips. Lecture/demo for slash/spread & changing dart location.

Homework: Complete dart manips. Complete reading Chapters 4-6. **Quiz #2 and Landmark Quiz Part 2**

Week 5: Principle #2: Added Fullness. Lecture/demo for blue pages (**SKT manips**).

Week 6: Begin pattern work for **OLD NAVY SKIRT**. Demo for topstitching, edge stitching PKT assembly.

Homework: Complete all patterns for Old Navy Skirt. Cut out, trace red-sew-lines. Be ready to sew.

Week 7: Continue sewing Old Navy Skirt.

Week 8: FALL BBREAK

Week 9: Submit Old Navy Skirt.

Exercise in Class: Collars/Necklines. Begin (**Collar & Neckline Manips**)

Exercise in Class: Sleeves (**SLV Manips**)

Homework: Read Chapter 10. **Quiz #3**

Week 10: Complete Torso Block (pg. 385-388).

Homework: Complete Torso Block in Oak Tag! Complete Reading Chapter 16. **Quiz #4**

Week 11: Demo using Torso block to draft **CLASSIC SHIRT** with button **Homework:** Complete Shirt pattern, Pattern Card, Tech flat.

Week 12: Continue classic shirt project. **Quiz #5**

Week 13: Complete classic shirt project. Begin Final Design - **Dress** - Model 10.

Week 14: Continue work on Model 10.

Homework: Online **Final Quiz (TBC as an extra credit)** available.

Week 15: Complete on Model 10.

Final **Dress** project submitted. **No project accepted after Wednesday this week.**

Week 16: Final Exam Week (Dec 9 – Dec 14) & Grade Due December 16

Last day to take QUIZ is Monday, this week at midnight.



Policies and Procedures

Attendance Policy

Attendance and participation for the duration of the class period is mandatory. If you have more than 3 absences (unexcused), your final grade will be lowered 1/3 grade for each subsequent absence (i.e. B to B-). You should notify me by email prior to absence if possible and provide doctor's note where applicable. Repeated tardiness and leaving class early will be recorded, and as a result, your final grade will be lowered. It is the student's responsibility to keep track of his/her absences.

Excused absences related to religious observances/practices in accord with ACD 304-04, "Accommodation for Religious Practices." Students may be excused for the observance of religious holidays. Students should notify the instructor at the beginning of the semester about the need to be absent from class due to religious observances. Students will be responsible for materials covered during their absence and should consult with the instructor to arrange reasonable accommodation for missed exams or other required assignments.

Excused absences related to university sanctioned activities in accord with ACD 304-02, "Missed Classes Due to University-Sanctioned Activities." Students required to miss classes due to university sanctioned activities will not be counted absent. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the course work required during the period of the absence. Students should inform the instructor early in the semester of upcoming scheduled absences and immediately upon learning of unscheduled required class absences. Reasonable accommodation to make up missed exams or other required assignments will be made. Consult the instructor **BEFORE** the absence to arrange for this accommodation.

Line-of-duty absence and missed assignment policy

A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch who misses classes, assignments or examinations due to line-of-duty responsibilities shall have the opportunity to make up the coursework in accordance with SSM 201-18 Accommodating Active Duty Military Personnel. This accommodation also applies to spouses who are the guardian of minor children during line-of-duty activities. This policy does not excuse students from course responsibilities during

their absence. Students should first notify the Pat Tillman Veterans Center of their activation and then the instructor to discuss options.

Instructor Absence Policy

Students should wait for an absent instructor 15 minutes in class sessions of 90 minutes or less, and 30 minutes for those lasting more than 90 minutes, unless directed otherwise by someone from the academic unit.

Academic Integrity and Student Honor Code

The ASU student honor code affirms the commitment of ASU to uphold the values, principles, and ethics of academic integrity. All students are expected follow the code which states,

“We, the students of Arizona State University, have adopted this code as an affirmation of our commitment to academic integrity and our participation in ethical education. We embrace the duty to uphold ASU’s Honor Code, and in light of that duty, We promise to refrain from academic dishonesty. We pledge to act with integrity and honesty to promote these values among our peers. We agree to always abide by the Sun Devil Way and uphold the values of the New American University.”

Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the ASU Academic Integrity Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Plagiarism is defined as deliberately passing off someone else’s words or ideas as your own. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. Arizona State University and the Herberger Institute for Design and the Arts expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in the ASU Student Academic Integrity Policy (<http://provost.asu.edu/academicintegrity>), “[e]ach student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments.” This policy also defines academic dishonesty and sets a process for faculty members and colleges to sanction dishonesty. Violations of this policy fall into five broad areas that include but are not limited to:

- Cheating on an academic evaluation or assignments
- Plagiarizing
- Academic deceit, such as fabricating data or information
- Aiding Academic Integrity Policy violations and inappropriately collaborating
- Falsifying academic records

I sanction any incidents of academic dishonesty in my courses using University and HIDA guidelines. Should you have any question about whether or not something falls subject to this clause, feel free to contact me or review the university policy on academic integrity at the above link. Per ASU policy, a student may not avoid the consequences of academic dishonesty by withdrawing from a course, and may be placed back in the course in order to face sanctions resulting from academic integrity violations. You are responsible for abiding by this policy.

Student Learning Community Conduct

ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states, The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each

of the state universities. You are expected to treat your instructor and your fellow classmates with respect and kindness. In all correspondence and in Discussion Board postings, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums. In addition, all students should be aware of their Rights and Responsibilities at Arizona State University.

Herberger Institute Professionalism Standard

Further, Herberger Institute students are expected to adhere to the Herberger Institute Professionalism standards. Professionalism entails a set of skills critical for workplace and creative successes, and professional behavior creates an atmosphere promoting safe and high-quality spaces for constructive learning as well as individual and community well-being. The institute expects students to show professional behavior with clients, members of the community, and others in the university environment (e.g., classrooms, clinics, labs, studios) including members of the faculty and administration, other students and staff. Students are expected to conduct themselves in a professional manner, including arriving on time with an open attitude to learning, engaging in ethical behavior, resolving conflicts in an appropriate manner at all times, holding partnership information confidential, and using prudence in written and verbal communications. Professionalism includes:

- self-control
- respectful communication
- following all university and studio safety protocols and behavioral expectations
- attendance and punctuality
- honesty and integrity.

Copyright

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. The course content, including lectures and other handouts, is copyrighted material. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see [ACD 304-06](#), "Commercial Note Taking Services" for more information). THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED.

AI Code of Conduct

The purpose of this code of conduct is to establish guidelines and principles for the ethical and responsible use of Artificial Intelligence (AI) technologies by students for producing ideas, outlines, or content in educational assignments within the Herberger Institute for Design and the Arts. Academic Integrity is a fundamental value at ASU and the Herberger Institute. In keeping with the high standards of Academic Integrity set by ASU's Student Honor Code, all material(s) included in assignment submissions must be properly attributed to sources utilizing appropriate citation techniques. Students must acknowledge all instances in which generative AI tools were used in an assignment. Generative AI tools may be used for preliminary or exploratory elements of the coursework, including inspiration, ideation, brainstorming, "feedback," summarizing, outlining, etc., but may not be used in the production of final deliverables, such as essays or reports. All submitted work must be solely produced by the student. Anyone with a good faith basis for believing that a student has engaged in Academic Dishonesty may report the alleged violation to the Instructor or Herberger Institute Academic Integrity Officer and an investigation will occur. After the investigation a sanction will be recommended and imposed, which may include an XE grade for the assignment or course, or expulsion from the University.

No Generative AI Use Permitted:

In this course, all assignments must be completed by the student. Artificial Intelligence (AI), including ChatGPT and other related tools used for creating of text, images, computer code, audio, or other media, are not permitted for use in any work in this class. Use of these generative AI tools will be considered a

violation of the [ASU Academic Integrity Policy](#), and students may be sanctioned for confirmed, non-allowable use in this course.

Supplementary Resources:

- [Generative AI Syllabus Statement Considerations, Texas A&M Center for Teaching Excellence](#)
- [Artificial Intelligence Tools and Teaching, University of Iowa Office of Teaching, Learning & Technology](#)
- [ChatGPT at University of California Irvine](#)
- [Update Your Course Syllabus for chatGPT, Ryan Watkins](#)
- [Crowdsourced by Instructors, Classroom Policies for AI Generative Tools](#)

Statement on ASU's Community of Care standards

The Herberger Institute for Design and the Arts complies with the spirit and the letter of ASU's community of care standards with regard to social distancing, masking, and student, faculty, and staff safety and well being. <https://eoss.asu.edu/communityofcare>

Threatening or disruptive behavior

Self-discipline and a respect for the rights of others in the classroom or studio and university community are necessary for a conducive learning and teaching environment. Threatening or violent behavior will result in the administrative withdrawal of the student from the class. Disruptive behavior may result in the removal of the student from the class. Threatening, violent, or disruptive behavior will not be tolerated in this class, and will be handled in accordance with ASU policy (SSM 104-02).

For more information please visit:

<https://eoss.asu.edu/dos/srr/PoliciesAndProcedures> and

<https://eoss.asu.edu/dos/safety/ThreateningBehavior>.

Withdrawal

If you are unable to complete the course, it is your responsibility to arrange for withdrawal from the class. You will not be automatically withdrawn and unless you are officially withdrawn from the course you will receive a final grade based upon the total points you have earned for the semester. Students are required to pay all tuition and fees for any registered course unless enrollment is officially cancelled during the 100% refund period. Please visit the Academic Calendar to review the withdrawal deadlines for this semester. For more information on Drop/Add and Withdrawal visit <https://students.asu.edu/drop-add>

Special Accommodations

Your instructor will make any reasonable adaptations for limitations due to any disability documented with the Student Accessibility and Inclusive Learning Services (SAILS), including learning disabilities. Please contact the instructor during office hours or by appointment to discuss any special needs you may have. You must contact the SAILS to process the paperwork for special course accommodations. To request academic accommodations due to a disability, please contact the SAILS (<https://eoss.asu.edu/drc>); Phone (480) 965-1234; TDD (480) 965-9000). Students who feel they will need disability accommodations in this class but have not registered SAILS should contact SAILS immediately. Students should contact the Center on the campus that your class is being held. Campus-specific location and contact information can be found on the SAILS website. SAILS offices are open 8 a.m. to 5 p.m. Monday – Friday. Check the above website for eligibility and documentation policies (<https://eoss.asu.edu/drc>). This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me as soon as possible so that your needs can be addressed effectively.

Title IX and Mandated Reporter Policy

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both

Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eooss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately.

Policy on Sexual Discrimination

Policy on sexual discrimination as described in ACD 401, "Prohibition Against Discrimination, Harassment, and Retaliation", including the fact that the instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of sexual discrimination. Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Construction and Pattern Studio Policies:

This studio is a shared atelier space. Please leave your workspace and machine(s) cleaner than when you arrived. Empty your trash. Turn off machines and lights when not in use.

ABSOLUTELY NO ink/marker/sharpeners are to be used on or near dress forms or worktable surfaces.

Do not write or draw on the worktable.

Any found tools/supplies will be stored in a Lost and Found bin located inside the classroom on shelves.

Students will notify the instructor if any problem arises or needs to be addressed with any machine.

Students' work-in-progress on a dress form must be marked "SAVE" with their name. It will be students' responsibilities to take care of their own works in progress.

Students will keep dress form arms stored in the respective arm bins (PGM or ALVANON) unless in use for design.

Headphones and/or earbuds are not allowed during class time.

Students can use the lab only when supervised by an instructor or Student Aide assigned during the lab.

Ask for clarification/instruction for proper use of any machine you have not been trained on.

ABSOLUTELY NO food allowed in the studio at any time.

Drinks in resealable bottles allowed in the classroom if stored on a designated table.

Third Floor Studio and Additional Policies:

- Respect the studios and be considerate of others.
- Clean worktable and under table space fully and thoroughly before leaving the studio.
- Take good care of cork-topped tables: using rotary cutters, exacto knives, glue, etc. without additional support/protection (like a cutting board) is not allowed.
- Unplug irons when finished using them.
- Leave equipment, supplies and furniture in place. Do NOT move items from room to room.
- Alert instructors when there are problems with machines.
- Alert instructors when water or pattern paper supplies are low.
- Do NOT walk into the storage space without Instructor's permission.
- Do NOT abuse available class supplies, including muslin, pattern paper or other materials.
- Return all items, tools, and supplies back to their designated places. Items must NOT be misplaced.
- Given that third level studios are a shared space, priority must be given to senior students, as they have large projects requiring large volume of work, their projects and belongings must be respected.

Access to FOF studios and using equipment during winter or summer breaks requires sponsorship from a faculty member, based on which administration may grant a volunteer's pass to student.

Dress Form Use:

ABSOLUTELY NO ink/marker/sharpie is to be used on or near dress forms or worktable surfaces.

Students' work-in-progress on a dress form must be marked "SAVE" with their name.

Students will keep dress form arms stored in an arm bin unless in use for design.

The dress form is NOT a pincushion. Treat dress form with care. Remove any pins when finished.

Use extreme caution when using any scissors near dress form as waist tape can be easily cut and dress form fabric stabbed permanently damaging the dress form.

Move dress form with caution as sometimes the wheels may not move easily.

Students will immediately report any damage to the dress form.

Technology Studio Policies:

NO private software is to be brought to the lab or loaded onto classroom computers.

NO software games are allowed in the lab (unless in course curriculum).

Headphones are required if listening to music during the lab.

NO headphones are allowed in lecture.

Notify the Instructor or Student Aide immediately if there are any problems with the computer.

It is the students' responsibility to ask for clarification of any of these rules. Students acknowledge that they have both read and understand the above policies and that students are aware that points will be deducted for not following proper lab etiquette.

Student Services & Resources

You will find a list of student resources at <https://eoss.asu.edu/resources>

Resources included are advisement, registration, financial aid, disability services, counseling, tutoring, library, and more.

Novel Coronavirus Information and Updates

You will find information and Frequently Asked Questions here
<https://eoss.asu.edu/communityofcare>

You will find Novel Coronavirus updates and announcements here
<https://eoss.asu.edu/health/announcements/coronavirus>

Non-emergency Student Care process

If you are concerned for a your own or a fellow student's well-being, please review the information and complete the form at herbergerinstitute.asu.edu/caring and the HIDA Care Team will reach out. FOR EMERGENCIES CALL 911. (Be prepared with the physical address of the location.)

Academic Calendar and Important Dates

The academic calendar can be found here <https://students.asu.edu/academic-calendar>