APD 200 Fundamentals of Apparel Product Development  
Section 1A = Mondays 2-4:15pm, Section 1B = Wednesdays 2-4:15pm  
Section 2A = Tuesdays 8-10:15am, Section 2B = Thursdays 8-10:15am  
Melanie Carrico, Associate Professor, e-mail: mrcarric@uncg.edu  
Office: 213 Stone Building. ** Office hours will be online this semester: M/W 12-1:30pm. Scheduling an appointment ahead is strongly advised. See Pages in Canvas for Zoom link for Office Hours.

Course Description:  Introduction to fundamentals of apparel construction. Emphasis on identifying, utilizing and developing technical skills in apparel production.

Course Objectives:

1. To be adept at basic apparel construction skills including but not limited to: the use of appropriate materials, accurate cutting, pattern and instruction reading, effective pressing techniques, and using industrial lock-stitch machines for accurate seams, seam finishes, darts, setting in sleeves, insertion of zippers, under stitching.
2. To identify basic fabric properties.
3. To construct and analyze simple garments with professional quality results.


Required supplies: See lists posted in Canvas for all necessary supplies.

Teaching Methods and Assignments for Achieving Learning Outcomes:

• This course is taught in a hybrid studio format. The studio portion of the class requires a hands-on approach for a better understanding of the subject matter. Demonstrations (to be viewed online) will give students direction for individual time spent analyzing and assembling garments. In class time will be devoted to working under the direct supervision of the instructor.
• The hybrid part of the class will be made up of on-line activities.
• Students will also be expected to make frequent observations of various apparel products for research.

Technology Requirements:

• Robust internet connection
• Computer or tablet with audio and microphone capabilities, camera
• Latest Chrome browser recommended

From the University Catalog regarding attendance:

Regular class attendance is a responsibility and a privilege of university education. It is fundamental to the orderly acquisition of knowledge. Students should recognize the advantages of regular class attendance, accept it as a personal responsibility, and apprise themselves of the consequences of poor attendance.
Course Regulations:
1. Dependent on your level of sewing proficiency and your ability to learn skills, an average of 8-12 hours of work outside the class per week may be necessary. See The UNC Greensboro University Catalog, Suggested Academic Workload Guidelines.
2. Attendance, punctuality, and productive participation are required. That being said, this semester we are learning during the COVID-19 pandemic, so please do not come to class if you are feeling ill. Since we only see each other in-person one day a week, it is important that you attend when you are well. Please keep me informed if you do have to miss classes.
3. Students are expected to attend class with all tools, fabric, and other materials needed for the assignment at hand and with any relevant homework.
4. If a student misses a class, it is the student's responsibility to get the assignment from Canvas or a fellow student. It is also the student's responsibility to get notes on missed demonstrations. Demonstrations will not be repeated. Class time will not be spent catching up students who miss class - it is not fair to take that time away from the students who attend. Students may not attend the other section class time.
5. Assignments should be submitted on-time. Late work will hopefully not be an issue for the online assignments. I have tried to plan ample time for the work to be submitted online.
6. Making up missed exams/project due dates: Only students with documented emergency excuses will be allowed to make up missed exams. Students should be prepared to take the missed exam upon their return to class. There will be online quizzes.
7. No food or beverages in the sewing labs (Stone 368 and 369) at any time.
8. Turn cell phones to “manner mode” or off while in class and refrain from texting or talking on them during class. Do not wear earphones to listen to music, audio, etc. during class. Try not to watch videos during class. They are for your reference when you are not in class.
9. Put your personal belongings in your locker and not on the work tables. The department is not responsible for anything left in the lab. Do not leave drapes on the dress forms.
10. Unannounced / “pop” quizzes may happen at any time.
11. Know and follow all design studio rules (posted in studios and on Canvas).
12. Figure out parking and/or transportation so that you are on time to class and can remain in class the full time.

Course Evaluation:
All work completed for this course will meet the minimum requirements of the UNCG Honor Code. **All work submitted for this course must be new work, and cannot have been submitted for credit in any other course including this one.** Your grade will be based on University Guidelines; refer to The UNC Greensboro University Catalog. DO keep in mind that “excellent work” requires independent thinking and that to receive this grade, you must bring qualities to your work “above and beyond” those expected by this program.

**GRADING SCALE** (based on percentage)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93.0-100</td>
</tr>
<tr>
<td>A-</td>
<td>90.0-92.99</td>
</tr>
<tr>
<td>B++</td>
<td>87.0-89.99</td>
</tr>
<tr>
<td>B</td>
<td>83.0-86.99</td>
</tr>
<tr>
<td>B--</td>
<td>80.0-82.99</td>
</tr>
</tbody>
</table>

A = high quality work beyond stated requirements: “Excellent”
B = quality work satisfying requirements: “Good - Very good”
### Course Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C+</td>
<td>77.0-79.99</td>
<td>Work satisfies requirements, shows room for improvement in quality: “average”</td>
</tr>
<tr>
<td>C</td>
<td>73.0-76.99</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>70.0-72.99</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67.0-69.99</td>
<td>Minimally acceptable: “needs more effort”</td>
</tr>
<tr>
<td>D</td>
<td>63.0-66.99</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>60.0-62.99</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Unacceptable</td>
</tr>
</tbody>
</table>

**Course grades will be calculated based on the following:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample assignments</td>
<td>84</td>
</tr>
<tr>
<td>Sample book</td>
<td>176</td>
</tr>
<tr>
<td>Exam 1</td>
<td>100</td>
</tr>
<tr>
<td>Blouse</td>
<td>125</td>
</tr>
<tr>
<td>Blouse exam (Exam 2)</td>
<td>125</td>
</tr>
<tr>
<td>Quizzes, discussion boards, participation</td>
<td>75</td>
</tr>
<tr>
<td>Online assignments</td>
<td>165</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>850</strong></td>
</tr>
</tbody>
</table>

**University Academic Integrity Policy Regarding Cheating:** “Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.” Cheating includes but is not limited to unauthorized copying from the work of another student, using notes or other materials not authorized during an examination, giving or receiving information or assistance on work when it is expected that a student will do his/her own work, or engaging in any similar act that violates the concept of academic integrity. Cheating may occur on an examination, test, quiz, laboratory work report, theme, out of class assignment or any other work submitted by a student to fulfill course requirements and presented as solely the work of the student.”

ALL construction MUST BE DONE ENTIRELY BY THE STUDENT WHO SUBMITS THE WORK. Students must demonstrate their skills and growing proficiency during in-class sewing. The instructor reserves the right to refuse to accept work that has not been observed as significantly constructed under instructor supervision. Appropriate sanctions for offenders include failing the assignment, failing the course, or recommended expulsion.

**CARS Statement on Academic Integrity:**

The UNCG Academic Integrity Policy States; “If knowledge is to be gained and properly evaluated, it must be pursued under conditions free from dishonesty. Deceit and misrepresentations are incompatible with the fundamental activity of this academic institution and shall not be tolerated.” By choosing to enroll in this course and by completing the assignments, projects, examinations, etc., you are by default held to the standards of the Academic Integrity Policy, and you are subject to sanctions should you violate the policy in any manner.

**Registration:** It is the student's responsibility to ensure proper enrollment in classes. You are advised to review your official class schedule during the first week of the semester to ensure proper enrollment. Should you determine an error in your class schedule, correct it with your advising office.
**Academic Accommodations:** The University of North Carolina at Greensboro respects and welcomes students of all backgrounds and abilities. If you feel you will encounter any barriers to full participation in this course due to the impact of a disability, please contact the Office of Accessibility Resources and Services (OARS). The OARS staff can meet with you to discuss the barriers you are experiencing and explain the eligibility process for establishing academic accommodations. You can learn more about OARS by visiting their website at https://ods.uncg.edu/ or by calling 336-334-544 or visiting them in Suite 215, EUC.

**Student Behavior:** The Department of Consumer, Apparel, and Retail Studies (CARS) expects that all students enrolled in the CARS major will behave professionally and in a manner that reflects positively on the department, the school, and the university. This expectation applies to conduct within CARS courses, when working at internship sites, and attending events where students are acting as representatives of the CARS program.

**If you have a concern or complaint related to this course:** Complaints pertaining to a specific course must first be brought up with the instructor. Per the UNCG University Catalog, if a student wishes to appeal an assigned grade, the student should first discuss the concerns with the instructor. If desired, the student may further appeal to the department head, the dean of the school or college, and the provost, in that order. See the University Catalog for further details on Grade Appeals.

**And finally:**
As UNCG returns to face-to-face course offerings in Spring 2021, the campus community must recognize and address concerns about physical and emotional safety. As such, all students, faculty, and staff are required to uphold UNCG’s culture of care by actively engaging in behaviors that limit the spread of COVID-19. Such actions include, but are not limited to, the following:

- Wearing a face covering that covers both nose and mouth. **No holes, no valves**
- Observing social distance in the classroom
- Engaging in proper hand washing hygiene when possible
- Self-monitoring for symptoms of COVID-19
- Staying home if you are ill
- Complying with directions from health care providers or public health officials to quarantine or isolate if ill or exposed to someone who is ill.

Instructors will have seating charts for their classes. These are important for maintaining appropriate social distance during class and facilitating contact tracing should there be a confirmed case of COVID-19. Students must sit in their assigned seat at every class meeting and must not move furniture. Students should not eat or drink during class time.

A limited number of disposable masks will be available in classrooms for students who have forgotten theirs. Face coverings will also be available for purchase in the UNCG Campus Bookstore. Students who do not follow masking and social distancing requirements will be asked to put on a face covering or leave the classroom to retrieve one and only return when they follow these basic requirements to uphold standards of safety and care for the UNCG community. Once students have a face covering, they are permitted to re-enter a class already in progress. Repeated issues may result in conduct action. The course policies regarding attendance and academics remain in effect for partial or full absence from class due to lack of adherence with face covering and social distancing requirements.

For instances where the Office of Accessibility Resources and Services (OARS) has granted accommodations regarding wearing face coverings, students should contact their instructors to develop appropriate alternatives to
class participation and/or activities as needed. Instructors or the student may also contact OARS (336.334.5440) who, in consultation with Student Health Services, will review requests for accommodations.

Health and well-being: Health and well-being impact learning and academic success. Throughout your time in the university, you may experience a range of concerns that can cause barriers to your academic success. These might include illnesses, strained relationships, anxiety, high levels of stress, alcohol or drug problems, feeling down, or loss of motivation. Student Health Services and The Counseling Center can help with these or other issues you may experience. You can learn about the free, confidential mental health services available on campus by calling 336-334-5874, visiting the website at https://shs.uncg.edu/ or visiting the Anna M. Gove Student Health Center at 107 Gray Drive. For undergraduate or graduate students in recovery from alcohol and other drug addiction, The Spartan Recovery Program (SRP) offers recovery support services. You can learn more about recovery and recovery support services by visiting https://shs.uncg.edu/srp or reaching out to recovery@uncg.edu

COVID-19 Spartan Shield Video
UNCG Chancellor Frank Gilliam has challenged us to create a Culture of Care at UNCG where we all wear face coverings and social distance, less to protect ourselves but rather more to protect everyone around us. It shows that you care about the well being of everyone around you. We have created this video featuring your student body presidents to better explain how and why this is so important.

Please watch this video before the first day of classes.

https://youtu.be/Mb58551qxEk