

2016 • 2017

COURSE NO. & TITLE	FSN 220 Fashion Design II	
TERM & HOURS	Winter 2017, 3 Hours/week	
TEACHING MODE	Studio/lab mode, research and development, lecture, and demonstration	
PRE-REQUISITES	FSN 120 – Fashion Design I	
CO-REQUISITES	Not applicable	
INSTRUCTORS	Tarah Burke	Dr. Lu Ann Lafrenz
OFFICE LOCATION	KHW 261	KHW 59A
TELEPHONE	416-979-5000 Ext. 6443	416-979-5000 Ext. 7077
E-MAIL	tarah.burke@ryerson.ca	lalafren@ryerson.ca
COUNSELING HOURS	Mon 11-12; Wed 12-2 Thurs 12-1	Tues 1-3 & Thurs 12-1 & by appointment
INSTRUCTORS	Kirsten Schaefer	Joshua Williams
OFFICE LOCATION	KHW 261 & KHW62 (see below)	KHW 261
TELEPHONE	416-979-5000 Ext. 6443	416-979-5000 Ext. 6443
E-MAIL	kirsten.schaefer@ryerson.ca	joshua.williams@ryerson.ca
COUNSELING HOURS	Mon 11-12 & 2-3 (KHW62) Tues 12-1 (KHW 261)	To be posted
DESCRIPTION	Original designs are developed and realized through design concept research and the close integration of contextual themes, textiles, colour, styling and fit. Critical analysis of completed garments is made with reference to design, consumer needs and marketability.	
LEARNING OUTCOMES	<p>As a result of successfully completing this course segment, students will:</p> <ol style="list-style-type: none"> 1. Develop an understanding of the apparel design process, from ideation sketch through to the final garment. 2. Design a women's dress suitable for daywear. Students will research a retail store and market, develop inspiration boards and/or visual depictions of their theme, and create ideation sketches based on their inspiration and research. Students evaluate and choose fabrics, draft patterns, construct and fit muslins, create technicals and cost sheets and critically analyze the design and construction of the final prototype. 3. Develop creative problem solving skills. 	
REQUIRED TEXTBOOK	Zamkoff, B. & Price, J. (2009) <i>Basic Pattern Skills for Fashion Design, 2nd ed.</i> , Fairchild, New York, NY.	
REQUIRED REFERENCE	<p>Abling, Bina (2008) <i>Fashion Sketchbook, 5th ed.</i>, Fairchild, New York, NY.</p> <p>Smith, A. (2009). <i>The Sewing Book</i>. DK Publishing. (or other sewing instruction book)</p>	
REFERENCES AVAILABLE ON D2L	<p>Ryerson University, School of Fashion (2016) <i>How to Construct: The Big Shirt</i>.</p> <p>Ryerson University, School of Fashion (2016) <i>How to Construct: The Skirt</i>.</p> <p>Ryerson University, School of Fashion (2016) <i>Standards Book & Resource Guide</i>.</p> <p>Nemeth, J. <i>Fashion Terms</i>. Ryerson University.</p>	

COURSE ASSESSMENT

CONSTRUCTION

Muslin Critique (Week 9)	25%
Final Garment Presentation + Cost Sheet (Week 12)	15%
Participation & Preparation	10%
Total	50%

PATTERN DRAFTING

Final Technical/Fabrics/Notions (Week 4)	05%
Full-Scale Draft & Pattern (Week 5)	25%
Pattern Drafting Final Exam (Final Exam Period)	15%
Participation & Preparation	05%
Total	50%

WEEKLY BREAKDOWN	FASHION DESIGN II
WEEK 1 Jan 13-19 Pattern Drafting Lab	<p>Studio: Introduction to the course</p> <p>Review:</p> <ul style="list-style-type: none"> • Technical drawing • Facings • Button/buttonhole placement <p>Discuss:</p> <ul style="list-style-type: none"> • Full-scale blocks • Dress muslins • Determining measurements for final dresses <p>Bring: Tape measure, hard paper, scissors, 15 dress designs, mood/inspiration boards, timetables for Winter 2017, FSN 122 technical drawing</p> <p>Complete in class:</p> <ul style="list-style-type: none"> • Timetables (Information needed to schedule Dress Design & Pattern Crits) • Sign up for dress design crits (crits need to be completed before Week 2 but allowing time to complete homework) • Trace full-scale blocks on hard paper (3 sets of blocks per hard paper roll) • Take judy measurements (for designing information) <p>Final Daywear Dress Critiques (individual) outside of scheduled class time:</p> <ul style="list-style-type: none"> • Critique for your "final" dress design approval from your FSN 220 instructor • Bring your 15 Dress Design sheets, mood/inspiration board, FSN 122 technical • Identify design elements (e.g., shawl collar, inverted box pleat) and manipulations for your 15 dress designs prior to your crit • Discuss appropriate fabrics and notions for your final dress <p>Home Work AFTER approval of your final dress design:</p> <ul style="list-style-type: none"> • ¼ scale pattern draft development in pencil only (due Week 2) • Create a list of all pattern pieces self/fusing/lining (color coded) + # of cuts + indicate if the front button facing is separate or extended facings (due Week 2), information used for pattern header • Complete Preliminary Technical Drawing front & back (due Week 2); Final Technical (due Week 4) • Shop for fabrics and buttons (samples due Week 4)

WEEKLY BREAKDOWN	FASHION DESIGN II
<p>WEEK 2 Jan 20-26 Pattern Drafting Lab</p>	<p><u>Due @ the BEGINNING of class:</u></p> <ul style="list-style-type: none"> • ¼ scale pattern draft of the final dress (receive partial credit on pattern evaluation) – Send legible image to your instructor BEFORE class Week 2 • Preliminary technical drawing front and back of approved dress design • List of all pattern pieces self/fusing/lining (color coded) + # of cuts + indicate if the front button facing is separate or extended facings (receive partial credit for participation & preparation evaluation) <p><u>Studio:</u> Full-scale pattern draft development (<i>MUST be drafting in-class & making progress</i>)</p> <p><u>ALL full-scale drafts and final patterns will be completed in pencil only</u></p> <p><u>Bring:</u> Copy of preliminary technical drawing, ¼ scale pattern draft, list of pattern pieces, soft white paper, full-scale blocks (labeled and accurately cut out), pattern drafting book(s) and all pattern drafting supplies</p> <p><u>Home Work:</u> Continue working on your full-scale pattern draft</p>
<p>WEEK 3 Jan 27 - Feb 2 Pattern Drafting Lab</p>	<p><u>Studio:</u> Full-scale pattern draft development (<i>MUST be drafting in-class & making progress</i>)</p> <p><u>Demo/Discussion:</u></p> <ul style="list-style-type: none"> • Final Pattern & Header, difference between technical for binder with measurements and technical for header • Markers <p><u>Bring:</u> Copy of technical drawing, ¼ scale draft, list of pattern pieces, soft white paper, full-scale blocks, pattern drafting book(s) and all pattern drafting supplies</p> <p><u>Home Work:</u> Continue working on your full-scale pattern draft</p>
<p>WEEK 4 Feb 3-9 Pattern Drafting Lab</p>	<p><u>Due @ the BEGINNING of class:</u></p> <ul style="list-style-type: none"> • Full Scale Pattern Draft completed for progress check (receive partial credit on pattern evaluation) • Final dress technical drawing for your instructor's binder on the <i>Technical Drawing & Fabrication & Notion Samples form</i> (your front and back technical must fit <u>on</u> the form) • <u>NOTE:</u> Make a copy of your final technical drawing, originals are for your instructors' binders <p><u>Studio:</u> Final Pattern development (<i>MUST be completing final pattern in-class</i>)</p> <p><u>Demo/Discussion:</u></p> <ul style="list-style-type: none"> • Markers (if not completed Week 3) <p><u>Bring:</u> Technical drawing, ¼ scale draft, list of pattern pieces, soft white paper, full-scale blocks, pattern drafting book(s) and all pattern drafting supplies</p> <p><u>NOTE:</u> Muslins, patterns and final garments that do not match approved technicals will receive a "0" grade so ensure your technical in your instructor's binder is correct</p> <p><u>Home Work:</u> Complete your final pattern, ensure the patterns are FLAT/UNCURLED when turning them in or your instructor will not evaluate</p>

WEEKLY BREAKDOWN	FASHION DESIGN II
<p>WEEK 5 Feb 10-16 Construction Lab</p>	<p><u>Due @ the BEGINNING of class in the construction lab:</u></p> <ul style="list-style-type: none"> Final Pattern (<i>flat, uncurled</i>) bunny punched correctly + Draft in a large envelope bunny punched + header form mounted on hard paper not on the envelope (<i>flat, uncurled</i>) bunny punched ALL on a pattern hook (<i>evaluation sheet will be provided</i>) <u>IF</u> TECHNICAL, FABRICS, MEASUREMENTS ETC. DIFFER FROM INFO IN INSTRUCTOR'S BINDER PLEASE REPLACE NOW! Sign up for pattern critique outside of class time <p><u>Due @ end of class:</u></p> <ul style="list-style-type: none"> Order of operations (receive partial credit for participation & preparation evaluation) <p><u>Discussion:</u></p> <ul style="list-style-type: none"> Muslin preparation for critique (see Standards Book and suitable muslin weight) Order of operations (steps of sewing the dress) <p><u>Demo:</u></p> <ul style="list-style-type: none"> Serger (Fashion Technician – sign-in with Audrey), <u>NOTE:</u> No one can use the sergers without viewing the demonstration; serging is <i>ONLY</i> on the final dress Set-in sleeve Bound pocket (can only include bound pockets with an approved sample) Gathering Darts Pressing Marker (how to determine the amount of fabric to purchase) <p><u>Bring:</u> Technical drawing, ¼ scale draft, list of pattern pieces, sewing reference book, Big Shirt and Lined Skirt guide sheets, and all pattern drafting supplies</p> <p><u>Critiques (individual) outside of scheduled class time:</u> Final Pattern/Drafts evaluation</p> <ul style="list-style-type: none"> Students will take their patterns with them after their critiques (to allow time to make any corrections prior to cutting out muslins in preparation for the next class) Students must arrive early for their critique to spread out their patterns (crits will be in the pattern drafting lab, construction lab and/or the textiles lab. Ensure you know the location of your crit – multiple instructors may conduct crits in the same space) Students must be prepared to take notes of any corrections to be made prior to cutting out the muslin <p><u>Home Work:</u></p> <ul style="list-style-type: none"> Complete any pattern corrections resulting from the pattern critique Cut out and prepare the muslin, draw grainlines on the outside of ALL pieces in pencil, indicate contrast with marker or dying muslin (dye BEFORE cutting out), indicate inside or wrong side of each piece by writing your name/section# on ALL pieces

WEEKLY BREAKDOWN	FASHION DESIGN II
<p>WEEK 6 Feb 17 & Feb 27 - Mar 2 Construction Lab</p>	<p>Due @ the BEGINNING of class: Dress cut out of muslin, pieces fused where applicable (top collar, facings etc.), muslin prepared for sewing (marked grainlines and indicated contrast on outside - these are requirements, not optional); indicate inside or wrong side of each piece by writing your name and section number on ALL pieces (receive partial credit for participation & preparation evaluation)</p> <p>Demo:</p> <ul style="list-style-type: none"> • Bound pockets (optional) • Any demonstrations not covered Week 5 <p>Studio: Muslin construction (<i>MUST be sewing in-class & making progress</i>) UNDER NO CIRCUMSTANCES DO YOU TOUCH THE TENSION OR SPEED OF THE SEWING MACHINES</p> <p>If your tension is incorrect:</p> <ul style="list-style-type: none"> • Re-thread your machine • Check your bobbin case • Check your needle tip and shaft for bends <p>Bring: Muslin pieces prepared for sewing, final pattern, order of operations, big shirt/ skirt sewing guides, sewing textbook, extra muslin (test stitch tension or cut missing pieces), extra fusing, all sewing supplies, big shirt and lined skirt samples from FSN 120, access to pattern and draft (if any issues with muslin or missed cutting pieces)</p> <p>Home Work:</p> <ul style="list-style-type: none"> • Continue sewing muslin • Create marker for final dress for your own use (MUST KNOW FABRIC WIDTHS) to ensure you have purchased the correct amount of fabric with the least amount of waste (saving money and the environment) • Purchase full yardage of all fabrics (self, contrast, lining, fusing) AND all notions (buttons, thread etc.) to receive partial credit on the muslin evaluation (due Week 9 for muslin crit)
<p align="center">Study Week – Feb. 18-24 (Family Day Feb. 20)</p>	
<p>WEEK 7 Mar 3-9 Construction Lab</p>	<p>Studio: Muslin construction (<i>MUST be sewing in-class & making progress</i>) UNDER NO CIRCUMSTANCES DO YOU TOUCH THE TENSION OR SPEED OF THE SEWING MACHINES</p> <p>Bring: Muslin pieces, final pattern, order of operations, big shirt/ skirt sewing guides, sewing textbook, extra muslin, extra fusing, all sewing supplies, big shirt and lined skirt samples from FSN 120, access to pattern and draft (if any issues with muslin or missed cutting pieces)</p> <p>Home Work: Continue sewing muslin</p>
<p>WEEK 8 Mar 10-16 Construction Lab</p>	<p>Studio: Muslin construction (<i>MUST be sewing in-class & making progress</i>) UNDER NO CIRCUMSTANCES DO YOU TOUCH THE TENSION OR SPEED OF THE SEWING MACHINES</p> <p>Discuss: Cost Sheet and Fabric Analysis (due Week11)</p> <p>Bring: Muslin pieces, final pattern, order of operations, big shirt/ skirt sewing guides, sewing textbook, extra muslin, extra fusing, all sewing supplies, big shirt and lined skirt samples from FSN 120, access to pattern and draft (if any issues with muslin or missed cutting pieces)</p> <p>Home Work: Complete sewing muslin</p> <p>NOTE: Muslins, patterns and final garments that do not match approved technicals will receive a "0" grade so ensure your technical in your instructor's binder is correct PRIOR to the beginning of class Week 9</p>

WEEKLY BREAKDOWN	FASHION DESIGN II
<p>WEEK 9 Mar 17-23 Construction Lab</p>	<p><u>Due @ the BEGINNING of class:</u> Muslin on hanger (<i>evaluation sheet will be provided</i>); Full yardage of all fabrics (self and contrast), fusing(s), and all notions (buttons, thread, beads, hem tape, etc.)</p> <p><u>NOTE:</u> Muslins, patterns and final garments that do not match approved technicals will receive a "0" grade so ensure your technical in your instructor's binder is correct PRIOR to the beginning of THIS class</p> <p><u>Critiques (entire class):</u> Muslin critiques in-class evaluation</p> <p><u>Bring:</u> Pins, pencil, scissors, extra muslin, paper & pencil to take notes</p> <p><u>Home Work:</u></p> <ul style="list-style-type: none"> • Make any corrections to patterns as a result of the critique • Cut out fabrics for final dress, apply fusing, mark wrong side of all pieces with tailors chalk • Prepare to start sewing your final dress BEFORE the beginning of class Week 10
<p>WEEK 10 Mar 24-30 Construction Lab</p>	<p><u>Due @ the BEGINNING of class:</u></p> <ul style="list-style-type: none"> • Dress cut out of final fabrics, pieces fused where applicable (top collar, facings etc.), mark wrong side of each piece with tailors chalk (receive partial credit for participation & preparation evaluation) • Review muslin construction evaluation notes from your instructor, change order of operations as needed <p><u>Due @ the BEGINNING of class:</u> LAST CHANCE to make any FINAL changes with your instructor's approval to the technical in your instructor's binder (based on your muslin critique and construction evaluation)</p> <p><u>NOTE:</u> Muslins, patterns and final garments that do not match approved technicals will receive a "0" grade so ensure your technical in your instructor's binder is correct</p> <p><u>Studio:</u> Final dress construction (<i>MUST be sewing in-class & making progress</i>)</p> <p><u>Bring:</u> Dress pieces, final pattern, order of operations, big shirt/ skirt sewing guides, sewing textbook, extra final fabric, extra fusing, and all sewing supplies, big shirt and lined skirt samples, muslin, muslin evaluation sheet</p> <p><u>Home Work:</u></p> <ul style="list-style-type: none"> • Continue sewing <p><u>NOTE:</u> Allow time for completion of buttonholes!</p>
<p>WEEK 11 Mar 31 - Apr 6 Construction Lab</p>	<p><u>Studio:</u> Final dress construction (<i>MUST be sewing in-class & making progress</i>)</p> <ul style="list-style-type: none"> • Review muslin construction evaluation notes from your instructor, change order of operations as needed <p><u>Bring:</u> Dress pieces, final pattern, order of operations, big shirt/ skirt sewing guides, sewing textbook, extra final fabric, extra fusing, and all sewing supplies, big shirt and lined skirt samples, muslin, muslin evaluation sheet</p> <p><u>Home Work:</u></p> <ul style="list-style-type: none"> • Complete sewing <p><u>NOTE:</u> Allow time for completion of buttonholes!</p>

WEEKLY BREAKDOWN	FASHION DESIGN II
WEEK 12 Apr 7-13 (Good Friday, April 14) Construction Lab	<p>Due @ the BEGINNING of class: Final Garment + Final Technical (<i>evaluation sheets will be provided</i>)</p> <p>Critiques (entire class + an additional hour): Present dress on model form for fit assessment, in addition to sharing the challenges/successes, discuss target market, theme, store, your store pricing and your final dress pricing (see project brief for more presentation information).</p> <p>NOTE: <i>To allow for ample time for the presentations of the final dresses/student. The last class of the term will be an extended class either meeting one additional hour before or one additional hour after your scheduled class time depending on students' timetables and availability of the classroom.</i></p>
FINAL EXAM PERIOD Apr 17-29	<p>Practical Pattern Drafting Exam (3 hours)</p> <p>NOTE: Final dresses will be available for pick up prior to leaving Ryerson.</p>

GENERAL SUPPLY LIST

FSN 120 FASHION DESIGN I & FSN 220 FASHION DESIGN II

Pattern Drafting Supplies:

2. **Note book with lined & unlined paper
3. **Eraser
4. specialized metal hip curve rulers are available for short term loan through the technician's office

FSN 220 (Winter semester) only:

- 10 meters of white soft pattern making paper (for pattern draft and final pattern)
 - 1 meter hard brown/oak tag/manila paper (for pattern header and blocks)
- **Pattern drafting kit: (check contents, if missing parts, notify Bookstore immediately!)**
- SPOKED tracing wheel
 - C-THRU rulers: 12"/30 cm, #B65 & 18"/45 cm, #B95
 - Magic scotch tape (green label)
 - French curve
 - 1 pattern hook
 - Miniature blocks on acetate sheets
 - Acetate markers
 - 11" x 17" manila envelope (for pattern draft, winter term)
 - For FSN 123: Folder and dividers
- **Bring these items to the first class**

Construction Supplies:

- **Fabric shears: 9" or longer
- **Tape measure (imperial/ metric)
- **1 box straight pins, 1 1/4" long,
- **Seam ripper
- Thimble
- Hand sewing needles
- Pin cushion
- Safety pins
- Paper scissors: 9" or longer
- Thread clippers

****Construction kit: (check contents, if missing parts, notify Bookstore immediately!)**

- 5 meters of medium weight muslin
- 1 meter of fusing
- 1 meter acetate lining
- 1 7" zipper
- Regular industrial sewing machine foot
- 3 pressure foot screws / 3 needle positioners
- Industrial zipper foot
- 4 bobbins and 2 bobbin cases
- Small screw driver and cleaning brush

- Tool box for all equipment
- Package of #12 industrial needles
- School of Fashion labels (5 large)
- Package of size 9/10 labels and care content tags (5)
- 2 spools of black thread
- 1 suit hanger
- For FSN 101: Linen tester/ Pic glass

****Bring these items to the first class.**

Please note: In addition to the above, specific supplies are required for the construction of the Big Shirt and Skirt samples. Please check assignment briefs for details.

SCHOOL OF FASHION COURSE MANAGEMENT POLICIES

- The Fashion Course Management Policies are in accordance with Ryerson University Policy #145 Course Management Policy.
- Academic Accommodation Support
Students who require, or suspect a need for disability-related accommodations are to contact Academic Accommodation Support (AAS) as soon as possible.
<http://www.ryerson.ca/studentlearningsupport/academic-accommodation-support/index.html>. Contact with AAS is treated confidentially.
- Please refer to the School of Fashion Student Guide for specific information on attendance, illness, assignments, missed tests and exams, plagiarism, student codes of academic and non-academic conduct.
<http://www.ryersonfashion.ca/current-students>. All scheduled classes will begin promptly at 10 minutes past the hour. Students arriving late will be accommodated at an appropriate time in the class. Lateness will be treated as an absence and will affect the attendance and participation grade.
- Students are responsible for their own learning; attendance and class participation are essential for the development and understanding of course content.
 - **Regular attendance**, in their registered section is expected of all students. If a student is found to have attendance irregularities, such as more than one absence without proper documentation, lateness to class and/or departing before a class officially ends, and if this irregularity continues for more than three (3) classes within a given semester, the student may be required to meet with the instructor for the purpose of correcting the situation. Frequent absences without proper documentation may result in failing the course.
 - **Student participation** includes some or all of the following: arriving on time and listening in class, being prepared, sharing ideas, concepts and creative exploration, sharing conceptual development in progress, cooperating in group projects, analyzing and offering constructive criticism during class discussion, and being an active participant in critique. In studio courses, students must be seen by the instructor working on their projects in class to ensure authenticity of the work.
- Students who do not want their work submitted to an electronic plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternate arrangements.
- The School of Fashion values the timely submission of work in order to be fair to all students. All assignments are due as specified on the project brief, in the weekly breakdown and/or course outline. Incomplete assignments will be accepted at the time date specified for the assignment, and evaluated based on the completed elements. Any elements found to be incomplete will receive a "0" grade. Late assignments will only be accepted with proper documentation for medical or compassionate reasons; acceptance requires timely action by the student; please refer to **Course Considerations** in the School of Fashion Student Guide.
<http://ryersonfashion.ca/current-students>.
- Every attempt will be made to return all graded assignments and projects to students, in class, within two weeks of submission. Students must pick up their projects from their instructors by the last day of the exam

period each term. Please refer to the individual instructor's Assignment Sheets and Course Outlines for the appointed time and location for submitting work.

- Modifications to course outlines will be discussed in class prior to implementation and a written statement of revision will be provided to students.
- Students are required to submit high quality work in all multi-segment courses (i.e., FFD 313, FFD 40A/B, FFD 413, FFD 513, FFD 613, FFC 503, FFC 603, FSN 120, FSN 220) in order to receive a passing grade. Grades are calculated separately for each segment and then added to arrive at a course grade; they are **not** totaled then averaged between the segments. A failure in one or more segments will result in an "F" grade for the entire course. An "F" must be cleared if the course is a pre-requisite for another course and/or a requirement to graduate.
- It is essential that all work submitted is completed by the individual student or the students in a particular team. Group projects may involve both group and individual assessments; evaluation criteria will be identified on project briefs and rubrics.
- The Faculty Course Survey (FCS) will be delivered online in Fall and Winter terms. Some instructors will conduct FCS both online and on paper. Dates to be announced.
- Should a student miss a test or other form of assessment, with appropriate documentation, normally a make-up will be scheduled as soon as possible in the same semester, and where possible, before the last date to drop the course. Make-ups will cover the same material as the original assessment but may be in a different format. Please refer to section 2.2 of Policy 145 <http://www.ryerson.ca/senate/policies/pol145.pdf>
- Grades for assignments, tests and exams may be posted by numerically sorted student numbers (at least first four digits removed to ensure that the number remains unique). Students who do not wish to have their grades posted must inform their instructor in writing.
- Examinations will be written during the examination period. Students are advised to consult the Ryerson Calendar to review policies, procedures, and examination dates before finalizing holiday and employment plans. Please consult the School of Fashion Handbook to review the University's examination policy and procedures. Students who miss an exam or are more than 30 minutes late for a scheduled exam, without documentation, will receive a zero grade. Final exams will not be returned to students. They are available for review in case of an appeal and are kept on file for a period of one year. <http://www.ryersonfashion.ca/current-students>
- Religious Observance – Please refer to www.ryerson.ca/senate/policies/pol150.pdf
- An Aegrotat and/or INC grade will be awarded only on petition by the student. Please consult the Ryerson University Calendar for significant dates and procedures. An INC grade must be cleared if the course is a pre-requisite for another.
- The use of electronic devices in class will only be permitted at the discretion of the instructor.

COMMUNICATING WITH YOUR PROFESSOR OR T.A./G.A.

- Electronic communication from Ryerson University, the School of Fashion, Instructors, and Assistants is through Ryerson e-mail, therefore all students must activate and regularly check their Ryerson e-mail account.
- When e-mail communication is necessary, students are required to communicate with their professors using their Ryerson University e-mail accounts.
- Students are responsible for monitoring their Ryerson e-mail accounts to ensure that they are active and are not "over quota".
- In all communications, students should identify themselves by full name (as written on the course roster), student number, course number and section number. Communications not following this format will not receive a response.
- Students are responsible for consulting D2L Brightspace regularly for course outline information, assignment details and deadlines, pertinent announcements and when seeking answers to previously given information.

- Messages requesting the following will not be returned: information found in the course outline, explanations of material or announcements given in class or posted on D2L Brightspace, or grade information.
- Professors will make every effort to respond to student email messages within 3 days (72 hours) of receipt of the message. Students should keep this timeframe for response in mind when sending messages asking for information or clarification relating to assignments or tests. It may not be possible for the professor to respond to messages sent less than 3 days prior to the test or assignment prior to the due date.

CONTRACTOR POLICY

- Students may have to use external contractors to complete their assignments (including but not limited to: embroidery, pleating, pressing and buttonholes, book binding, printing, editing etc.). The use of any contracted service must be approved by the instructor in advance. While the School of Fashion and individual instructors may recommend contacts for such work they cannot be held responsible for the quality and the work completed by external contractors.

DISPLAY OF STUDENT WORK

- In this course, professors or instructors may select student work for display on Ryerson campus or university related events for a period lasting until the end of the academic year. In addition, student work may be displayed electronically on the School of Fashion web site for a period of up to 3 years. If you do not wish your work to be displayed, please notify your professor/instructor in writing as soon as possible. All student work chosen for display will be returned to the student. Any questions about the display of student work can be directed to your professor/instructor.