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APPAREL & TEXTILES UNDERGRADUATE STUDENT HANDBOOK

Department of Apparel, Textiles, and Interior Design
College of Human Ecology, Kansas State University
Updated Fall 2017

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Introduction

This handbook outlines the policies and procedures of the Apparel and Textiles (AT) Program in the Department of Apparel, Textiles, and Interior Design (ATID) in the College of Human Ecology at Kansas State University. The information contained in this document is to be considered a part of all syllabi for Apparel and Textiles coursework. This handbook is a working document and is subject to revisions. Students should always consult the most current version of the handbook for important information relevant to their participation in the program.

Apparel & Textiles: Our Educational Philosophy

Faculty in the AT Program approach education as a team of engaged scholars whose charge is to facilitate student success both inside and outside of the classroom. Apparel and Textile education advances the quality of life and promotes sustainability through holistic application of knowledge in human ecology. Thus, a background in human ecology and sustainability can greatly benefit students in the apparel industry as they work to understand and improve the human condition. The AT faculty expect students in the program to become the stewards of professionalism and ethical responsibility for global issues that are critical to the industry. If students are to be a part of change in the future, they must understand why contemporary problems are of critical importance and how individuals can make a difference. The faculty value the contributions of each member to the AT curricula and the role each plays in creating excellent educational experiences.

As a faculty team, the AT Program acknowledges the following framework provided by David Maister (1997) regarding the attitudes and conduct of professionals. All students and faculty should consider how they adopt and apply these principles in their work and interactions with others.

David H. Maister's Attitudes of a Professional:

- Taking pride in work (and being committed to its quality)
- Taking responsibility and showing initiative
- Being eager to learn
- Listening to and anticipating the needs of others
- Being a team player
- Being trustworthy, honest, and loyal
- Welcoming constructive criticism

Source: Maister, D. H. (1997). True professionalism: The courage to care about your people, your clients, and your career. New York City, NY.

Ownership of Learning

All student activities in the university are governed by the Student Judicial Conduct Code as outlined in the Student Government Association Bylaws, Article VI, Section 3, number 2, at <http://www.k-state.edu/osas/conductcode.htm>. Students that engage in behavior that disrupts the learning environment may be asked to leave the class.

Students should arrive to class on time and stay until the scheduled ending time, unless a previous arrangement has been made with the instructor. Should a class be missed, students are responsible for following-up with the instructor regarding discussions, explanations, demonstrations, and lectures given in class. If a student decides not to attend class, they must accept the consequences those decisions may bring. Students should consult course syllabi for additional policies on class attendance. Students within the Apparel and Textiles Program are expected to:

- Be prepared prior to the start of class, including required readings and other assignments
 - Have all the equipment/materials necessary to perform projects and other activities or assignments
 - Be focused, organized, and efficient in accomplishing work during scheduled class time
 - Provide evidence of significant accomplishment on projects or other activities or assignments
 - When relevant, adhere to the Guidelines for Studio Use
- AT students should be self-motivated to learn, take accountability for their education, and nurture a general curiosity for knowledge.

Regarding the effective completion of course requirements, AT Faculty require and expect students to make a commitment of time and energy through reading, research, the exploration of alternatives, and the development of skill sets. Students enrolled in AT lecture and studio classes should expect to spend significant time outside of class reading, researching, preparing for each class session, studying, and completing assignments and projects. Individual instructors will provide further guidance on the number of hours that students should expect to spend each week on assignments, studying, etc., in addition to their scheduled class hours. Students are expected to exhibit significant progress in their learning as they advance in the program.

AT Classroom Etiquette

Attending Kansas State University to obtain a degree in Apparel and Textiles is intended to prepare students with solid subject matter grounding them for a career in the fashion industry. Similarly, the classroom atmosphere is intended to prepare students for the professional workplace through expectations of attendance, participation, courtesy, and respect. Students are expected to develop important positive and professional work habits and attitudes during their college years.



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Brooke Robertson

Accommodations for Students with Disabilities

Students with disabilities should officially register with the Student Access Center at Kansas State University. K-State policies on accommodations for students with disabilities can be found on the Provost's website at: http://www.k-state.edu/accesscenter/faculty/course_syllabus_statement.html.

Students' Academic Creations

Students' academic creations are subject to Kansas State University and the Kansas Board of Regents (KBOR) Intellectual Property Policies.

The KBOR policy states: *The ownership of student works submitted in fulfillment of academic requirements shall be the creator(s). The student, by enrolling in the institution, gives the institution a non-exclusive royalty-free license to mark on, modify, retain the work as may be required by the process of instruction, or otherwise handle the work as set out in the institution's Intellectual Property Policy or in the course syllabus. The institution shall not have the right to use work in any other manner without the written consent of the creator(s).*

"Otherwise handle," as referenced in the KBOR Intellectual Property Policy, includes display of student work in various media and use for accreditation purposes.

For further information, see the K-State Intellectual Property Policy: <http://www.k-state.edu/ksurf/policies/kbor-policy.html>

Retention and Display of Student Work

The Department of Apparel, Textiles, and Interior Design (ATID) reserves the right to retain any student work completed in departmental classes. Individual instructors will determine which projects, if any, will be retained by the department. The instructor shall provide the student a digital image(s) or other form of reproduction of her or his project.

Projects will be displayed in the hallways and classrooms of Justin Hall at various times during the semester. If you have concerns or questions regarding this practice or do not wish to have work displayed, you should notify the department in writing using the Item Display Waiver form provided by your instructors.

Although reasonable precautions will be taken, neither Kansas State University, the College of Human Ecology, ATID, nor the faculty or staff, are responsible for displayed items. There is no insurance coverage for theft and/or vandalism of displayed items.

Computer Policy

AT students are required to purchase a laptop computer and necessary software as specified by individual instructors. Additional information on this policy can be found on the AT website at: <http://www.he.k-state.edu/atid/current-students/at-laptop-requirements.html>

Use of Electronics Devices

In the structured classroom/studio environment, students are expected to use electronic devices in a manner that supplements the academic experience, not detracts from it. Faculty will advise students of individual classroom policies about the use of electronic devices. When in doubt, students should confirm permission to use electronic devices with the instructor.



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Academic Honesty & Integrity

Kansas State University has an Honor & Integrity System based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, students' work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor & Integrity System. The policies and procedures of the Honor System apply to all full-time and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning.

The Department of Apparel, Textiles, and Interior Design faculty are committed to the role of honor and integrity as an aspect of professionalism. We expect professional behavior, including academic honesty, among our students. If a student is in doubt regarding what is required of him/her, he/she should ask the faculty member responsible for the course. A component vital to the Honor & Integrity System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students.

The Honor Pledge is implied, whether or not it is stated:

On my honor, as a student, I have neither given nor received unauthorized aid on this academic work.

The default in ATID classes is that ALL work will be accomplished individually, UNLESS faculty permission is given in advance of an assignment or testing activity. The AT Program faculty understands the Honor Code to require acknowledgment for the use of ideas, graphic images (including photography and copyright-free online images), and quoted text in all work completed for AT program studios and courses. Appropriate citations and acknowledgement should accompany any work that is not the sole product of a student's own effort. The Honor & Integrity System web page contains additional information on the university policy: <http://www.kstate.edu/honor>

Copyright of Classroom Material

AT faculty own the copyright to their lecture notes and materials and are protectable under copyright laws. This notice assures that any note taking for subsequent posting on commercial websites is unlawful.

Any commercial firms who request permission to have students take notes in classes must contact the instructor first. It is each faculty member's discretion as to whether to grant permission for such activities. Students are prohibited from selling notes to, or being paid for, taking notes by any person or commercial firm without the permission of the faculty member.

Student Safety and Security

For the security of students, the Department of Apparel, Textiles, and Interior Design has installed mechanical lock pads on the studio labs and the CAD Lab. Each semester, the security codes will be given to students who are enrolled in the courses scheduled in these labs. These codes should not be shared with other individuals.

Kansas State University is also committed to providing a safe teaching and learning environment for students and faculty members. In order to enhance safety in the case of a campus emergency, students should quickly exit the classroom and follow any emergency directives. To view additional campus emergency information, students should refer to the Universi-

ty's main page, www.k-state.edu, and click on the emergency information button. The Wildcat Walk Program, a safety escort service, is also available from dusk to dawn. The number is 395-Safe or 395-7233 -- or the blue light emergency stations found throughout the KSU campus can be utilized.

Weapons Policy

Kansas State University prohibits the possession and use of firearms, explosives, and other weapons on any University campus, with certain limited exceptions, which include use of weapons as part of approved University Programs, use of weapons by law enforcement personnel, and the lawful concealed carrying of handguns, as provided in the weapons policy, which may be found at: <http://www.k-state.edu/police/weapons/index.html>

Concealed Carry Statement

Under the Weapons Policy, individuals who carry a concealed handgun must have the handgun on or about their person at all times. Backpacks are appropriate for carrying a handgun as long as the backpack remains within the exclusive and uninterrupted control of the individual. A backpack or other bag used to carry a handgun must be within the immediate reach of the individual. Before bringing a concealed carry handgun into a University building, individuals who choose to carry a concealed handgun in a backpack, bag, etc., should consider whether or not they may be required to be separated from their handgun, such as being asked to go to the front of a classroom or to store bags in a particular area in a lab or exam room. In this course, the instructor may require students to place backpacks or other bags out of reach for safety or other reasons. The instructor will notify students in advance of this requirement so a student who carries a concealed handgun in a backpack or a bag may take steps to conceal the handgun on his or her person before arriving, or otherwise plan accordingly.

Waste and Recycle Policy

Students should "reduce, reuse, and recycle" as part of their use of materials within the department. While the AT Program does receive donations of fabrics, trims, and other materials from companies, students should recognize the financial costs of purchasing additional supplies for student use. Students should do their part in not wasting materials and other valuable resources.

Academic Advising

The AT Program assists students entering the AT program in selecting first semester courses through the K-State summer orientation and enrollment process. In the fall semester of the first year, students prepare a customized four-year plan that reflects each student's semester-by-se-

mester approach for academic course enrollment and other structured professional development experiences (such as study abroad, study tours, practicums and internships). After the first semester, AT students are advised primarily in a group setting. Group advising sessions provide timely, consistent, and efficient information.

AT students are required to attend a group-advising meeting each semester with the other students in the same year of the AT curriculum. The group advising session addresses the course sequence for most students, as well as elective credit requirements. Attendance at the group advising session is a requirement for registering for classes. A student who does not attend the group advising session may not be able to register for classes on schedule.

After group advising sessions are conducted, students with questions that could not be answered during group advising, or students with a desire to speak privately with the Student Services Coordinator, need to contact the coordinator for an advising appointment prior to semester registration. Students



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may use email correspondence to address advising questions or make appointments for individual meetings.

Faculty Mentors

Each student is assigned a faculty mentor who is available for answering questions about scholarships, study abroad opportunities, graduate study, internships, and part-time and/or summer jobs.

If you communicate regularly with your faculty mentor, they can get to know you so that they can assist when you need letters of reference and guidance in exploring employment and graduate education options. Mentoring often continues after students leave the university with their degree; alumni frequently seek career and/or professional advice.

Students are welcome to meet with the Student Services Coordinator or their mentor to discuss concerns about their choice of major, failure to do as well as they would like in specific courses, and time management or life balance issues.

Study Tours and Field Trips

When participating on study tours or other field experiences, students should remember that they are a representative of the AT Program, the College of Human Ecology, and Kansas State University. Students are expected to conduct themselves in a manner that reflects professionalism and enthusiasm.

When field trips are part of a course experience, an alternative assignment will be available for those who cannot participate in the field trip. The AT Program occasionally organizes transportation for field trips. Students may not use personal vehicles to travel to field trips if organized transportation is provided.

Dress for field trips:

Dress for field trips will be determined by the activities and



Jeff Connell

site visited. At construction sites, pants and closed-toe (flat) shoes. Clothing and shoes should be chosen to match weather conditions and walking for extended periods of time (indoors and outside).

ATID Symposium

The Apparel, Textiles, and Interior Design Student Symposium (Symposium) is an event organized by Apparel and Textiles and Interior Design student leaders for the entire department's student body. The Symposium is held annually in the spring and features the Showcase of Excellence, keynote speaker(s), a networking luncheon, and other professional development activities. This event provides students the opportunity to interact with a variety of professionals working in all facets of apparel and textiles.

Students value the experience of learning firsthand the expectations that will accompany their transition from the academic setting to the professional office environment. The symposium is a critical professional development activity for students at all levels of study.

AT students are expected to fully participate in Symposium events. Students are not required to attend supplemental activities that require purchased tickets (e.g., Showcase of Excellence, networking luncheon), but attendance is mandatory at other activities (e.g., keynote address, professional development activities). AT classes will not be held on this day. Students who need to attend other K-State classes are excused from the Symposium for the duration of those class sessions, but are expected to return to the Symposium when they are not in class. Students attending symposium events are required to wear business casual dress.

Evaluation of Faculty and Students

Students will evaluate all instructors of AT classes. Ratings of classroom instruction are one



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source of information in the evaluation of teaching effectiveness. The evaluation should be administered and collected under controlled conditions that assure students’ anonymity.

Within the AT Program, students’ work will be evaluated on several levels. Students’ final grades will be based on a number of dimensions, including the quality and content of projects and papers, completion of assigned readings, in-class participation, and performance on quizzes or exams as outlined in the course syllabi. When teamwork is involved, the team’s effort will be evaluated by the instructor based on observation and self-assessments in addition to peer evaluations. The instructor will establish deadlines for all projects, papers, or other assignments. Unless otherwise stated, late projects will not be accepted. Performance on projects, activities, or other assignments will be evaluated based on the following scale, unless otherwise stated by

the instructor:

A	90%-100%	The student’s work has gone beyond the requirements of the exercise or assignment in level of skill and/or richness of development.
B	80%-89%	The student has met the expected criteria or solved the problem and overall, performance on the exercise or assignment exhibits some special qualities.
C	70%-79%	The student has met the expected criteria or solved the basic problem, but without any particular distinction.
D	60%-69%	The student has addressed some of the expected criteria and/or has acknowledged a few of the issues or criteria, but with some problems, awkwardness or misunderstandings.
F	0% - 59%	The student has ignored, missed, or misunderstood the problem.

Role of Team Projects and Class Participation

Attendance, active engagement, and participation during class meeting times are required. Students should consider these aspects as extremely important to developing their professionalism skills. While classes in the AT studios may seem casual when compared to a lecture environment, studios should be a time for intense interaction with fellow classmates and the instructor.

AT courses require not only active participation during class, but also that students develop the ability to think critically, conduct thorough literature searches, and explore appropriate precedents. Whenever students are required to complete assignments or projects in groups, each student is expected to



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accomplish their portion of the work and/or fully participate in efforts to complete assignments/projects thoroughly and efficiently.

Guidelines for Studio Use

General

- Food is not allowed in the studio labs; only drinks with caps are allowed. Eat your snacks etc. in the hallway or in Hoffman Lounge.
- The last student using the studio is responsible for turning off all irons, machines, lights (incl. light tables), and shutting windows.
- No equipment or tools are to be removed from the studios unless authorized by the instructor.
- Report any repair or maintenance needs to instructor. Students should speak with instructors and/or department or college administrators about problems or needs in the studio spaces.

Use of Space and Resources

- Students are free to access resources provided in the AT studios for the completion of assignments, projects, and other related coursework. These spaces are not allowed for business profit.
- Resources such as fabrics and thread for coursework may be available as identified by the instructor. These resources are for class use only.
- Students are free to use the studio workspaces during and after class, when other classes are not scheduled, for producing creative works required in AT courses. Regularly scheduled classes in studios always have priority when classes are in session. Students may use unoccupied design

tables and equipment during regularly scheduled classes only with the expressed permission of the instructor leading the class. The opportunity to work in studios will be denied to students who are not respectful of the students and instructors who are conducting regularly scheduled classes.

Table Tops

- After each session sweep off debris, remove any tape pieces, and clean table top to remove pencil smudges and blue transfer paper marks.
- Rotary cutters and x-acto knives are restricted to use with a self-healing mat. Do not rotary cut or slice the table tops.

Irons

- Use only distilled water (obtained in JU251) to fill the steam irons.
- When pressing, use the padded table and ironing boards provided; do not use the self-healing cutting mats or table tops for pressing.
- When fusing, place muslin between your work and the pressing table AND between your work and the iron. Clean the iron sole plate if you soil it with melted fiber or fusible film.

Sewing Machines

- Do not use a machine unless you have received instruction on that machine and understand how to operate it correctly. Correct operation will avoid unnecessary maintenance costs.
- Students are responsible for the proper care and maintenance of sewing and overlock machines. All studio equipment should be maintained and stored after each use. Machines should be switched off, cleaned, covered, and in full working order after student use.
- Machine parts such as accessory feet should be stored as instructed.
- In the event of thread color change in sergers or coverlock, the original color of thread should be re-threaded before leaving.
- Problems with machines are to be reported immediately to the instructor. In addition, attach a note to the machine that clearly identifies the problem.

Personal Equipment and In-Progress Work

- Machine areas and work tables must remain clean and clear of all personal belongings during studio. Store backpacks and other supplies not needed during class in your lockers, under tables or in cabinets.
- All personal supplies must be removed from the classroom at the end of each class or work session with the work space left neat and clean. This is not your personal space, but a space shared by many; be respectful.
- Label personal equipment to assist in the return of lost items. Abandoned materials will be discarded or will be come department property.
- Students' garments and projects in-progress are not to be stored in the studios, except when noted by the course instructor. Students should use lockers.
- Use of any form of electronic communication device is prohibited during classes. Use of computers is acceptable during classes to do the required coursework for the class in session. The use of MP3 players during class is not allowed unless otherwise stated by the instructor.
- The department and college accept no responsibility for the security of personal possessions.

Miscellaneous

- Students are free to use, in a safe and appropriate manner the resources provided in the studios. Violations of these policies will not be tolerated.
- Students should exercise good judgment in the use and care of the AT studios, lab spaces, and other building facilities. Every student has the opportunity to add to the legacy of the AT Program and build a culture that values hard work, good time management, high standards of personal behavior, excellence in completing course requirements, and the learning that results from a stimulating and dynamic educational environment.

Dress for Professional Settings

The AT Program requires students to dress appropriately for all presentations, field trips, and professional seminars (including the ATID Student Symposium). In most cases, appropriate dress will be *business casual*. Students who are not dressed



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appropriately for professional events may be asked to change attire and/or may not be permitted to attend program or department sponsored events.

The definition of business casual attire can also vary according to regional, cultural, and business/organization expectations. These guidelines represent a common "Midwest" standard. Students attending professional activities in other parts of the country (on in other countries) should inquire about local expectations.

Professional attire (also known as interview attire) is appropriate for interviews for internships and summer or postgraduation jobs in the profession. Students seeking employment and attending job fairs on campus or participating in interviews (or mock interviews) should wear professional attire.

Professional attire will be more formal than business casual. Professional attire usually requires a suit (or matched suit separates), a collared shirt, and dress shoes. Men are commonly expected to wear a tie.

For events sponsored by the AT Program, business casual attire will be understood to follow these guidelines:

- Shirts with collars
- Sweater or blazer / sport coat (optional)
- Khaki or dress pants (usually in neutral or dark colors)
- Knee-length (or longer) skirts or dresses
- Dress shoes (usually closed toe) with dress socks or hose
- A limited amount of jewelry and other accessories
- A tie is not required.

Business casual NEVER includes:

- Flip-flops, sandals, sneakers, and most open-toed shoes
- Halter tops, tank tops, or spaghetti strap tops
- Casual or athletic t-shirts
- Torn or ragged jeans or pants
- Sweat pants or “yoga” or athletic stretch pants
- Short skirts or shorts (defined as higher than 2” above the knee)
- Transparent (sheer) or otherwise revealing clothing items
- Clothing items with provocative statements or messages

Be “you” – Just a more “Professional You”

Students are encouraged to dress stylishly in fashions that represent their personal aesthetic and body types. Recognize however, that business attire is typically considered more conservative than trendy. While how an individual dresses should reflect the individual (e.g., in personal aesthetic, body type, color choice), the individual’s dress also makes a statement about the organization or business he or she represents.

Business casual and professional attire should be comfortable and seasonally appropriate. Clothing should not be tight or revealing. When an individual is ill at ease or preoccupied with clothing (e.g., riding up, falling down, pinching), the distraction can create unprofessional or embarrassing situations. It is NOT appropriate to expose cleavage, backs, legs more than a few inches above the knee, or tattoos and/or piercings located on the torso. Clothing should be in good repair, clean, and pressed (as appropriate).

More information about business casual and professional attire can be located on the Career and Employment Services web site: <http://www.k-state.edu/ces/students/dresstoimpress.html>. Individual questions can be addressed to faculty members or the ATID Student Services Coordinator.



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