



Photo by Sara Jelinek, Apparel & Textiles, NYC Study Tour

Apparel & Textiles Undergraduate Student Handbook

Department of Apparel, Textiles, and Interior Design
College of Human Ecology, Kansas State University
Updated Spring 2011

Introduction

This handbook outlines the policies and procedures of the Apparel and Textiles Program in the Department of Apparel, Textiles, and Interior Design 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 have to 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.

Contents

This handbook contains information on the following:

- AT Educational Philosophy
- Attitudes of a Professional
- Policies for Classroom Etiquette
- Accommodations for Students with Disabilities
- Students' Academic Creations
- Retention and Display of Student Work
- Academic Honesty
- Integrity
- Copyright of Classroom Material
- Student Safety and Security
- Waste and Recycle Policy
- Computer Policy
- Academic Advising
- Ownership of Learning
- Evaluation of Faculty and Students
- Role of Team Projects and Class Participation
- Study Tours and Field Trips
- Bobbin Case Policy
- Guidelines for Studio Use

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

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

- 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

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 softgoods 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.

Accommodations for Students with Disabilities

Students with disabilities should officially register with Disability Support Services 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/provost/policies/course.htm>.

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: www.ksu.edu/academicsservice/intprop/policies.htm.

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. Projects will be

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



Whitney Bruggemann, Apparel & Textiles, Senior Project

Academic Honesty

Kansas State University has an Honor 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 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 Honor System website is located at: www.ksu.edu/honor.

A component vital to the Honor 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." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates an Honor Pledge violation.

Integrity

Faculty members in the AT Program are committed to values of integrity, including honesty, trust, equity, respect, and responsibility. Students should recognize that this encompasses more than just a commitment to not cheat on assignments, projects, exams, etc. Among faculty, staff, and administrators, academic integrity is a multi-dimensional concept.

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.

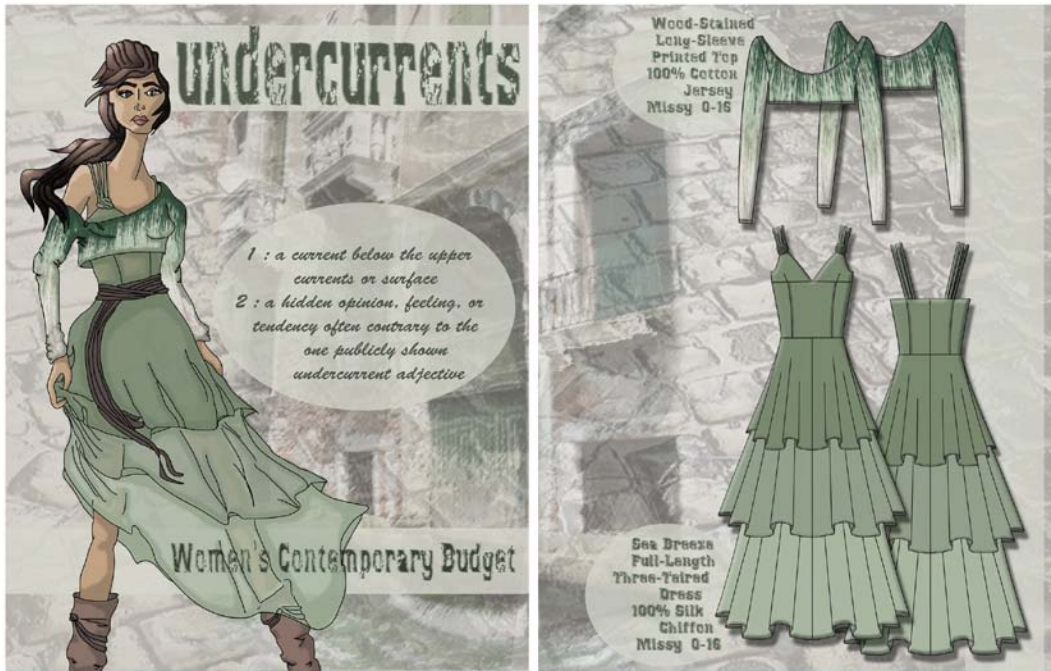
Student Safety and Security

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 University'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.



Photo by David Mayes, K-State Communications and Marketing



Julia Mangelsdorf, Apparel and Textiles Sophomore Project

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.

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/>.

Academic Advising

The student’s academic advisor is an important contact as the student plans their education in Apparel and Textiles. The student should familiarize themselves with the contents of this handbook and in creating their educational plan of study. If a student wishes to meet with his or her advisor, an appointment should be made during posted office hours. Students’ academic plans should fulfill all university requirements for graduation. The student’s advisor will serve as an important source of educational and career information however,

students are ultimately responsible for ensuring they have met all program and university requirements.

Each student should meet with his or her advisor prior to enrollment each semester. Students should bring the following to their appointment: current DARS Report (which can be accessed in iSIS), four-year academic plan, and proposed class schedule for the upcoming semester. Failure to come fully prepared for an academic advising meeting will likely result in cancellation of the meeting.

The student’s relationship with his or her advisor is important. Each student should carefully consider these points:

- The student should contact and keep in regular touch with his or her advisor. Each faculty member posts their office hours on their office door at the beginning of each semester.
- The student should make and keep all appointments with his or her advisor or have the courtesy to call/email to reschedule an appointment if absolutely necessary.
- The student should come with specific questions and be prepared prior to the planned meeting time.
- The student should be open to a variety of suggestions regarding coursework, study habits, academic progress, etc.
- The student should build a schedule free of time conflicts.
- The student should take initiative and responsibility in making internship and career decisions, choice of major, participation in study tours and field experiences, selection of courses, etc.

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.

Evaluation of Faculty and Students

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



Photo by David Mayes, K-State Communications and Marketing

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

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.

Bobbin Case Policy

Bobbins for the sewing machines in the AT studios are available with a \$50.00 cash deposit. Students should speak with the Department Accountant in Justin 225 about making a deposit. At the end of the semester, students can turn in the bobbin for a deposit return.



Left: Photo by Larissa Ost, Apparel and Textiles, NYC Study Tour

Below: Photo by Bonners2
www.wikimedia.org



Guidelines for Studio Use

A high degree of order and professional conduct is expected in all classes. Maintaining a safe, clean, and functioning work area is the responsibility of each student. Violations of these policies will result in restrictions of use. University policies for classroom use as indicated in the [Undergraduate Catalog](#) are enforced.

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 become 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.