Fashion Design & Merchandising Programs
STUDENT INFORMATION & COURSE PARTICIPATION FORM

COURSE TITLE:	FSHN 2301 Fashion Promotion, #10632	INSTRUCTOR:	BONNER, ANDREA
CLASS LOCATION:	RM 230	OFFICE LOCATION:	3601 FANNIN ST, RM 232
CLASS TIMES:	Thursdays, 5:00 PM - 9:22PM	PHONE #:	713.718.6150 – Cell – 713.206.2494
		EMAIL:	ANDREA.BONNER2@HCCS.EDU

NOTICES:

*If you have not filed a degree plan with the Advisement/Counseling Department, please do so AFTER the end of current semester registration period to declare your major.

*If you have filed a degree plan more than 2 years ago as of today's date, please visit with the Advisement/Counseling Department to make certain that you have the most recent degree plan filed.

*Stay involved and follow the Fashion Department on Facebook @ ***Fashion at HCC Central*** for the latest news about the department and fashion industry.

DIRECTIONS: Please clearly print in ALL CAPS the required student information in the spaces provided below, cut along the dotted line & return the bottom portion to the instructor before leaving the class today. Thanks!

NAME: _____

STUDENT I.D. #: _____

PHONE # 1: _____

PHONE # 2: _____

EMAIL ADDRESS: _____

I, _____, have read and understood all of the information presented to me as it pertains my involvement and responsibilities in the HCC Fashion Design & Merchandising courses in which I have enrolled. I have also read and understand the Syllabus for this course, Fashion Promotion– 2301-10632, Fall 2016.

_____ _____

(STUDENT SIGNATURE) (TODAY'S DATE)

Projected Calendar

This calendar, along with the entirety of the syllabus, is subject to change at any time. Students will be notified ahead of time and are responsible for making changes of their own syllabus.

Thursday, September 22, 2016	Course outline, review syllabus, discuss classroom rules/expectations, committee responsibilities, committee sign-up
Thursday, September 29, 2016	• Chapters 1 – 8, • Show Director Applications and Committee Sign-Up • Submit Names for Show Theme & Finalize Holiday Show Theme • Show Director Announcement • Finalize Committees and Designate Team Leaders • Quiz 1
Thursday, October 6, 2016	• Group work day • Quiz 2
Thursday, October 13, 2016	• **Co. Directors**: Meet with producer on division of responsibilities. • **Model Committee**: Begin model calls, research MUAs and hairstylists • **Merchandise Committee**: Brainstorm potential line-up and scenes • **Staging Committee**: Theme concept and floor planning • **PR Committee**: Press Release writing, Advertisement. Tickets designed and finalized
Thursday, October 20, 2016 Thursday, October 27, 2016 Friday, October 28, 2016	• Group work day • Finalize Flash & Trash show details • Group work day • Finalize Flash & Trash show details **FLASH & TRASH SHOW – 6:30 P.M. Heinen Theatre** **ATTENDANCE IS MANDATORY**
Thursday, November 3, 2016	• Flash & Trash wrap up • Group work day for holiday show
Thursday, November 10, 2016	• **Co-Directors**: Meet with committee chairs for updates and report to producer • **Model Committee**: Continues research and Model/MUA/Hairstylist call. Volunteer gifts • **Merchandise Committee**: Designer information collection and merchandise inventory call sheets • **Staging Committee**: Music research and stage décor • **PR Committee**: Send Press Release and invitations. Tickets printed for sales, Program/Flyers cover designed
Thursday, November 17, 2016	• **Co-Directors**: Meet with committee chairs and members for updates and report to producer • **Model Committee**: Pre-finalization of Models/MUA/Hairstylist • **Merchandise Committee**: Backstage planning, Designer Style Boards • **Staging Committee**: Meet with designers to determine music and stage walkthrough with directors and producer • **PR Committee**: Program construction, ticket sales updates

Thursday, November 24, 2016	**HAPPY THANKSGIVING! NO CLASS!**
Thursday, December 1, 2016	• **Work Day to Finalize Show Details** • **Co-Directors:** Show details finalization • **Model Committee:** Models selection finalized. Model fitting. Model necessities • **Merchandise Committee:** Show line-up and finalized. Model fitting • **Staging Committee:** Music finalized and sent to DJ. Staging plan finalized and submitted • **PR Committee:** Program finalized and printed
Friday, December 2, 2016	**Holiday Show @ 6:30 p.m.– Attendance is Mandatory** ***Please be prepared to be available beginning at 3:00 p.m. for set-up, run through, etc.***
Thursday, December 08, 2016	**Final Project Due – Holiday Show Wrap Up – Peer Reviews** **HAPPY HOLIDAYS!**

Fashion Design & Fashion Merchandising Programs

FSHN 2301 FASHION PROMOTION

Course Location: HCC- Central, 3601 Fannin Street, Rm: 230 **Course Semester Credit Hours:** 3 Lecture/ 0 Lab/ 3 Credit
Course Contact Hours: 48 **Course Length:** 13 weeks **Type of Instruction:** Traditional/ Classroom

Course Information

Course Description	A survey of fashion direction, publicity and fashion event coordination with emphasis on fashion show production from idea to runway, including theme development, stage/set design, choreography, music coordination, lighting, line-up, model fittings, rehearsal and press kit development.
Prerequisites	None
Course Learning Outcome	Course Learning Outcomes 1. The student will prepare and distribute a fashion show news release. 2. The student will create and develop a fashion show theme. 3. The student will illustrate sets and staging in a scale drawing. 4. The student will document descriptions of all fashion show job responsibilities.
SCANS (Secretary's Commission Addressing Necessary Skills)	SCANS The U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) to enter the workplace determined that specific competencies must be addressed. HCCS is committed to preparing every student with the knowledge and skills needed to succeed in today's work environment. The following competencies will be addressed in this course. 1. Managing Resources: Manage materials. 2. Exhibiting Interpersonal Skills: Work on teams. 3. Demonstrating Thinking Skills: Seeing with the mind's eye/reasoning.
Textbook Information	Guide to Producing a Fashion Show, 3rd Edition by Everett and Swanson, Fairchild Publications
Lab Requirements	None

HCC Policies

Student with Disabilities	Students with a documented disability (e.g. physical, learning, psychiatric, visual, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. The faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.
Academic Honesty	Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College Systems officials against a student accused of academic dishonesty. Academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendations for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Students for disciplinary disposition.
Attendance Policies	1. Students are expected to attend all classes (see college catalog for attendance policy). 2. Students are responsible for all work missed during their absence. 3. Student may be dropped from courses for absences that exceed 12.5% of the total semester hours, usually equated to more than 4 absences in a 2-day per week class and more than 2 absences in a 1 day per week class
HCC Course Withdrawal Policy	The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in Fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX (6)** total courses withdrawals **throughout** their educational career in obtaining a certificate and/or degree.
EGLS$_3$ – Evaluation for Greater Learning Student Survey System	At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.
Title IX of Education Amendment	HCC is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at oie@hccs.edu.

Course Requirements and Grading Policies

	Chapter Homework, Quizzes or other Assignments	10%
	Attendance & Participation	30%
	Show Attendance & Participation	30%
	Final Project	20%
	Peer Evaluation	10%
	Total:	100%

Class Attendance & Participation

Numerical Grades Related to Letter Grades	
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

A. Students must use the time in class to work on project. Failure to show up or not having necessary supplies will result in an "F" for the day.

B. Fashion Design and Merchandising Department Attendance and Participation Policy for classes that meet **ONCE** a week.

Absences	Attendance & Participation Grade
0	100
1	95
2	80
3	50
Over 3	0

*Three (3) tardies (up to 15 minutes late) = One (1) Absence. More than 15 minutes late will be recorded as an absence.

Make-Up Policy

Students are responsible for turning in all work that is assigned. Work that is turned in late will automatically have 10 points deduction for each class period that it is overdue.

Class Supplies List

General Supplies- These are everyday supplies you should have already from previous classes.

1. Pen or Pencil
2. Notebook or Notepad to take notes
3. Textbook
4. Stapler to staple papers
5. Laptop (one – two people per committee)

Other Student Information

Fashion Boot Camp	Fashion Boot Camp is held at the beginning of each fall and spring semester for all fashion students to alert them to the student opportunities for the upcoming semester. If you are not able to attend and would like to receive these valuable opportunities, please contact the fashion office located at HCC-Central campus by calling 713. 718.6152. **WEDNESDAY, August 31 @ 6PM. LOCATION:**
Student Competitions	HCC fashion students are highly successful in student competitions at the local, state, national and international levels, frequently winning best-of-show, and cash/scholarship awards.
Fashion Resource Center	The resource center is located throughout the 2nd Floor of the Fannin Building. It houses the Historical Fashion Collection, fashion books, videotapes and designer press releases. The Historical Fashion Collection is a collection of international designer, ethnic and vintage clothing dating from the 1900's to the present.

Class Rules

A. General Rules

1. **Sign-in each class**. Late students need to put the time in which they are arriving. **IF YOU DO NOT SIGN IN FOR CLASS, YOU WILL BE MARKED ABSENT, WHICH WILL AFFECT YOUR ATTENDACE AND PARTICIPATION GRADE.**
2. No food or drinks in the classroom. Students are only allowed a close cap water

	bottle. There will be a 15-30 minutes break in between. 3. Only the student enrolled in the current ongoing class may be allowed in the classroom. This means no children, parents, spouse and etc. 4. No talking on cell phone or texting during class hours. They must be turned off or put on silent. **10 points will be deducted from *FINAL* grade if it goes off during class.** If there is an emergency, please make prior arrangements with the instructor before class begins.

WEB RESOURCES – GENERAL FASHION RELATED LINKS

The Business of Fashion www.businessoffashion.com
Fashion Group International www.fgi.org www.fgihouston.org
Style.com www.style.com
Huffington Post Style www.huffingtonpost.com/style/
Fashion Wire Daily www.fashionwiredaily.com
Who What Wear www.whowhatwear.com
NY Magazine – The Cut www.nymag.com/thecut/