TPA 4930 Special Topics: Millinery

Fall 2021, periods 4-5, 10:40am-12:35pm

Instructor Information

Instructor | Email | Office Location & Hours
Sarah L. Moench | smoench@arts.ufl.edu | Mondays 10:00-11:00am
| | | Thursdays 3:30-4:30pm
| | & by request
| | Default on Zoom, see Canvas page for link

General Information

Description

The term millinery denotes a hat that is individually designed and made by hand. In the entertainment industry, hats play a huge role in conveying character. This class will focus on the pattern making and construction techniques used in the making of hats with buckram foundations. This will be accomplished through two projects - a French Hood and a Bonnet.

Expectations and Goals

This class is a one credit studio course that meets on Wednesdays during periods 4 and 5, from 10:40am to 12:35pm. During the first period there will be a recap of the previous week’s lesson, brief lecture, demonstration, and time for questions. After a short break the second period will be studio work time. Attendance during both periods is required. You should expect approximately 2-3 hours of additional homework outside of the scheduled class meeting time. Refer to the Course Schedule for due dates and the section on Evaluation of Grades for the grading metrics.

Course Materials

Required Materials

From the Neck Up: An Illustrated Guide to Hatmaking by Denise Dreher
Fabric, trim, and notions for both hats (examples will be provided at the first class meeting)

Provided Materials

Buckram
Millinery wire
Fleecy Domette
Millinery Needles

**Recommended Materials**

These are the basics tools you want to have on hand when working at home:

- 1 pair of needle nose pliers
- 1 pair of wire cutters
- Craft scissors
- Fabric shears
- Thread snips
- Thimble

This course schedule is subject to change at the instructor’s discretion. Please refer to the Syllabus page on Canvas for the most up to date information about assignment due dates and whether class is in-person or synchronous on Zoom.

**Course Schedule**

<table>
<thead>
<tr>
<th>Class Meeting</th>
<th>Topic</th>
<th>Homework</th>
</tr>
</thead>
</table>
| 8/25          | Lecture: Review of syllabus, Introduction to Millinery materials, notions, and tools  
 Studio: Trace off French Hood patterns | Pattern traced and ready to cut  
 Read/review Lessons 2, 3, and 5 in your book for in class discussion |
| 9/1           | Lecture: Pattern layout, cutting buckram, estimating wire, shaping wire, and discussion of the reading  
 Studio: layout and cut buckram, measure and cut wire | Pattern traced and ready to cut  
 Read/review Lessons 2, 3, and 5 in your book for in class discussion |
| 9/8           | Lecture: attaching the wire and covering with Fleecy Domette  
 Studio: same as above | ***Wire shaped and taped to the buckram foundation pieces  
 Read Lesson 6, pgs. 71-85 |
| 9/15          | Lecture: covering with fabric and adding trim and brillaments  
 Studio: same as above | ***Wire and Domette secured in place  
 Read Lesson 8, pgs. 93-99 |
| 9/22          | Lecture: lining and assembling the pieces  
 Studio: same as above | ***Fabric in place and trim in progress  
 Read Lesson 9, pgs. 109-114 |
<p>| 9/29          | Lecture: Research and designing a Bonnet | Read Lesson 1, pgs. 7-14 |</p>
<table>
<thead>
<tr>
<th>Class Meeting</th>
<th>Topic</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Studio: finishing the trim and lining of the French Hood</strong></td>
</tr>
</tbody>
</table>
| 10/6          | Lecture: Bonnet pattern development  
                 Studio: Review and discussion of Bonnet Research Images, approval of Bonnet design | French Hood Due for grading  
                 Research for Bonnet Due  
                 Read Lesson 4, pgs. 39-50 |
| 10/13         | Studio: Bonnet - pattern development  
                 Refer to Lesson 4 and your notes |  |
| 10/20         | Studio: Bonnet - final pattern development, cutting buckram and wire  
                 Refer to Lesson 5 and your notes | ***Progress on pattern development |
| 10/27         | Studio: Bonnet - buckram and wire assembly  
                 Refer to Lesson 5 and your notes | ***Pattern approved |
| 11/3          | Studio: Bonnet - Fleecy Domette  
                 Refer to Lesson 6 and your notes | ***Foundation pieces ready to be covered with Fleecy Domette |
| 11/10         | Studio: Bonnet - Outer fabric  
                 Refer to Lesson 6 and your notes | ***Foundation pieces ready to be covered with outer fabric |
| 11/17         | Studio: Bonnet - Trim  
                 Refer to Lessons 6 and 8 and your notes | ***Foundation pieces ready to be trimmed |
| Thanksgiving - no class |  |  |
| 12/1          | Studio: Trim and lining  
                 Refer to Lesson 8 and your notes | ***Trim in progress and foundation pieces ready to be assembled and lined |
| 12/8          | Studio: Lining  
                 Refer to Lesson 9 and your notes | ***Bonnet assembled and ready to be lined |
| 12/15         | Finals Week | Bonnet due for grading by 4:59pm in the Craft Room |

**Additional Information and Resources**

**Attendance Policy, Class Expectations, and Make-Up Policy**

Students are expected to stay home and seek medical help for COVID-19 symptoms or exposure (persistent cough, fever 100.4+, new loss of taste or smell, muscle pain/headaches, shortness of breath, sore throat, chills, diarrhea, or feeling generally ill). Students who are medically required to quarantine will have documentation from a medical provider. That documentation must be submitted
to the instructor in a timely fashion. Students who self-quarantine must communicate with the instructor and “attend” courses remotely synchronously, when available, or asynchronously if approved by the instructor.

Students who elect to enroll in an in-person course are expected to participate in in-person instruction. If a student is uncomfortable attending in-person, the student should elect courses that are delivered online only and plan to take the hybrid or face-to-face course in a future semester. In the case that the student does not have the option to take the class at a later time (i.e. a graduating senior), the student must make arrangements with the instructor to “attend” all class meetings synchronously, when available, or asynchronously if approved by the instructor.

Barring the above circumstances, students are expected to be in attendance daily and to be on time. The success of this course is based on discussion and class participation. Attendance is vital. Only one (1) unexcused absences from class will be permitted without penalty. Each additional unexcused absence will lower your final grade by 5%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Three unexcused absences will result in a failing grade in this class.

Excused absences are consistent with university policies in the undergraduate catalog ([https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/](https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/)) and require appropriate documentation.

Any absence from class for the following reasons must be supported by official acceptable documentation to avoid a grade penalty:

- Illness—doctor’s note must be on official letterhead with address and phone number, noting the date and time of visit and diagnosis verifying that an absence from class is warranted, doctor name and signature
- Serious family emergencies
- Special curricular requirements (e.g., judging trips, field trips, professional conferences)
- Military obligation
- Severe weather conditions
- Participation in official university activities such as music performances, athletic competition or debate
- Court-imposed legal obligations (e.g., jury duty or subpoena)

To help organize accommodations, students should inform the instructor by the end of the second week of classes of religious observances of their faith that will conflict with class attendance this semester.

Any student that acquires 3 absences (either excused or unexcused) will be required to meet with this course’s instructor and/or area faculty to discuss the student’s continued participation in the course.

**In-Person Class Guidelines**

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**School of THEATRE + DANCE**

UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS
1. We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are expected to wear approved face coverings at all times during class and within buildings. Following this policy is all of our responsibility. If you choose to not wear an approved face covering at all times during class you will be expected to maintain 6 feet of social distance from the instructor, teaching assistants, and your classmates.
- Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor’s guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms (Click here for guidance from the CDC on symptoms of coronavirus), please use the UF Health screening system and follow the instructions on whether you are able to attend class. Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms.

Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. Find more information in the university attendance policies.

### Evaluation of Grades

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Total Points</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>French Hood</td>
<td>100</td>
<td>20%</td>
</tr>
<tr>
<td>Bonnet Research and Design</td>
<td>50</td>
<td>10%</td>
</tr>
<tr>
<td>Bonnet Pattern</td>
<td>50</td>
<td>10%</td>
</tr>
<tr>
<td>Completed Bonnet</td>
<td>200</td>
<td>40%</td>
</tr>
<tr>
<td>Weekly Homework Goals</td>
<td>100</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>500</td>
<td>100%</td>
</tr>
</tbody>
</table>

Weekly homework assignments constitute 20% of your final grade. Failure to stay on track will significantly affect your grade. Progress will be tracked on the weeks with an *** in the course schedule using the following rubric:

<table>
<thead>
<tr>
<th>Score (based on UF Grading Scale)</th>
<th>Mastery of Concepts</th>
<th>Application of Skills</th>
<th>Quality of Work</th>
<th>Homework Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 (A+)</td>
<td>Exceeds class expectations in</td>
<td>Consistently selects and</td>
<td>Workmenship is at a level consistent</td>
<td>Work is often finished early</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Workmanship</td>
<td>Due Date</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>--------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Meets class expectations in the understanding and presentation of concepts. Verbalizes the concepts to faculty and peers.</td>
<td>Consistently selects and applies proper skills. Recognizes errors in their own work.</td>
<td>Work is always finished on due date.</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Often selects and applies proper skills. Sometimes recognizes errors in their own or others work.</td>
<td>Workmanship is very good but does not possess a high professional skill level.</td>
<td>Work is often not finished on due date.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Sometimes selects and applies proper skills. Sometimes recognizes errors in their own or others work.</td>
<td>Workmanship meets the minimum standards for this class.</td>
<td>Work is often not finished on due date.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Does not select and apply proper skills. Sometimes recognizes errors in their own or others work.</td>
<td>Workmanship does not meet the minimum standards for this class.</td>
<td>Work is never finished on the due date.</td>
<td></td>
</tr>
</tbody>
</table>

**Grading Policy**

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.0 - 100.0</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>87.0 - 89.9</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>84.0 - 86.9</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>81.0 - 83.9</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>78.0 - 80.9</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>75.0 - 79.9</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>72.0 - 74.9</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>69.0 - 71.9</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>66.0 - 68.9</td>
<td>D+</td>
<td>1.33</td>
</tr>
</tbody>
</table>
In-Class Recordings

Please refer to the UF website for specific guidelines on in-class recordings and their use: In-Class Recording - Academic Affairs - University of Florida (ufl.edu)

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting https://disability.ufl.edu/students/get-started/. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://gatorevals.aa.ufl.edu/. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://gatorevals.aa.ufl.edu/.

University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and
rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

**Student Privacy**
There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: [http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html](http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html)

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the “chat” feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

**Campus Resources:**

**Health and Wellness**

**U Matter, We Care:**
If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

**Counseling and Wellness Center:** [http://www.counseling.ufl.edu/cwc](http://www.counseling.ufl.edu/cwc), and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

**Sexual Assault Recovery Services (SARS)**
Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or [http://www.police.ufl.edu/](http://www.police.ufl.edu/).

**Academic Resources**

**E-learning technical support**, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. [https://lss.at.ufl.edu/help.shtml](https://lss.at.ufl.edu/help.shtml).

**Career Resource Center**, Reitz Union, 392-1601. Career assistance and counseling. [https://www.crc.ufl.edu/](https://www.crc.ufl.edu/).

**Library Support**, [http://cms.uflib.ufl.edu/ask](http://cms.uflib.ufl.edu/ask). Various ways to receive assistance with respect to using the libraries or finding resources.
Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. https://teachingcenter.ufl.edu/.

