

# TPA 6930 Special Topics: Millinery

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

## Instructor Information

### Instructor

Sarah L. Moench

### Email

smoench@arts.ufl.edu

### Office Location & Hours

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

Class Meeting	Topic	Homework
8/25	Lecture: Review of syllabus, Introduction to Millinery materials, notions, and tools Studio: Trace off French Hood patterns	
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
9/29	Lecture: Research and designing a Bonnet	Read Lesson 1, pgs. 7-14

Class Meeting	Topic	Homework
	Studio: finishing the trim and lining of the French Hood	
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
<b>Thanksgiving - no class</b>		
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	<b>Finals Week</b>	<b>Bonnet due for grading by 4:59pm in the Craft Room</b>

## 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/>) 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*

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

Assignment	Total Points	Percentage of Final Grade
French Hood	100	20%
Bonnet Research and Design	50	10%
Bonnet Pattern	50	10%
Completed Bonnet	200	40%
Weekly Homework Goals	100	20%
	500	100%

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:

Score (based on UF Grading Scale)	Mastery of Concepts	Application of Skills	Quality of Work	Homework Due Date
4 (A+)	Exceeds class expectations in	Consistently selects and	Workmanship is at a level consistent	Work is often finished early

	understanding and presentation of concepts. Easily verbalizes the concepts to faculty and peers.	applies proper skills. Assists others with the correct skill choices.	with professional industry standards.	and/or consistently on time.
3.67 (A)	Meets class expectations in the understanding and presentation of concepts. Verbalizes the concepts to faculty and peers.	Consistently selects and applies proper skills. Recognizes errors in their own work.	Workmanship is very good but does not possess a high professional skill level.	Work is always finished on due date.
3	Meets class expectations in the understanding presentation of concepts. Verbalizes the concepts to faculty and peers.	Often selects and applies proper skills. Sometimes recognizes errors in their own or others work.	Workmanship is very good but does not possess a high professional skill level.	Work is often not finished on due date.
2	Has difficult time understanding and/or verbalizing the concepts.	Sometimes selects and applies proper skills. Sometimes recognizes errors in their own or others work.	Workmanship meets the minimum standards for this class.	Work is often not finished on due date.
1	Has difficult time understanding and/or verbalizing the concepts	Does not select and apply proper skills. Sometimes recognizes errors in their own or others work.	Workmanship does not meet the minimum standards for this class.	Work is never finished on the due date.

## Grading Policy

Percent	Grade	Grade Points
90.0 - 100.0	A	4.00
87.0 - 89.9	A-	3.67
84.0 - 86.9	B+	3.33
81.0 - 83.9	B	3.00
78.0 - 80.9	B-	2.67
75.0 - 79.9	C+	2.33
72.0 - 74.9	C	2.00
69.0 - 71.9	C-	1.67
66.0 - 68.9	D+	1.33

63.0 - 65.9	D	1.00
60.0 - 62.9	D-	0.67
0 - 59.9	E	0.00

More information on UF grading policy may be found at:

<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades>  
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### *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>

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](mailto: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>, 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/>.

#### *Academic Resources*

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

**Career Resource Center**, Reitz Union, 392-1601. Career assistance and counseling. <https://www.crc.ufl.edu/>.

**Library Support**, <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/>.

**Writing Studio, 302 Tigert Hall**, 846-1138. Help brainstorming, formatting, and writing papers.  
<https://writing.ufl.edu/writing-studio/>.

**Student Complaints Campus:** [https://www.dso.ufl.edu/documents/UF Complaints policy.pdf](https://www.dso.ufl.edu/documents/UF%20Complaints%20policy.pdf).

**On-Line Students Complaints:** <http://www.distance.ufl.edu/student-complaint-process>.