

## Department of Design, Housing and Merchandising

### Apparel Design and Production Program Proficiency Review Policies and Procedures

(This document for information purposes only. Dates are subject to change for spring 2015 Review participants.)

To insure adequate space for quality instruction in advanced apparel design and production (ADP) laboratory courses, the Department of Design, Housing and Merchandising limits enrollment in advanced ADP courses to students meeting the proficiency review criteria. This policy is in effect for all students completing the DHM 1103 and DHM 2203 course sequence. All students wishing to enter into the ADP professional program and enroll in the advanced ADP lab courses must pass the proficiency review.

The following criteria will be used by a faculty committee for the selection of students for admission to the apparel design and production professional program.

#### ***Selection Criteria for admission to the apparel design and production professional program:***

1. Have an **overall Cumulative Grad/Ret GPA** of at least **2.25**.
2. Have at least a **2.5 GPA** in major and proficiency review courses completed by the end of spring term 2015.
3. Have successfully completed the following *proficiency review courses* (see your degree plan for course grade requirements).

DHM 1003 Design Theory and Processes for Design and Merchandising

DHM 1103 Basic Apparel Assembly

DHM 1433 Innovation and Marketing of Fashion Products

DHM 2203 Intermediate Apparel Assembly

DHM 1993 Communications and Presentation Techniques for Apparel Design

ENGL 1113 Freshman Composition I or ENGL 1313, Critical Analysis and Writing I

ENGL 1213 Freshman Composition II or ENGL 1413, Critical Analysis and Writing II

CHEM 1014 Chemistry in Civilization or CHEM 1215, General Chemistry

NOTE: All courses listed above except ENGL courses must be completed with a grade of "C" or higher.

NOTE: Grades from MATH 1483 or MATH 1513, ART 1103, DHM 2003, and DHM 2573 will be included for proficiency review GPA calculation if these courses have been taken by the time of the proficiency review.

NOTE: Courses repeated will be considered when evaluating student's grades and progress.

4. Quality of portfolio materials submitted from completed projects in DHM 1103, 2203 and 1993.
5. Class attendance, work ethic and attitude in major courses and prerequisite courses for proficiency review courses.
6. Participation in enrichment opportunities, such as Fashion Group International and Departmental Professional Development Activities.
7. Participation in extracurricular activities such as Merchandising and Design Association (MADA), OSU or Human Sciences student council programs, student housing organizations, Greek organizations, and jobs related to major.
8. Completed *application for proficiency review* form submitted by April 17, 2015. Applications will be handed out in DHM 2203 Spring 2015.

#### ***Procedures for students seeking admissions to the apparel design and production professional program:***

1. Have the required retention/graduation GPA and proficiency review GPA in major.
2. Complete the courses identified in **section 3 Selection Criteria before August 2015**. (General education courses, such as Chemistry, may be completed during summer school).
3. Obtain application and handouts with specific portfolio requirements from the DHM 2203 instructor or in the DHM office (431 Human Sciences) if not enrolled in DHM 2203.

4. Complete and submit the application form to Dr. Jane Swinney, Associate Department Head by April 17, 2015, 431 Human Sciences.
5. See your academic advisor and enroll in all courses required for sophomore year except advanced apparel design and production lab courses. A student will enroll in these courses only if selected for continuation into the apparel design and production professional program.
6. Submit a "portfolio" of projects for review by the apparel design and production faculty. The review materials will be due at the end of the spring semester. The due date for the 2015 review is the Friday of final exam week by 5:00. ***It is a responsibility of the student to meet the deadline for submitting review materials.***

Review materials include:

- Resource notebooks (samples) from DHM 1103 and 2203
- Projects from DHM 2203
- DHM 1993 - PR 12: Illustrator and Photoshop: Item line. Single-Board Digital Presentation
- 1 written assignment from ENGL 1213, ENGL 1413 or DHM 1433 to demonstrate your writing ability (short papers)

Faculty will review student's portfolio and academic record for admission to the advanced apparel design and production lab courses. The quality of the submitted materials and garments from DHM 1103, 2203, and 1993 will be evaluated as indicators of student's readiness to proceed with the advanced ADP courses.

The student will be notified by letter about the outcome of the review by July 2015. Students must pick up their review materials by the end of the first week of classes fall semester 2015.

***Notes for students who do NOT receive acceptance to the apparel design and production professional program:***

1. The student will wait one year to reapply for admission to the apparel design and production professional program. During that year, the student has the responsibility to (a) improve, if necessary, his or her overall GPA, major GPA, and/or proficiency review GPA, (b) improve skills by retaking the courses or by other methods as recommended by the faculty committee.
2. The student will visit with his or her advisor to develop a plan for meeting the requirements needed to complete and successfully pass review the next year or to discuss other majors that the student may want to consider.
3. The student may NOT enroll in ADP courses identified as advanced undergraduate apparel design and production lab (see list below). If a student enrolls in one of these courses without successfully completing the review process and receiving admission to the apparel design and production professional program, the student will be dropped from the course. These courses include:

DHM 2444 Draping

DHM 3013 Flat Pattern Design

DHM 3023 CAD Flat Pattern Design

DHM 3123 Advance Technology for Apparel

DHM 3153 Mass Production

DHM 4403 Advanced Apparel Design

Any upper division ADP special topics courses

***Students seeking a minor in Apparel Design and Production must successfully complete all requirements for the proficiency review as designated by the Design, Housing and Merchandising Department.***