

FSHN 2309: FASHION IMAGE

Session (Fall 2026)

Synonym:

Section:

Time: 6PM-8PM

Room: HLC4 1210.00

INSTRUCTOR SPECIFIC INFORMATION

Instructor: Michelle Washington

Office:

Office Phone:

E-mail: michelle.washington@austincc.edu

Office Hours: Fri. 10am-4pm

****By appointment | Virtual or In person****

Web Page:

COURSE DESCRIPTION

Instruction in the theory and application of fashion image and styling as tools of visual communication within the fashion industry. Emphasis on styling principles, trend forecasting, color and design application, silhouette and proportion, brand identity, visual storytelling, and image development for editorial, commercial, runway, digital, and social media platforms. Students will develop styling concepts, conduct fashion research, analyze fashion imagery, participate in collaborative creative projects, and produce professional portfolio materials. Study of industry standards, professional practices, career opportunities, and the collaborative processes used in contemporary fashion styling and image production.

Student Accident Insurance Fee: \$1.00

Skills: R Course Type: W

COURSE RATIONALE

The purpose of this course is to develop knowledge and skills used in fashion styling and visual image creation within the fashion industry. Emphasis is placed on fashion image as a form of visual communication, including styling concepts, visual storytelling, trend interpretation, color application, silhouette, proportion, garment coordination, and brand identity. Students will explore editorial, commercial, runway, digital, and e-commerce styling practices while developing mood boards, styling concepts, fashion imagery, and portfolio-ready projects. The course also examines professional styling workflows, industry collaboration, career pathways, and the business practices associated with fashion styling and image production.

Fashion Image is not just about textbook learning; it challenges students to use their critical/creative skills in all aspects of Business and Fashion Image, not just those covered in this course.

PREREQUISITES

None

REQUIRED TEXTS/MATERIALS/SOFTWARE

Davis, J. B. (2024). *Style Wise: A practical guide to becoming a fashion stylist* (3rd ed.). Fairchild Books.

STUDENT LEARNING OUTCOMES, GENERAL EDUCATION COMPETENCIES, & SCANS

Common Course Learning Objectives/Outcomes

1. Explore techniques used to analyze the fashion image of individual clients.
2. Understand the use of personal coloring.
3. Be able to create understand fabric textures and body proportion.
4. Discuss wardrobe coordination.
5. Review fashion image.
6. Discuss career opportunities in fashion image.
7. Chapter objectives that appear in the text.

Module 1 | WK 1 – August 24, 2026

TOPIC: Introduction to Fashion Image & The Role of the Stylist

- Monday Lecture (In-Person): The Role of the Fashion Stylist
- Activity (In-Person): Review paper magazines with examples of fashion imagery
- Blackboard: Read - *The Style in the Shadows: How Fashion Stylists Create Image Legacies*
- Blackboard: Read - *What Does a Fashion Stylist Do and How Do They Impact the Industry*
- Blackboard: Watch - *What's a Fashion Stylist & How to Become One*
- Blackboard: Watch - *My Must-Have Stylist Essentials*
- Blackboard: Discussion Post
- Text Book Read: Chapters 1-2 (pages 5-52)
- Discuss Fashion Community Service Project "Dress for Success" Sat. Nov. 14th
- Discuss Midterm (Due WK8) and Final Project (Due WK16)
- Blackboard Homework Assignment: Write a Fashion Image Analysis
- Prepare for Next Week: Study for WK2 Quiz and find 5 links of your favorite fashion stylist

Module 2 | WK2 – August 31, 2026

TOPIC: Elements & Principles of Styling

- Monday Lecture (In-Person): *Foundations of Fashion Styling - Elements & Principles*
 - *Texture & Fabric in Visual Styling*
 - *Color Theory for Fashion Styling*
- Activity (In-Person): Silhouette Identification
- Activity (In-Person): Fabric Exploration

- Blackboard: WK2 Quiz
- Blackboard: Read - *The Psychology of Attire: How Clothing Shapes Identity and Perception*
- Blackboard: Listen - *The Psychology of Fashion*
- Blackboard: Watch - *From History to Style: Mastering SILHOUETTE & CUT | Fashion Fundamentals*
- Blackboard: Watch - *How do clothes shape the body? Introduction to Silhouettes | FASHION AS DESIGN*
- Blackboard: Watch - *The Texture Trick: Instantly Upgrade Any Outfit*
- Blackboard: Discussion Post
- Text Book Read: Chapter 3 (pages 55-76)
- Discuss Midterm: Building your team (Due WK8)
- Blackboard Homework Assignment: Create 2 color palettes (submit via Blackboard)

Module 3 | WK 3 – September 14, 2026

TOPIC: Fashion Trends, Forecasting & Research

- Monday Lecture (In-Person): *Introduction to Trend Forecasting in Fashion* (macro vs. micro trends, seasonal cycles, consumer behavior)
- Activity (In-Person): Review current trend reports
- Activity (In-Person): Identify trends from runway and retail
- Activity (In-Person): Explore WGSN
- Blackboard: WK3 Quiz
- Blackboard: Read - *The Psychology Of Trends: Why We Love, Adopt, and Leave Them*
- Blackboard: Read - *The Evolution of Trends*
- Blackboard: Watch - *About WGSN Trend Forecasting*
- Blackboard: Watch - *Trend Forecasting 101 How to Predict Fashion Trends*
- Blackboard: Watch - *Fashion Trend Forecasting*
- Blackboard: Discussion Post
- Discuss Midterm: Building your team (Due WK8)
- Blackboard Homework Assignment: Trend Identification (submit via Blackboard)

Module 4 | WK 4 – September 21, 2026

TOPIC: Fashion Image Research & Concept Development

- Monday Lecture (In-person): *Theme & Narrative Development in Styling* (cohesion, narrative, and visual identity)
- Activity (In-Person): Prepare concept board
- Activity (In-Person): Present concept board in class
- Activity (In-Person): Peer feedback
- Blackboard: WK4 Quiz
- Blackboard: Read - *Understanding Fashion Consumers*
- Blackboard: Read - *The Two Kingdoms. On the Relationship Between Fashion and Art*
- Blackboard: Watch - *Stylist Secrets: What Makes an Authentic Stylist*
- Blackboard: Watch - *How We Create Mood Boards for Photo Shoots*
- Blackboard: Discussion Post

- Discuss Midterm: Building your team (Due WK8)
- Blackboard Homework Assignment: Fashion Concept Board (submit via Blackboard)

Module 5 | WK 5 – September 28, 2026

TOPIC: Editorial Fashion Styling

- Monday Lecture (In-person): *Wardrobe Pulling & Concept Alignment*
-Part 2: *Critical Decision-Making in Styling*
- Activity (In-Person): Hands-on fabric exploration
- Blackboard: WK5 Quiz
- Blackboard: Read - Fashion Glossary
- Blackboard: Read - Colour Coordination: A Guide to Harmonious Outfits
- Blackboard: Read - 11 Ways to Master the Art of Layering
- Blackboard: Read - What Is Editorial Fashion Styling, and How Is It Different from Commercial Fashion?
- Blackboard: Watch - How Does Fabric Behave?
- Blackboard: Watch - Fabric 101: How to ID Fabric by Fiber, Weave, and Fire
- Blackboard: Watch - Learning About Fabrics 101: The Who, What, and How
- Blackboard: Watch - Fashion Stylist Tutorials | Mastering Pulling/ Calling In Clothes & Sending Emails
- Blackboard: Discussion Post
- Text Book Read: Chapter 4 (pages 79-101)
- Discuss Midterm: Building your team (Due WK8)
- Blackboard Homework Assessment: Wardrobe Pull & Pull Letter (submit via Blackboard)

Module 6 | WK 6 – October 5, 2026

TOPIC: Commercial & Advertising Styling

- Monday Lecture: *The Fashion Production Ecosystem*
- Activity (In-Person): Group Timeline-building & Problem Solving
- Blackboard: WK6 Quiz
- Blackboard: Read - *The People Behind a Fashion Shoot*
- Blackboard: Read - *A day on a fashion photoshoot set: what happens hour by hour*
- Blackboard: Read - Collaboration & TFP - Lets Talk About This
- Blackboard: Read - The Role Of Collaboration In Fashion Photography Success
- Blackboard: Watch - Photo Shoot Roles Explained
- Blackboard: Watch - *WHAT DOES A STYLIST DO ON-SET? |The Process of a Shoot PT2.*
- Blackboard: Watch - How to Build the Perfect Fashion Photo Shoot Team: Creative Director's Guide
- Blackboard: Watch - Behind the Scenes of a High Fashion Editorial Experience
- Blackboard: Watch - Tips for Your First Fashion Editorial | Inside Fashion and Beauty Photography with Lindsay Adler
- Blackboard: Discussion Post
- Text Book Read: Chapter 4 (pages 79-101) continued
- Discuss Midterm: Building your team (Due WK8)

- Discuss Fashion Community Service Project “Dress for Success”
-Clothing and accessory selection Sat. Oct. 10th
- Blackboard Homework Assignment: Creative Team Communication (submit via Blackboard)

Module 7 | WK 7 – October 12, 2026

TOPIC: Photo Shoot Planning

- Monday Lecture: Photo Shoot Planning (Concept, styling plan, logistics, shot list, & call sheet)
- Activity (In-Person): Photo shoot logistics checklist
- Blackboard: WK7 Quiz
- Blackboard: Read - How to Do a Successful Fashion Shoot
- Blackboard: Read - How to Make a Photography Shot List
- Blackboard: Read - Organize Photoshoot
- Blackboard: Read - Fashion Shoot Planning Checklist
- Blackboard: Read - Equipment/Gear List
- Blackboard: Read - What’s In My On Set Wardrobe Kit
- Blackboard: Read - Gearing Up for Fashion Photography
- Blackboard: Read - How to Write a Fashion Photoshoot Brief
- Text Book Read: Chapter 9 (pages 175-190)
- Blackboard: Discussion Post
- Discuss Midterm: Building your team (Due WK8)
- Blackboard Homework Assignment: Photo shoot planning package (submit via Blackboard)

Module 8 | WK 8 – October 19, 2026 - MIDTERM DUE

TOPIC: Styling for Different Fashion Media

- Monday Lecture: *Fashion Styling Across Media Platforms*
- Activity (In-Person): One Outfit, 3 Platforms
- Blackboard: WK8 Quiz
- Blackboard: Read - What Is Editorial Fashion Styling, and How Is It Different from Commercial Fashion?
- Blackboard: Read - Fashion Consumption in Digital Media
- Blackboard: Watch - Using a Mood Board for Fashion Shoots
- Blackboard: Watch - Visual Storytelling 101
- Blackboard: Watch - How to Style Clothing for E-Commerce Photography
- Blackboard: Watch - Thom Browne Interview
- Blackboard: Discussion Post
- Discuss Midterm: Midterm DUE
- Blackboard Homework Assignment: One outfit, 3 different styles (submit via Blackboard)

Module 9 | WK 9 – October 26, 2026

TOPIC: Accessory Styling & Detail Development

- Monday Lecture: *Introduction to Accessory Styling*

- Activity (In-Person): *Accessory identification*
- Blackboard: WK9 Quiz
- Blackboard: Read - Styling Tutorial: Three Fashion Shoot Tips
- Blackboard: Read - Why Accessories Trends Become Cultural Signals in 2026
- Blackboard: Read - Fashion Accessories Trends & Cycle Movement
- Blackboard: Read - What Accessories Bring to a Brand Photoshoot
- Blackboard: Watch - *How to Make Outfits Look Intentional | The Art of Accessorizing*
- Blackboard: Watch - *BTS GUESS Accessories Spring '25 Campaign | Lanzarote, Spain*
- Blackboard: Watch - How to Steam and Organize your Garments before a Photo Shoot
- Blackboard: Discussion Post
- Discuss Final: Final DUE WK16
- Blackboard Homework Assignment: Accessory Styling Exercise (submit via Blackboard)

Module 10 | WK 10 – November 2, 2026

TOPIC: On-Set Styling Techniques & Problem-Solving

- Monday Lecture: *The Professional Stylist Kit & On-Set Essentials*
 - Part 2: *Garment Preparation & Styling Maintenance*
 - Part 3: *Problem-Solving Under Pressure in Fashion Styling*
 - Part 4: *Time Management & Workflow Efficiency on Set*
- Activity (In-Person): Garment Preparation, Styling Kit Checklist, & Workflow Mgt.
- Blackboard: WK10 Quiz
- Blackboard: Read - What's In My Kit: Stylist Addition
- Blackboard: Read - Wardrobe Malfunctions Explained
- Blackboard: Read - 5 Common Fashion Photoshoot Mistakes
- Blackboard: Read - Photography Workflow
- Blackboard: Read - How Long a Photoshoot Takes
- Blackboard: Read - On-Set Etiquette
- Blackboard: Watch - Styling 101, What's In My Kit
- Blackboard: Watch - How to Steam and Organize your Garments before a Photo Shoot
- Text Book Read: Chapter 10 (pages 193-208)
- Blackboard: Discussion Post
- Discuss Final: Final DUE WK16
- Blackboard Homework Assignment: Workflow Mgt Worksheet (submit via Blackboard)

Module 11 | WK 11 – November 9, 2026

TOPIC: Image Selection & Visual Evaluation

- Monday Lecture: *Evaluating Fashion Imagery*
 - Part 2: *Visual Composition in Fashion Photography*
 - Part 3: *Styling Evaluation & Visual Cohesion*
- Activity (In-Person): Photo Strengths & Weakness
- Blackboard: WK11 Quiz
- Blackboard: Read - Fashion Photography Composition: Framing the Perfect Shot
- Blackboard: Read - The Ins and Outs of Fashion Photography
- Blackboard: Read - Elements and Principles

- Blackboard: Read - Fashion Criticism is An Art of Language
- Blackboard: Read - The Mediatization of Fashion: The Case of Fashion Blogs
- Blackboard: Watch - Steven Meisel - Photo Composition Masterclass
- Blackboard: Watch - How to be a fashion critic with Robin Givhan
- Blackboard: Discussion Post
- Discuss Final: Final DUE WK16
- Discuss Fashion Community Service Project "Dress for Success" Sat. Nov. 14th
- Blackboard Homework Assignment: Image Selection (submit via Blackboard)

Module 12 | WK 12 – November 16, 2026

TOPIC: Styling for Brand Identity

- Monday Lecture: *Introduction to Brand Identity in Fashion*
- Activity (In-Person): Brand Styling Concept
- Blackboard: WK12 Quiz
- Blackboard: Read - Fashion Branding: What You Need to Know for Effective Identity in The Fashion Industry
- Blackboard: Read - 5 Tips to Create a Powerful Styling Concept for a Brand
- Blackboard: Read - Visual Aesthetics of Fashion Brands
- Blackboard: Read - The Psychology of Fashion
- Blackboard: Watch - The Difference Between Lifestyle Brands, Streetwear Brands, And Fashion Brands
- Blackboard: Watch - How Fashion Brands Use Storytelling to Sell More
- Blackboard: Watch - Styling a NYC Brand Campaign From Start to Finish
- Blackboard: Discussion Post
- Discuss Final: Final DUE WK16
- Blackboard Homework Assignment: Brand Consistency Audit (submit via Blackboard)

Module 13 | WK 13 – November 23, 2026

TOPIC: Career Pathways & Professional Development in Fashion Styling

- Monday Lecture: *Career Opportunities in Fashion Styling*
 - Part 2: *Professional Expectations & Industry Standards*
 - Part 3: *Building a Professional Fashion Identity*
 - Part 4: *Networking & Industry Connections*
 - Part 5: *Portfolio Development & Personal Branding*
- Activity (In-Person): Create professional networking plan
- Blackboard: WK13 Quiz
- Blackboard: Read - A Guide to Fashion Styling Careers
- Blackboard: Read - Why Soft Skills Like Emotional Intelligence Are Essential for a Successful Fashion Career
- Blackboard: Read - 24 Fashion Stylist Resume Examples
- Blackboard: Read - 17 Fashion Stylists to Get Inspired By
- Blackboard: Watch - What Stylist Career Choices are Available to Pick From?
- Blackboard: Watch - The Skills Every Fashion Job Actually Requires
- Blackboard: Discussion Post

- Text Book Read: Chapter 7 (pages 139-152)
- Discuss Final: Final DUE WK16
- Blackboard Homework Assignment: Networking Plan (submit via Blackboard)

Module 14 | WK 14 – November 30, 2026

TOPIC: Portfolio Development & Professional Presentation

- Monday Lecture: *Visual Identity & Portfolio Cohesion*
- Activity (In-Person): Create visual cohesion checklist
- Blackboard: WK14 Quiz
- Blackboard: Read - How can you adapt your presentation skills for the fashion industry?
- Blackboard: Read - How To Make a Fashion Stylist Portfolio (Steps and Tips)
- Blackboard: Watch - FASHION STYLIST PORTFOLIO (How to KICK STARTED FAST)
- Blackboard: Watch - WHAT DOES A FASHION STYLIST BOOK/PORTFOLIO LOOK LIKE?
- Text Book Read: Chapter 7 (pages 144-148)
- Blackboard: Discussion Post
- Discuss Final: Final DUE WK16
- Blackboard Homework Assignment: Portfolio Layout Draft (submit via Blackboard)

Module 15 | WK 15 – December 7, 2026

TOPIC: Final Styling Project Production & Execution

- Monday Lecture: *Developing a Professional Styling Project*
- Activity (In-Person): Critique and discussion
- Blackboard: WK15 Quiz
- Blackboard: Read - Photo Culling
- Blackboard: Watch - How to Plan a Fashion Editorial
- Blackboard: Watch - Behind the Scenes of the Young Designers Photo Shoot with Camilla Nickerson
- Blackboard: Discussion Post
- Discuss Final: Final DUE WK16
- Blackboard Homework Assignment: Production Planning Package (submit via Blackboard)

Module 16 | WK 16 – December 14, 2026 - FINAL DUE

TOPIC: Final Presentation, Portfolio Review & Course Reflection

- Monday Lecture: *Professional Presentation Techniques for Creative Industries*
- Activity (In-Person): Critique and discussion
- Blackboard: Read - Critical Fashion: Reflections in Theory and Practice
- Blackboard: Watch - Critiquing a Fashion Portfolio
- Blackboard: Discussion Post
- Final DUE: Portfolio submission from photoshoot, justification paper, & reflection paper

Important Financial Aid Warning:

Due to new federal regulations taking effect July 1, 2026, withdrawing from this course may severely impact your financial aid package, eligibility, or result in owing a balance. It is **crucial** that you consult with the Financial Aid Office *before* initiating a withdrawal to understand how these new rules apply to your specific situation.

SCANS (Secretary's Commission on Achieving Necessary Skills)

Course SCANS Competencies for FSHN 2309

Please go to [SCANS \(Secretary's Commission on Achieving Necessary Skills\)](#) for a complete definition and explanation of SCANS. This list summarizes the SCANS competencies addressed in this particular course.

Resources

1.1 Manages Time

Interpersonal

2.1 Participates as a Member of a Team

2.4 Exercises Leadership

2.5 Negotiates to Arrive at a Decision

2.6 Works with Cultural Diversity

Information

3.1 Acquires and Evaluates Information

3.2 Organizes and Maintains Information

3.3 Interprets and Communicates Information

Basic Skills

6.1 Reading

6.2 Writing

6.3 Arithmetic

6.5 Listening

6.6 Speaking

Thinking Skills

7.1 Creative Thinking

7.2 Decision Making

7.3 Problem Solving

7.4 Mental Visualization

7.5 Knowing How to Learn

7.6 Reasoning

Personal Qualities

- 8.1 Responsibility
- 8.2 Self-Esteem
- 8.3 Sociability
- 8.4 Self-Management
- 8.5 Integrity/Honesty

REQUIRED TEXTS/MATERIALS/SOFTWARE

Style Wise, 3rd Edition, by Jenny B. Davis

ISBN-10: 1501392433

ISBN-13: 9781501392436

INSTRUCTIONAL METHODOLOGY

See specific instructor's syllabus

DISTANCE EDUCATION

Online (ONL) Distance Education courses are designed for anyone, who has scheduling problems, work-schedules that conflict with normal class times, or any reason they may have. Some students are concerned about the transferability or status of ONL courses. The course content, college credit and transferability are equivalent to those offered in the classroom.

The same material will be covered as a regular class. Students must have access to the Internet and an email account. The primary framework for instruction is the Internet. The Interactive capabilities such as email and listserv, access to library on-line, office hours, discussion forums, facilitate student to instructor communication. This asynchronous learning allows students who have other responsibilities to participate in course offerings. Being able to send a message to the instructor at any time, instead of traveling to the campus during the instructor's posted office hours, makes it possible for those who have limited or no time beyond the normal class time to talk to the instructor.

Course content is delivered in the Blackboard learning management system. The syllabus, assignments, core course information, announcements, structured student activities, and discussion information are all located in Blackboard. Students will view web pages, send and receive email, download and upload files using ACC's Blackboard system. Tests will be taken on-campus in the Testing Centers. Testing center information is located at <http://www.austincc.edu/testctr/>.

GRADING SYSTEM

Please see the grading policy on Blackboard

DEPARTMENTAL COURSE/CLASS POLICIES

Departmental policies for Incompletes, Attendance, and Withdrawal are as follows:

Incomplete Policy: An incomplete (I) will be granted to a student in rare circumstances. Generally to receive a grade of I, a student must have completed all examinations and assignments to date, be passing, and have personal circumstances that prevent course completion that occur after the deadline to withdraw with a grade of W.

Respect & Professionalism

- Treat classmates, instructors, and guests with respect. No loud talking, profanity, inappropriate singing, or phone use during class
- Act professionally during class, with visitors, and on field trips
- Children are not permitted in the Open Labs and classroom

Participation (Fashion Design & Merchandising Dept. Policy)

- Be on time. 90% attendance is required
- Discussions, demos and lessons happen at the start of class
- Participate actively in class. Ask questions if you need clarification. Respectful participation fosters a successful learning space for everyone
- 3 unexcused and consecutive absences may result in **withdrawal**, impacting your academic standing and financial aid.

LATE ATTENDANCE: All students are expected to attend classes. Classes are not recorded. Non-attendance will have an impact on the student's grade.

- If you are 10 minutes late...5 points will be deducted from your attendance points
- If you are 20 minutes late...You are automatically ABSENT, full 10 points deducted
- Arriving after class starts counts as late, even if you notify your instructor ahead of time
- Leaving early without permission counts as an absence
- If you accumulate 3 unexcused and consecutive absences may result in **withdrawal**
- Absence due to unforeseen circumstances must be communicated via email within a minimum of 24 hours (it is the student's responsibility to catch up with any missed information and classwork)

LATE WORK:

- Late work is NOT accepted
- Blackboard serves as the official learning management system, and submitting your work there is mandatory to receive a grade.
- Late work due to unforeseen circumstances must be communicated via email within a minimum of 24 hours.

Withdrawal Policy: It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the

Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall 2002, may be charged a higher tuition rate for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Headphone and Media Use

- Noise-canceling headphones are not permitted in the classroom or labs. It is essential to hear both instructions and the sounds of your equipment to ensure safe and effective operation.
- Only one earbud is allowed if listening to music; keep one ear open for instructions.
- **Instructor-Led Video Only:** Instructors may provide relevant videos and Open Educational Resources (OER) to support learning. Outside videos (YouTube or other sources) are not allowed unless approved by the instructor.

Recording and Privacy Policy: To ensure compliance with the Family Education Rights and Privacy Act (FERPA), the use of wearable recording technology (such as Meta glasses) to capture audio or video during class lectures or activities is prohibited. Explicit written permission from the instructor and notification of all enrolled students is required before any such device may be used for recording purposes.

Disability Accommodations: If you require the use of assistive wearable technology as a documented accommodation, your SAS counselor must provide a 'Faculty Notification Letter' from Student Accessibility Services (SAS) before use. Please note that accommodations are not retroactive.

COURSE OUTLINE/CALENDAR

Provided via Blackboard

COLLEGE POLICIES

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students'

academic achievements, and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at <https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process>

Student Rights & Responsibilities

Academic freedom is a foundation and hallmark of higher education. In the context of college-level courses, it specifically refers to the rights of free expression and respect for others with differing opinions. Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. This concept is accompanied by an equally demanding concept of responsibility on the part of the student.

Just as you are expected to exercise these rights with respect for state and federal law in the larger world, you are expected to exercise these rights as a student with respect for the college's standards of conduct. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process.

Students and faculty alike should enable a climate of mutual respect and civility while fostering the freedom to debate and discuss the merits of competing ideas.

Enrollment in the college indicates acceptance of the rules set forth in the student standards of conduct policy, which is administered through the office of the campus dean of student services. Due process, through an investigation and appeal process, is assured to any student involved in disciplinary action.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available

at <http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures>

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student. Grades are posted in Blackboard.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at

<http://www.austincc.edu/emergency>

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an illness outbreak, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy. In addition, **concealed weapons are not allowed on ACC-sponsored field trips** where the school owns or has chartered or leased vehicles for transportation.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999. Please refer to the concealed handgun policy online at <http://austincc.edu/campuscarry>

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at

<https://drive.google.com/file/d/1o55xINAWNvTYgl-fs-JbDyuaMFDNvAjz/view>

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACC mail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available

at <http://www.austincc.edu/help/accmail/questions-and-answers>

Use of the Testing Center

Under certain circumstances, examinations may have to be taken in a testing center. The ACC Testing Centers follow standard procedures so students know what to expect when they arrive to take their tests. Students should familiarize themselves with the [student guidelines](#).

Students must present an [ACC student ID card](#) or government issued ID and know their ACC ID number before they can test.

It is necessary to check in at the Testing Center kiosk before taking a test. To check in, one must know the following information:

- Student ID number
- Course prefix and number
- Course synonym
- Course section number
- Test number
- Instructor's name

Personal belongings such as backpacks, books, and electronic devices (including, but not limited to, cell phones and smart watches) are not allowed in the Testing Center. Possession of prohibited items or accessing unapproved resources in the testing room will result in the immediate termination of the exam and [possible disciplinary action](#).

For additional information on using the Testing Center, please go to <http://www.austincc.edu/students/testing-services/instructional-testing>

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at <http://www.austincc.edu/students>.

Student Accessibility Services

Students with documented disabilities who need classroom, academic, or other accommodations must request them through the office Student Accessibility Services (SAS).

SAS offices are located at each major campus. Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester; otherwise, the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the document titled "Notice of Approved Accommodations" from SAS before accommodations will be provided. Accommodations will not be provided retroactively.

Arrangements by the instructor for academic accommodations can only be made after he or she receives the "Notice of Approved Accommodations" from the student.

Additional information about Student Accessibility Services is available at <https://www.austincc.edu/offices/student-accessibility-services-and-assistive-technology>

Academic Support

ACC offers academic support services on all of its campuses. These services, which include face-to-face and online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

Tutoring schedules can be found

at <https://www.austincc.edu/students/tutoring/tutoring-schedules>

Library Services

ACC has a full-service library at each of its campuses to support ACC courses and programs and to provide students with research and assignment assistance from expert faculty librarians, computers, course reserves, laptop and tablet check out, study spaces, and copying, printing,

and scanning services. In addition, ACC students have full rights and privileges to access Library Services online 24/7 via the ACC Library website and students can use their ACCeID logins to access all online materials, including ebooks, articles from library databases, and streaming videos. ACC Libraries also provide an “Ask a Librarian” service, which allows students to reach a librarian 24/7 through online chat. Faculty librarians are also available via email, phone, and in person seven days a week during hours of operation. Visit

- Library Website: <http://library.austincc.edu>
- Ask a Librarian: <https://library.austincc.edu/help/ask.php>
- Library Hours of Operation by Location: <https://library.austincc.edu/loc/>
- Email: library@austincc.edu

In partnership with ACC’s Student Support Center, ACC Libraries also maintain a limited collection of textbooks for students to borrow. Priority access to the textbook collection is given to students receiving assistance. More information is available on the ACC website by searching “Student Support Center Textbook Collection.”

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at <http://sites.austincc.edu/sl/>.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food pantries are located in all campus Student Life offices: <https://sites.austincc.edu/sl/programs/foodpantry/>
- Assistance with childcare or utility bills is available at any campus Support Center: <http://www.austincc.edu/students/support-center>
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: <http://www.austincc.edu/SEF>
- Help with budgeting for college and family life is available through the Student Money Management Office: <http://sites.austincc.edu/money/>
- Drop-in child care is available at Highland Campus: <http://www.austincc.edu/students/child-care/child-watch-drop-in-center>

Clinical Counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns:

<http://www.austincc.edu/students/counseling>.

If an emergency occurs during operational hours, please come to the Student Services Office and let the front intake staff know that you are experiencing a crisis. They will alert appropriate personnel. You may also contact the ACC District Police at 222 (on campus) or 223-7999 (off campus or cell phone).

After Hours:

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24 hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24 hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**

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