

## **OWNERSHIP**

Rucht D'Oleo Designs Inc

## **ADMINISTRATION**

Rucht D'Oleo	School President.
Daniela Milan	Assistant and Secretary

## **INSTITUTIONAL CONTROL AND OWNERSHIP**

The Fashion Institute of South Florida (hereinafter referred to in this catalog as FISF) is owned and a d/b/a of Rucht D'Oleo Designs, Inc. Rucht D'Oleo is the owner of Rucht D'Oleo Designs, Inc.

## **HISTORY**

The Fashion Institute of South Florida was founded in 2017 after fashion designer Rucht D'Oleo saw the need for a school where students can learn the craft of sewing and pattern making

Ms. D'Oleo started a similar program in 2013 with Miami Dade College, North Campus under the Continue Education and Development Department, where she coordinated, and taught several courses in sewing and pattern making. In addition, she was responsible for hiring and managing other instructors. After a few years, she decided to venture on her own creating The Fashion Institute of South Fl under her company, Rucht D'Oleo Design, Inc.

## **MISSION**

The mission of The Fashion Institute of South Florida is to prepare students for a rewarding career in fashion design, sewing, pattern making, production, sales, distribution and/or other areas of the fashion industry. FISF was founded upon the belief that quality fashion design education should be available to all students with the desire to learn the art and craft of fashion design. We take pride in teaching with love and patience in order to ensure all students have the opportunity to learn in our small class environment.

## **OBJECTIVE**

Our objective is to provide training in fashion design, sewing, pattern making, production, sales, distribution and other areas of the fashion industry.

Our goal is to create a school where we can provide quality education in fashion to all fashion and sewer lovers in South Florida. We feel we have a responsibility to provide excellent hands-on training to students with a real passion for fashion. Our objective is to empower our graduates to be successful by finding employment or even starting their own business in fashion. We believe by accomplishing this we will have a positive impact on our community.

## **LICENSURE**

The Fashion Institute of South Florida is licensed by the State of Florida's Commission for Independent Education (License # 6337), Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

## **STATEMENT OF NON-DISCRIMINATION**

No person shall be excluded from participation and/or admittance in The Fashion Institute of South Florida or be subject to any form of discrimination because of race, color, sex, national origin, religion, age, marital status, sexual orientation, veteran status, or disability.

Applicants should discuss individual needs with the admissions office prior to the registration process so that special arrangements can be made as appropriate.

## **ANTI-HARASSMENT/DISCRIMINATION**

This policy applies to all employees and students. FISF strives to maintain a school and workplace that fosters mutual respect for all employees and students. FISF is committed to and promotes harmonious, productive working relationships and learning environment. Our organization believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of both the employment relationship and the student's learning relationship with an instructor or any member of the FISF staff. Harassment or unlawful discrimination against individuals on the basis of race, national origin, religion, sex, disability or any other classification protected by state or federal laws is illegal and prohibited by FISF policy. Such conduct by or towards any employee, student, contract worker, vendor or anyone else who does business with FISF will not be tolerated. To the extent an employee, student, vendor or other person with whom FISF interacts with or does business with engages in unlawful harassment or discrimination, FISF will take appropriate corrective action, including but not limited to the appropriate law enforcement authority. There will be no retaliation for reporting in good faith any behavior or conduct that violates this policy.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

The Fashion Institute of South Florida (FISF) strives to maintain a supportive environment which promotes the learning of all students. FISF is responsible for compliance and providing service and advocacy for students with disabilities in accordance with the Rights Afforded by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. It is the responsibility of the student to disclose information regarding a disability if accommodations are needed.

FISF provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate in the programs and activities of the school. Students who believe they are in need of such accommodations should contact the Campus Director and/or School President. Documentation related to students' disabilities presented to the Campus Director and/or School President will remain confidential and will not be included in the student's academic file.

Students seeking accommodations from FISF on the basis of a diagnosis of a disability are required to submit documentation to verify eligibility. Documentation of a disability consists of the providing results of current (within the past three years) professional testing, evaluation, medical or other diagnostic documentation that confirms their impairment and contains recommendations for specific accommodations.

Appropriate medical documentation is required by FISF in order to provide suitable and effective accommodation or auxiliary aid for individuals requesting service. Requests that are not supported by proper documentation may not be approved. The cost and responsibility for providing this professional evaluation shall be borne by the student. Students with disabilities who are requesting accommodations should make timely and appropriate disclosures and requests, preferably at least six (6) weeks in advance of the class or activity for which accommodation is requested.

Students may be referred to agencies outside the school to gain medical documentation for services. Once a referral is made, it is the responsibility of the student to complete the steps necessary, including those mentioned below, in order to gain his/her documentation and obtain reasonable accommodations:

1. Choose an educational program, or educational service to pursue.
2. Apply to The Fashion Institute of South Florida.
3. Once accepted into The Fashion Institute of South Florida, it is the student's responsibility to request an appointment to meet with the Campus Director and/or School President. The student should bring a recent (within the past three years) medical and/or psychological evaluation stating and describing his/her disability and any classroom accommodations recommended by the doctor. If the student does not have such documentation, the student is encouraged to make the appointment so the student may receive the proper confidential guidance. Current or active students shall follow the same procedures.

Any complaints or concerns regarding this policy should be presented to the Campus Director and/or School President.

The Fashion Institute of South Florida is responsible for the following:

1. Determining eligibility
2. Identifying appropriate accommodations
3. Notifying faculty via accommodation forms
4. Maintaining confidential records
5. Complying with ADA laws
6. Addressing complaints and/or grievances
7. Supporting faculty and staff as needed
8. Working with students

## **STUDENT RIGHT-TO-KNOW**

The Fashion Institute of South Florida is required to distribute graduation rates and campus security to students. Graduation rates are updated prior to December 31 each year. This information is available for review in the Campus Director's and/or School President's office.

## **CAMPUS SECURITY**

Campus security statistics are updated and distributed by October 1 each year. Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Report are distributed to every employee annually by October 1st and are available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is delivered to each employee. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. This is distributed during the admissions process and/or currently enrolled students in class. In addition, this information is readily available for review by students and employees in the Campus Director's and/or school Presidents office at any time.

FISF makes every effort to maintain a secure campus. All students and employees are encouraged to report any crime occurring on campus to the Campus Director's office. While FISF strives to provide a safe and secure learning environment, FISF does not assume responsibility for loss of books or personal property on campus.

Please refer to the latest Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report, including FISF's Violence against Women Act (VAWA) policy.

### **COPYRIGHT POLICY**

Copyright Protection and Duplication of Materials. Academic integrity extends to the appropriate duplication of the materials of others that are under copyright protection. Faculty and students are required to comply with all copyright restrictions in the use of materials within the classroom and in reports and presentations. Students, faculty, and staff must also be cognizant of and avoid copyright infringement.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

In addition to the aforementioned potential for federal penalties, the Institute reserves the right to revoke information technology privileges of those using or contributing to the use of file sharing networks to either access or provide use of or access to copyrighted material. The concept of "Fair Use" applies, and the limited reproduction of copyrighted works for teaching and research purposes may be permitted. Multiple copies for classroom use may be produced provided the copies are not sold or distributed beyond classroom use and provided such duplication is specifically for a direct educational purpose. This statement does not restrict the limited duplication of copyrighted materials through the School's purchased online databases. Should questions exist regarding the duplication of materials, academic advice should be sought before materials are copied. Faculty and students may face civil or criminal charges if they are found to be illegally printing and/or downloading copyrighted material.

### **FACILITIES / EQUIPMENT**

The Fashion Institute of South Florida's campus is located in Miami, FL. Easily accessible by public and/or private transportation, with adequate facilities for faculty and students. Our facilities occupy approximately 2,600 square feet, containing: a reception/front desk area, 1 office 3 spacious classroom, 2 well equipped sewing rooms, 2 bathrooms and a student lounge area.

### **ADDITIONAL LIBRARY AND LEARNING RESOURCES**

Our facility also provides an area available to students for additional learning resources equipped with computers, textbooks, and other learning resources located near the student lounge area.

## SCHOOL CALENDAR

### **Class Schedules**

Classes start every four (4) months. The date of completion is determined by the date of entrance and the frequency of attendance. Students who wish to complete the course sooner than scheduled may attend additional class sessions with prior permission from the School President.

All students in the morning schedule attend classes from 10:00am to 1:00pm, Monday and Wednesday or Tuesday and Thursday. Students in the evening schedule attend classes from 6:00pm – 9:00pm, Monday through Thursday. Saturday schedule is from 9:00am -12:00pm and 1:00 pm-4:00 pm

FISF is in session throughout the year, except for those holidays and breaks listed below. See program start dates below:

Class Start Dates:	<u>2019</u>	<u>2020</u>
	09/03/19	01/06/20
		09/05/20

### **Office Hours**

School offices are open from 9:50 a.m. to 6:00 p.m. Monday through Thursday and Saturday from 9:00a.m. To 2:00p.m.

### 2019 School Holidays and Breaks

Friday, April 19	Good Friday
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Thursday, November 28, 2019 to Sunday, December 1, 2019	Thanksgiving Break
Sunday, December 22, 2019 to Sunday, January 5, 2020	Christmas Break

### 2020 School Holidays and Breaks

Friday, April 10	Good Friday
Monday, May 25	Memorial Day
Saturday, July 4	Independence Day
Monday, September 7	Labor Day
Thursday, November 25, 2020 to Sunday, November 29, 2020	Thanksgiving Break
Sunday, December 20, 2020 to Sunday, January 3, 2021	Christmas Break

## **ADMISSIONS**

### **ADMISSION REQUIREMENTS**

To qualify for acceptance at FISF, applicant must meet the following requirements:

1. Students must be beyond the age of compulsory education (age 16) in the State of Florida.
2. Provide a valid driver's license, state ID with photo, or valid passport.
3. An applicant for admissions must have completed high school or a high school equivalency, such as a general educational development (GED) certificate;  
or  
In the absence of the above documentation, the applicant shall, prior to enrolling, demonstrate their Ability-to-Benefit (ATB) from the education offered by satisfactorily passing a test approved by the U.S. Department of Education. The ATB test used by this institution is the Wonderlic Basic Skills Test. Applicants must score a minimum of 200 Verbal and 210 Quantitative.
4. Complete required Admissions Application and documents.
5. Pay Registration Fee.
6. The final decision regarding acceptance will be made by the School President after the submission of all required documents and applicant meeting all minimum requirements stated above. Completion of minimum Admissions requirements does not guarantee admittance into a program.

### **ADMISSION PROCEDURES**

All prospective students participate in an admissions interview with an Admissions Advisor. This interview will also serve as a career planning session for the prospective student. FISF's Fashion Apparel Design Program and admissions policies should be explained during this session. Tuition and fees are provided to all applicants by the Admissions Advisor during the admissions interview.

An applicant's high school diploma or high school equivalency certificate information in his/her Application for Admissions will be used to qualify the student for admissions at FISF. Applicants are required to self-certify that he/she has received a high school diploma. FISF does require applicants to provide a copy of his/her high school diploma or equivalency certificate. FISF does not accept High School "completion" certificates diplomas.

To enroll at FISF, applicants are required to submit a completed and signed Application/Enrollment Agreement to the administration office. If applicant is under 18 years of age, applicant will need parental signature of approval in the enrollment agreement. All students admitted to FISF to enter The Fashion Program are required to sign an enrollment agreement.

Special Note: A prospective student or student with prior misdemeanor or felony convictions may experience limitations and/or denial of employment opportunities and professional licensure. In addition, each student is advised that employers may require criminal background checks and/or drug screening. The School is not required to confirm this unless there is evidence of conflicting information.

### **Credit for Previous Education**

Credit for courses completed at another institution for students enrolling at FISF will be subject to approval by the Campus Director and/or School President. These courses must adhere to the following transfer credit approval criteria: 1) Substantially similar in content and duration to those offered at FISF; 2) Transfer credit hours must be 3 years old or less; 3) Transfer credits/hours with a grade of “C” or better; and 4) From an accredited institution.

An official transcript from the transferring institution is required when requesting that credits/hours be transferred to FISF. Transcript reviews from other institutions may be requested for a fee of \$10. FISF reserves the right to accept or reject any or all credits earned at other institutions. At least 70 percent of the hours required for completion of a program must be earned through instruction taken at FISF.

All credit/hours for previous education requests must be submitted to Campus Director and/or School President by the admissions department. If credit/hours for previous education are granted by FISF, the program’s duration, if necessary, will be adjusted and tuition fees prorated accordingly. The requesting student’s permanent record will be documented accordingly.

### **Transfer of Credits**

Transferability of credits to another institution is at the discretion of the accepting institution, and it is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice.

### **Reentry**

Former students whose education was voluntarily interrupted may apply for reentry. The students Satisfactory Academic Progress and financial standing may be assessed to determine eligibility for reentry.

Previously earned credits/hours for students that apply for admission after two (2) years from the date of withdrawal are not accepted. However, it is at the Campus Directors’ and/or School President’s discretion to accept or deny any previously earned hours. If no hours are being transferred, then the student will be considered a new enrollment (not a “re-entry” student) and full tuition applies.

FISF reserves the right to modify curriculum and fees and re-entering students are required to meet all program requirements existing at the time of their reentry.

Reentering students are responsible for all applicable tuition and fees for repeated coursework. Students readmitted may be charged a re-entry fee of \$100.

### **Orientation**

Students who have been officially enrolled to FISF will be given a class start date. New students shall receive initial orientation information from their Admissions Advisor.

### **Physical and Health Demands of Professions**

FISF does not require students to have physical examinations prior to enrolling; FISF strongly recommends that all students have a physical examination completed by their physician prior to the first day of class. A physical examination may be required by employers as a condition of employment. It is the student’s responsibility to assure that they are physically able to perform the essential functions of

their chosen career. FISF assumes no responsibility for any student's ability to meet the physical or health requirements set forth by employers.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **General Policy**

The Family Educational Rights and Privacy Act (the Act) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Although FISF does not receive federal student aid at this time, our institution abides by this law as we feel it is in the best interest of the students we serve.

The Act gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high-school level. Students to whom the rights have transferred are called "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

### **Educational Records**

Education records are records maintained by the school that contain information that directly relates to the student. Education records may be maintained in electronic format. The only persons authorized to access education records are those with a legitimate administrative or academic interest. Schools are not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

In addition, the following records are exempt from the Act:

- The financial records of the student's parents.
- Information about other students.
- Confidential letters of recommendation to which the student has waived his or her right to inspect.
- Employment records of students who are employed by The Fashion Institute of South Florida.
- Records created or received after an individual is no longer a student and which do not directly relate to the individual's attendance as a student at The Fashion Institute of South Florida.
- Grades on peer-graded papers not collected and recorded by an instructor.
- Records about students made by, and only accessible to, faculty and administrative personnel.

### **Review of Records**

It is the policy of The Fashion Institute of South Florida (FISF) to periodically review education records to insure that they do not contain information which is misleading, inaccurate or otherwise inappropriate. FISF may destroy records that it determines, in its sole discretion, are no longer useful or pertinent to the students circumstances, and which FISF is not legally required to maintain.



### **Directory Information**

Directory Information means information contained in an education record of the student that would generally not be considered harmful or an invasion of privacy if disclosed.

Directory Information includes, but is not limited to:

The students name, address(es), telephone number(s), date and place of birth, program in which enrolled, extracurricular activities, credentials, awards and recognition (i.e., honors) received, last school attended, dates of attendance (i.e. enrollment periods, not daily attendance records), and student or user ID number (other than social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity that are known or possessed only by the authorized user.

Directory Information may be unconditionally released without the student's consent, unless the student has specifically requested, in writing, that the information not be released.

### **Release without Student Consent**

The school may release a student's education records without written consent of the student to:

1. Other school officials who have a legitimate educational interest.
2. Other schools where the student has applied for admission.
3. Authorized representatives of the U.S. Department of Education, state and/or local education authorities, the Comptroller General of the United States, or the Attorney General of the United States.
4. Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, guaranty agencies, Veterans Administration, state vocational rehabilitation agencies, and collection agencies.
5. State and local authorities where required.
6. Accrediting agencies.
7. A parent (whether a maternal parent, guardian, or an individual acting as a parent in the absence of a parent or guardian) of a student who is a dependent of the parent for purposes of the Internal Revenue Code (the school is not required, however, to release such records).
8. Any court in which the student or a parent of the student initiates a legal action against the school, but only with respect to the students education records that are necessary for the school to defend itself.
9. Any court in which the school initiates a legal action against the student or a parent of the student, but only with respect to the student's education records that are relevant for the school to prosecute the legal action.
10. Any person pursuant to and in compliance with a judicial order or subpoena provided that a reasonable attempt is made to notify the student prior to compliance (unless the order or subpoena specifies that the student must not be notified).
11. Appropriate persons or agencies in the event of a health or safety emergency.
12. Organizations conducting studies to develop validate and administer predictive tests, to administer student aid programs, or to improve instruction.
13. The public, if the school determines in its discretion, that the student as an alleged perpetrator has committed a Crime of Violence or a Non-forcible Sex Offense in violation of the Conduct policies of the school, but only the following information from the students education records: the students name, the violation committed, and any sanction imposed by the school on the student. A crime of violence means an act that would, if proven, constitute any of the following offenses or offenses to commit the following offenses: arson; assault offenses; burglary; criminal homicide, whether manslaughter by negligence, murder or non-negligent manslaughter; the destruction, damage or vandalism of property; kidnapping or abduction; robbery; or forcible sex offense. A non-forcible sex offense means an act that would, if proven, constitute statutory rape or incest.

14. The purported victim regardless of whether the school determines that the student, as an alleged perpetrator, committed a Crime of Violence or Non-forcible Sex Offense in violation of the Conduct policies of the school, but only the following information from the students education records: the students name, the violation committed, and any sanction imposed by the school on the student.
15. Any person, if the education records disclosed are Directory Information on the student.
16. The student or the student's parents if the student is less than 18 years old.
17. A parent of the student regarding the student's violation of any federal, state or local law, or any rule or policy of the school concerning the use or possession of alcohol or a controlled substance, if the student is under the age of 21 and the school has determined that the student has violated the Conduct policies of the school with respect to that use or possession.
18. The United States Attorney General (or designee not lower than an Assistant Attorney General) pursuant to an ex parte court order concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b (g) (5) (B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.
19. The public, if the disclosure concerns an individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the school under 42 U.S.C. 14071 and applicable federal guidelines.

FISF has adopted a detailed Family Educational Rights and Privacy Act policy which is available to an eligible student upon request. Students may also review the FERPA regulations, frequently asked questions, significant opinions of the U.S. Department of Education's Family Policy Compliance Office (FPCO) and other information regarding FERPA at the following website:

- [www.ed.gov/policy/gen/guid/fpc/index.html](http://www.ed.gov/policy/gen/guid/fpc/index.html)

## **STUDENT SERVICES**

### **Academic and Retention Advising**

FISF provides academic and retention advisement to assist students in planning and completing the occupational education program that they pursue. Advising services are available at no cost to the student. FISF strongly encourages all students to seek advising for any matter that they may deem important to the completion of their program of study.

### **Housing**

The school does not maintain housing for students. However, a list of reliable realtors and rental properties in close proximity to the school may be provided to the student that requests housing assistance at the time of enrollment. The school will also post requests for shared accommodations or "wanted to rent" notices on its bulletin boards.

### **Advising**

Occasionally, students may encounter difficulty with their personal lives, academic or financial affairs. Students experiencing problems may contact their instructor or appropriate school official for direction.

The administration may provide students a list of local professional agencies who offer counseling and other professional services for those needing occasional or on-going therapy.

### **Career Services**

Career services shall be provided to all graduates without additional charge. The school's Career Services department is designed to assist students in their job search. Services include job referrals, resume

development, professionalism, and interview preparation and job search skills; however, the school cannot guarantee employment to any student. No guarantee of placement shall be made or implied by FISF. FISF may disclose information relating to market and job availability, if verified through statistical research; however, FISF shall not promise or imply any specific market or job availability amounts.

## **ATTENDANCE POLICIES**

### **Attendance**

In an effort to develop appropriate work ethic, FISF students are expected to attend all class sessions. Absences may result in repeating courses and extra costs. Absences in excess of ten (10) percent of a course may be deemed excessive and may result in the following actions:

1. Verbal and/or written warning
2. Retention advising
3. Student performance probation, suspension or termination
4. Lower final course grade
5. Having to make up time/work by taking for private classes
6. Having to re-take course

Attendance determinations will be made on an individual, case-by-case basis. In the event of an absence, it's the student's responsibility to make arrangements with the instructor to complete any missed work. The instructor will then decide, at his/her discretion, if the student should be permitted to make up missed work. Faculty members may refer students to the School President for advising at any time. Faculty members may establish more rigorous attendance standards for their classes on an individual course basis.

If a student is ill or an emergency arises, the student must notify his/her instructor as soon as possible. Excused absences may be permitted by faculty. There is a maximum of ten (10) allowable excused absences in a twelve (12) month period. However, an excused absence does not excuse the student from the responsibility of having to make up the coursework missed.

### **Tardiness**

A student is considered "tardy" if they arrive five (5) minutes or more after class start. Punctuality is important to being successful in school and in the workplace. All students are expected to arrive to class on time. The State of Florida requires students to complete a set number of hours to graduate, therefore, all class time missed must be made up by the student in private classes (prior to graduation).

### **Leave of Absence**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study, and refers to the specific time period during program when a student is not in attendance. To be counted as a temporary interruption in a student's education instead of being counted as a withdrawal, an LOA must meet the conditions set herein. An LOA is not required if a student is not in attendance for an institutionally scheduled break (i.e. Christmas/New Year's break). However, a scheduled break may occur during an LOA. Students may take multiple leaves of absences; however, the total LOA period(s) must not exceed a total of 180 days in any twelve (12) month period. This twelve (12) month period begins on the first day of the student's initial LOA.

Requests for an LOA shall be submitted in writing and include the reason for the request, the date of expected return, the student's signature, and date. The request shall be made in advance, unless unforeseen circumstances prevent the student from doing so. In this case, the student shall sign the LOA at a later date or upon their return.

Note: An LOA will not be granted unless there is a reasonable expectation that the student will return from the leave. A student granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time, instead the student's contract period is extended by the same number of days taken in the LOA. The school will not assess any additional institutional charges as a result of an LOA. The Fashion Institute of South Florida is required to take attendance, therefore, if a student does not return to the institution at the expiration of an approved LOA (or a student takes an un

approved LOA), the withdrawal date for the purpose of calculating a refund is always the students last date of attendance.

## ACADEMIC POLICIES

### GRADING SYSTEM

Students will be awarded letter grades for courses completed. Grades from the preceding courses are available to each student at the beginning of the new course and become part of the student's permanent record. A "C" is the minimum grade considered satisfactory for course completion. Only the highest grade will be counted when a course has been repeated.

Students are assigned academic learning and a minimum number of practical exercises. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to textbook procedures and the criteria are set forth in the practical evaluation forms adopted by the school. Students must maintain a written grade average of 70% and complete a fashion portfolio along with a five (5) looks collection prior to graduation. Students must make up failed or missed courses and incomplete assignments. Numerical grades are considered according to the following scale:

Letter Grade	Numeric Grade	Interpretation	Quality Point
A	90 – 100%	Excellent	4.0
B	80 – 89%	Good	3.0
C	70 – 79%	Fair	2.0
D	60 – 69%	Poor	1.0
F	Below – 59%	Failing	Below – 1.0
I		Incomplete	Not Computed
W		Withdrawal	Not Computed
T		Transfer Credit	Not Computed

The above-stated grading scale will also be used to grade assigned weekly homework. Generally, students are not terminated for failure to acquire skills, but are encouraged to attend additional classes if the student does not master the particular course requirements at no cost.

### Academic Dishonesty

Each Academic Dishonesty situation will be treated on a case-by-case basis and may result in adverse action against the student, including dismissal.

### Incompletes ("I")

All incompletes ("I") are temporary in nature and the instructor must approve such work not completed. Therefore, incompletes must be made-up within 45 days or it will become an "F".

### Withdrawal ("W")

Courses from which a student withdraws (“W”) will not be included in the GPA calculation and must be retaken. This will delay the student’s graduation date from a program and the student may incur additional costs. Any student who withdraws from FISF must meet with the Campus Director and/or School President in order to complete the necessary paperwork. An official withdrawal will result in a “W” on the student’s academic record. A student who does not withdraw officially from a course or program may receive a grade of “F.” Students who withdraw from a course or program are subject to all terms and conditions of the Institution’s Refund Policy.

### **Transfer Credit (“T”)**

Courses granted a transfer of credit for previous education will not be included in the GPA calculation and will appear with a designated “T” in the official transcript.

### **Graduation Requirements & Diplomas**

The school considers a student that has completed all his/her required program hours and services as a “candidate for graduation;” however, the student will not receive a Diploma until he/she complies with all the following requirements:

1. Attended all class hours and completed all required assignments;
2. Successful completion of all required courses within its maximum time frame;
3. Achieve a cumulative Grade Point Average (GPA) of 2.0 or higher;
4. Complete a professional fashion portfolio including, brand name, fabric swatches, flats, costumer profile and 2 collections with colored illustration of 5 looks each.
5. 80 hours of internship
6. Fulfilled all monetary obligations with the school.

### **Licensure**

There is no license required to work in fashion industry.

### **Definition of Clock Hours**

Clock Hour: A period of 60 minutes with a minimum of 50 minutes of instruction with a teacher present.

### **Academic Transcript**

All transcript requests must be submitted in writing to the Registrar with a written authorization for release of records and submission of the transcript fee (\$10), if applicable. The school reserves the right to withhold a transcript until all financial obligations have been satisfied.

A graduate may obtain one (1) copy of his/her academic transcript, at no charge, if requested within one (1) year from his/her graduation date. Additional copies or a copy after one (1) year from having graduated can be obtained by paying the transcript fee. All non-graduates, including active students, must also pay transcript fee. FISF does not charge for sending academic transcripts via mail directly to other educational institutions.

### **Language of Instruction**

We offer students technical education in English. All books, exams, quizzes and other curriculum materials are offered in English.

## **SCHOOL RULES AND REGULATIONS**

Students are expected to respect the rules and regulations of the school. Professional behavior, a positive attitude, and courtesy towards instructors, staff, and other students are expected.

## **Safety Requirements**

Students will be required to work with different types of scissors and sharp objects like the awl.

Communicable diseases can be easily transmitted from one individual to the next. Special attention must be paid to yourself and other students to avoid spreading any disease. Caution must be used when handling sharp objects such as rotary cutters and thread clippers. Use caution and common sense to avoid cuts or burns while pressing fabrics or steaming garments.

## **Performance Probation**

A student may be placed on Performance Probation for any of the following reasons:

1. Excessive absenteeism or tardiness.
2. Inappropriate behavior.
3. Not adhering to FISF's rules and regulations.
4. Failing grade for a course

Performance probation periods may last from 30 to 45 days. The campus Director/President will determine the length of the probationary period based on their best judgment of the time needed to correct the reason for probation. At the end of the performance probationary period, if the student has successfully met the performance probation requirements and satisfied the deficiencies, the student will be removed from performance probation. Performance probation requirements may include meeting a certain attendance percentage goal, good behavior goal, following school rules, acquiring a passing grade, etc. Conversely, if the student has not successfully met the performance probation requirements and satisfied the deficiencies by the end of the performance probationary period, the performance probationary status or period may be extended for an additional 30 days or the student will be suspended from the program of study.

## **Conduct**

All students are expected and required to conduct themselves in keeping with the highest standards. Any inappropriate behavior that tends to distract other students or disrupt instruction will not be permitted and may result in probation, suspension, and/or dismissal. This includes any conduct that the instructor or administration considers as being disruptive to the educational environment and/or operation of the school. Any form of hazing is strictly prohibited.

## **Grievance Policy**

FISF strives to have an excellent relationship with its students and, as such, we work hard at keeping all student communication open and accessible in order to timely address student needs. In the event of extreme cases, it may be necessary for FISF to take immediate disciplinary action. In such cases, FISF's emergency disciplinary procedure constitutes administrative action being followed up with one-on-one meeting with student/staff member or providing timely written notice, and/or reporting to appropriate authorities.

In the event that a student complaint emerges, including complaints pertaining to fair consumer practices, students are expected to resolve such grievances in an appropriate, constructive, and timely manner. It is incumbent upon FISF faculty members to immediately report to the Campus Director and/or School President any potential student complaint or potentially necessary disciplinary action. Most student complaints are often resolved through open dialogue with the parties involved. Any student grievance not resolved by the instructor must be presented to the Campus Director and/or School President for resolution.

If, at any time, a student requests to speak to the Campus Director or School President, such request must be granted without further inquiry. The Campus Director and/or School President will meet with the student in an effort to reach a resolution. If the inquiry results in a satisfactory resolution to the student, the Campus Director is to request the student to submit a formal written grievance for final consideration and resolution. A formal grievance can only exist if it is submitted in written form to the Campus

Director and/or School President. The administrator responsible will respond to a formal grievance, in writing, within five (5) business days. Grievances not resolved at the institutional level may be presented to the licensing listed in this catalog.

For instructions on how to file a complaint against the school, please go to: Florida Department of Education's Commission on Independent Education website at <http://fldoe.org/policy/cie/file-a-complaint.stml>, mailing address 325 W. Gaines Street, Suite 1414 Tallahassee, FL 32399-0400, telephone number (888)224-6684, by fax at (850)245-3238, or email [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org). The Commission for Independent Education is the last resource a student can utilize for grievances.

### **Termination**

A student may be terminated for, but not limited to, failure to meet the policies and procedures of satisfactory academic progress, attendance, poor academic performance, non-payment of tuition, unsatisfactory conduct or violation of any of the rules and regulations stated in this catalog.

### **Weapons Policy**

This policy applies to all employees, students, and visitors. Guns, knives and instrument or devices that may be considered possible weapons are not permitted on the premises of FISF. If this policy is violated, the police may be called and the offender escorted off the school premises. Student and/or employee offenders may be terminated, suspended, or put on probation at the discretion of the administration.

### **Drug and Alcohol Policy**

This policy applies to all employees and students. The School strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on School property (or any site during work or scheduled instruction time), or in connection with any school-sponsored activity. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. Violation of this policy by an employee or student is grounds for disciplinary action, up to and including termination from employment and suspension or expulsion from School. Referral to a rehabilitation facility and/or referral for criminal prosecution may occur where appropriate. Any student or employee selling drugs at the aforementioned properties and/or during scheduled instruction time will be immediately dismissed or terminated from the School and referred to the appropriate legal authority for prosecution.

### **Food and Beverages**

No food or beverages are permitted inside the classrooms, labs or instruction areas. A designated area has been established for students to relax during breaks from academic activities.

### **Smoking Areas**

FISF's building is a non-smoking area. Students wishing to smoke may do so in the outdoor designated areas during approved breaks or non-instruction time.

### **Dress Code**

Because we are a fashion school, we do not require students to wear a school uniform.

### **Financial Obligations**

Tuition and program charges shall be paid in accordance to the terms delineated on the Enrollment Agreement and/or the payment plan agreed upon with student. Students are encouraged to make an appointment with the Business Office if they experience circumstances that may interfere with prompt payments. Diplomas and transcripts will not be issued by FISF unless the student has met all requirements including the satisfaction of all financial obligations.

FISF will address all delinquent accounts first with the student. Depending on the circumstances, all reasonable payment options will be explored. All accounts declared "seriously delinquent" may be referred to a collection agency.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Satisfactory Progress in attendance and academic work is a requirement for all students enrolled in FISF.

### **Maximum Time Frame**

To be considered making Satisfactory Academic Progress, the program of study must be completed by the time the student has attempted no more than 150% of the published length of the program. Students who have not completed their program within the established maximum time frame will be terminated for not making satisfactory progress.

### **Quantitative Requirement:**

All students must maintain at least a 67% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

### **Qualitative Measure of SAP:**

A student must maintain a cumulative GPA of at least 2.0 at the end of each evaluation period.

### **Evaluation Period:**

SAP will be evaluated at the midpoint of the program (303 hours) to determine if the student has met the minimum requirements. A student must achieve the above-mentioned minimum standards to be considered to be making Satisfactory Academic Progress. A “C” is the minimum grade considered satisfactory for course completion. Course incompletes, withdrawals, repetitions, and non-credit remedial courses have no effect on Satisfactory Progress.

### **Warning:**

Students who fail to maintain Satisfactory Academic Progress will be notified in writing and placed on “Warning” with the opportunity to meet the requirements for the next evaluation period.

If a student is making SAP at the end of the Warning period, they shall be returned to normal SAP status.

Students who fail to meet the requirements at the end of the Warning Period may be terminated from their program of study. However, in such cases the student can make an appeal to the School. If the School determines that the student should be able to meet the standards by the end of the next evaluation period and complete the program within the 150% Maximum Time Frame, then the school can place the student on Probation for the subsequent evaluation period.

### **Probation Status:**

If a Probation Status is granted after a successful appeal, the student must meet SAP requirements at the end of the evaluation period on which they are in probation in order to graduate from their program of study.

When a student is placed on Probation status, he or she will be required to agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.

### **Appeals**

Student can appeal their SAP standing to the Campus Director and/or School President in writing. The administrator responsible shall respond on behalf of the School in writing within 30 days.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation period.



## TUITION AND FEES

Tuition – Fashion Apparel Design	\$ 8,800
Registration Fee (nonrefundable)	\$ 100
Books and Supplies Fee	\$ 260
Re-entry Fee	\$ 100
Transcript Fee	\$ 10
Diploma Replacement	\$ 30

### **Books and Supplies Fee**

This fee includes a pattern making kit and a stitch album/reference book. In addition, at the time of registration, the students will be provided with a list of all other books and supplies for all the courses included in the Fashion Apparel Design Program. Textbooks that are updated by publishers by way of new editions are not included in the textbooks fee and, therefore, not replaceable. Supplies are the budgeted and generally prorated supplies, including reference books, used by the instructor to provide instruction to students.

### **INSTITUTIONAL REFUND POLICY:**

Should a student's enrollment be terminated or cancelled for any reason, all charges will be determined according to the following schedule and refunds made if payments exceed charges.

- 1) Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
- 2) All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- 3) Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (non-refundable).
- 4) Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- 5) Cancellation after completing more than 40% of the program will result in no refund.
- 6) Books and supplies are non-refundable after classes have started.

Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. Refunds will be made within 30 days of the date that the institution determines that the student has withdrawn.

## **FASHION APPAREL DESIGN**



Objective	Our objective is to provide training in fashion design, sewing, pattern making, production, sales, distribution and other areas of the fashion industry.
Program Description	This program provides the student with the knowledge and skills necessary for employment in a variety of fashion related settings as an entry-level pattern maker, fashion designer, seamstress, technical designer, fashion production manager, and more. Our program is designed for people with no prior technical knowledge of fashion. Students are trained on how to analyze fashion trends to create cohesive and commercial collections, pattern making principles, machine and hand sewing skills, as well as artistic and technical fashion illustrations. Students will also develop business skills needed in major fashion companies.
Potential Occupations	Pattern Maker, Sample Maker, Clothing Brand Owner, Cutter, Floor manager, Technical designer.
Instructional Methods	This program will be a combination of lecture, demonstration, and student application. Instructions will be supplemented with guests, visual aids, seminars and other instructional techniques.
Completion Time	96 Weeks

*SEE COURSE LISTING ON NEXT PAGE*

## DIPLOMA

After completion of the program, the student receives a diploma providing that all graduation requirements and financial obligations with the institution have been met.

### Fashion Apparel Design – Course Listing

Course #	Course Name	Theory Hours	Practice Hours	Total Hours
PM 1	PATTERN MAKING 1	7	21	28
PM 2	PATTERN MAKING 2	7	21	28
PM 3	PATTERN MAKING 3	7	21	28
PM 4	PATTERN MAKING 4	7	21	28
PM 5	PATTERN MAKING 5	7	21	28
GC 1	GARMENT CONSTRUCTION 1	7	28	35
GC 2	GARMENT CONSTRUCTION 2	7	28	35
GC 3	GARMENT CONSTRUCTION 3	7	28	35
GC4	GARMENT CONSTRCUCTION 4	7	28	35
GC 5	GARMENT CONSTRCUCTION 5	7	28	35
HF	HISTORY OF FASHION	18	3	21
FT	FASHION TRENDS	15	6	21
FD 1	FASHION DESIGN 1	10	11	21
FD 2	FASHION DESIGN 2	5	16	21
DRP 1	DRAPING	7	14	21
GRD 1	GRADING	7	14	21
HCL 1	HOW TO START A CLOTHING LINE	18	3	21
TEX 1	TEXTILES 101	15	6	21
CPM1	COLLECTION PATTERN MAKING 1		18	21
CPM2	COLLECTION PATTERN MAKING 2	3	18	21
CC1	COLLECTION CONSTRUCTION 1	7	14	21
CC 2	COLLECTION CONSTRUCTION 2	7	14	21
INT 1	INTERNSHIP HOURS		40	40
	<b>TOTAL</b>	<b>152</b>	<b>453</b>	<b>605</b>

## COURSE DESCRIPTIONS

### **Fashion Apparel Design 605 hours**

The following is a brief description of each course unit of instruction. The course numbers contain letters and numbers that symbolize the sequence of the courses that follow.

<p><b>PM 1 - PATTERN MAKING 1 (28 HOURS)</b></p> <p>In this first of 5 levels, students will be introduced to all pattern making tools, supplies, and terminology. As well as woven fabric characteristics, terms, sizes and categories. Students will learn how to measure the dress form. In addition, students will be introduced to the 3 different methods of pattern making. Using industry standard measurements they will learn how to draft the 5 basic pattern pieces; which are the fundamental for all design and styles. They will understand pattern signs, darts and wearing ease before transferring the 5 basic pieces to oak tag paper in order to have their own sloper/block patterns.</p>	<p><b><u>GC1- GARMENT CONSTRUCTION 1</u></b></p> <p>In this first of 5 levels, students will continue to develop an understanding of construction techniques. Students will learn the construction the basic bodice set-in sleeves and facing. They will also learn how to make the basic skirt with waist band, a top with tuck darts and how to sew top with style lines.</p>
<p><b>PM 2 - PATTERN MAKING 2 (28 HOURS)</b></p> <p>Using the flat technique, students will learn how to transform the sloper to different styles. They will understand 2 of the major pattern making principles: dart manipulation and added fullness. They will learn how to design with darts and do dart equivalents like style lines. Students will learn how to make the torso or dress foundation and the three categories of dresses without a waistline.</p>	<p><b>SEW 2 - SEWING 2 (35 HOURS)</b></p> <p>Students will continue learning sewing techniques. Students will learn how to sew darts, style lines, and added fullness. They will learn how to apply zippers, waistbands and how to make dresses without waistline seams.</p>
<p><b>PM 3 - PATTERN MAKING 3 (28 HOURS)</b></p> <p>Using the flat technique, students will learn how to make patterns for collars, sleeves and different styles of skirts. Students will also learn how to do built-up necklines</p>	<p><b>SEW 3 - SEWING 3 (35 HOURS)</b></p> <p>Students will continue to develop an understanding of construction techniques. Students will learn the construction of different kind of collars, set-in sleeves, as well as short kimono sleeves. They will also learn how to make a dart gathered skirt with facing on the waistline</p>
<p><b>PM 4 - PATTERN MAKING 4 (28 HOURS)</b></p> <p>Using the flat technique, students will learn how to make a pattern for a shirt, and bustier styles. They will understand contouring principle and how to make dresses without a waistline.</p>	<p><b>SEW 4 - SEWING 4(35 HOURS)</b></p> <p>The students will learn advanced sewing techniques including how to do fly and side pockets, sleeves, placket and shirt collars. Students will also learn how to construct a lined garment, add non-fusible interfacing (crinoline) and boning for a fully lined bustier.</p>
<p><b>PM 5 - PATTEN MAKING 5 (28 HOURS)</b></p> <p>During this course students will learn how to make patterns for lined garments. A yoke skirt and a dress. They will do the pattern of a princess line dress with flare including a facing and sleeves. Using the pants foundation, participants of this course will follow step by step instruction on how to add side pockets, fly and waistband o create a new style of pants. They also will learn how to make different styles of pants by reducing the width and length of the legs.</p>	<p><b>SEW 5 - SEWING 5 (35 HOURS)</b></p> <p>The goal of sewing 5 is to teach the students how to construct garment with lining. Students will cut and sew a yoke skirt with lining, a princess line dress with flare and sleeves in order to understand how to finished lined pieces. Also they will cut and sew short pants with cuffed hem and side pockets.</p>

<p><b>DRP 1 - DRAPING 101 (21 HOURS)</b> Students will be introduced to the art of draping. Learn about the history of draping and when to choose the draping method over the flat method. During this course, students will learn about the different types of muslin and how to prepare your muslin blocks for draping. We will teach you how to cut, block, mark and press your muslin before draping. You will learn the importance of fabric grain and how to drape all the foundation patterns.</p>	<p><b>GRD 1 - GRADING 101 (21 HOURS)</b> Students will be introduced to grading. They will learn what is grading and will understand all the terminology and how to apply it. We will teach you the different ways to do grading and have the opportunity to practice in class grading a basic skirt, pants, 2 darts bodice, torso bodice, sleeves and more pieces. This course includes a grading reference guide.</p>
<p><b>HOF - HISTORY OF FASHION</b> Students will be introduced to contemporary fashion developments from the Victorian Era and birth of Haute Couture to the present day. The course will cover the birth of Haute Couture, historical events influencing fashion, important trailblazing designers, and the particular styles and silhouettes of each era studied.</p>	<p><b>TEX 101 - TEXTILES 101 (21 HOURS)</b> Students are introduced to textiles; learning the terminology from fabrics and fibers to properties, construction, and finishes. In addition, we will discuss the difference between natural fibers versus manmade fibers and woven to knit fabrics. Students will put together a swatch kit that will serve as a reference to understanding fabrics and their uses for their future designs</p>
<p><b>FT1 FASHION TRENDS (21 HOURS)</b> Study of techniques and processes of identifying socio-cultural indicators, and methods for determining future trends in fashion and related industries. Communication skills are developed through Assignments, in-class activities, lecture/discussion, and a trend forecasting project.</p>	<p><b>FD 1 - FASHION DESIGN 1 (21 HOURS)</b> In this first of 2 levels the students will be introduced to the world of fashion design by teaching them how to create a collection and how to follow fashion trends in order to create sellable styles. Students investigate the interdisciplinary nature of fashion illustration by learning how to draw croquis, croquis with movement and garment flats. Students will have focus in understanding sizes ranges, price points and how to create a customer profile as well as learn fashion terminology, design elements and principles.</p>
<p><b>HCL 1 - HOW TO START A CLOTHING LINE (21 HOURS)</b> Students will acquire all the necessary knowledge to launch a successful clothing line; from creating the concept of a legal corporation to understanding financial information in order to create a profitable business. They will understand the structure of a fashion company and job description of each position as well as tasks and responsibilities. Students will learn how to create a sellable collection and most importantly, how to produce it — from samples to ordering fabrics, and style selections.</p>	<p><b>FD 2 - FASHION DESIGN 2 (21 HOURS)</b> Fashion Design 2 is the second part of a series. Students are required to demonstrate creative use of inspiration and design experimentation through various projects using a design journal. Students are expected to show a complete portfolio with 2 – 5-piece collection, including customer profile, full colored illustrations, fabrics swatches, flats, business, and logo or branding.</p>
<p><b>CPM1 - COLLECTION PATTERN MAKING 1 (21 HOURS)</b> With the help of our instructor, students will start developing the first draft of patterns for their first collection applying all the knowledge learned throughout 5 levels of pattern making.</p>	<p><b>CPM2 – COLLECTION PATTERN MAKING 2 (21 HOURS)</b> Students will finish the patterns for their collection and must have them ready to be cut on fabric by the end of the 7 weeks.</p>
<p><b>CC1 – COLLECTION CONSTRUCTION 1 (21 HOURS)</b> During this course is when students sew the styles for their collection. With the help of the instructor they cut and sew every style using the sewing techniques learned throughout the entire program.</p>	<p><b>CC2 - COLLECTION CONSTRUCTION 2 (21 HOURS)</b> Students will continue sewing the pieces for their collection until they are done. The course also includes 2 fittings with professional runway models in order to have the garments ready for the runway show.</p>

**INT - INTERNSHIP COURSE (40 HOURS)**

The FISFL will help qualified students connect with a few companies in order to complete the 80 hours of internship hours required to graduate, as well as gain hands on experience in the fashion industry. Students may choose to focus on their main area of interest; for example; on learning more about pattern making, product development, technical design, creative area of the industry, etc. Students must complete 80 hours of internship and present the completed hour sheet from super

**FACULTY LISTING**

Rucht D’oleo

Miami International University of Art & Design, AA Fashion Design

Chelsea Rousso

Goddart College, MFA/ Interdisciplinary Art  
Pratt Institute, BFA Fashion Design

Leidy Cotrina

Miami International University of Art & Design, BFA Fashion Design

Eyda Jove

Art Institute of Dallas, AA Applied Arts  
Manhattanville College, BFA Fine Arts  
Rochester Institute of Technology, Master of Fine Arts

Doilleen Viguie

University of Miami - MFA Liberal Studies  
Ai/Miami International University of Art & Design –BFA Fashion Merchandising  
University of Puerto Rico – AA Interior Design

Laura LaFrance

Ai/Miami International University of Art & Design – Design & Media Management  
The Art Institute of Ft. Lauderdale – Bachelors of Science in Fashion Design a

This catalog is subject to change at any time. Students and employees will be notified of any new versions of this catalog or changes made at the institution.