Prerequisites: HMS 208 & L

I. Course Description:
Introduction to graphic communication techniques for interior design; architectural lettering, mechanical drafting and/or CAD drawing, perspective drawing, problem identification, problem solving and information gathering with a residential focus. (1 credit hour lecture, 2 credit hours lab). Fee required. Prerequisites: HMS 208 & L. Interior Design and Interior Merchandising students must receive a C or above in lecture and lab. Failure to make a C or higher in either lecture or lab will require repeating both courses concurrently.

II. Intended Learning Outcomes/Goals/Objectives:
The mission of the College of Education is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership and continued professional and intellectual development.

In the College of Education at Stephen F. Austin State University, we value and are committed to:
- Academic excellence through critical, reflective and creative thinking
- Life-long learning
- Collaboration and shared decision making
- Openness to new ideas, culturally diverse people and innovation and change
- Integrity, responsibility, diligence, and ethical behavior, and
- Service that enriches the community

This course enhances student learning in the area of interior design and serves as one of the required courses in the Interior Design curriculum in the School of Human Sciences. It also aligns with the standards of the Council for Interior Design Accreditation (CIDA) to promote learning and understanding of health, safety, and welfare issues in the built environment.

Program Learning Outcomes
The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.

The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.

The student will demonstrate competence in his/her specific discipline using oral and written forms.

The student will be able to identify basic design fundamentals such as the elements and principles of design.

Student Learning Outcomes
Course content and objectives satisfy specific components from the 2017 Professional Standards of the Council for Interior Design Accreditation (CIDA). Through completion of the course, the student will:

**Standard 4. Global Context**
- b) understand how social, economic, and cultural contexts inform interior design.

- c) gain awareness of the breadth and depth of interior design’s impact and value.
- f) understand elements of project management
- g) understand instruments of service: contract documents, transmittals, schedules, budgets, and specifications

**Standard 7. Human-Centered Design**
- a) demonstrate understanding of the impact of the built environment on human experience, behavior, and performance
- e) demonstrate the ability to apply human factors, ergonomics, and universal design principles to design solutions

**Standard 8. Design Process**
- a) demonstrate the ability to apply space planning techniques throughout the design process
- b) apply knowledge and skills learned to solve progressively complex design problems
- d) execute the design process: pre-design, schematic design and design development
- f) explore and iterate multiple ideas
- g) design original and creative solutions
- i) gain exposure to a range of problem identification and problem solving methods
- k) gain exposure to methods of idea generation and design thinking

**Standard 9. Communication**
- a) distill and visually communicate data and research
- f) develop active listening skills in the context of professional collaboration

**Standard 10. History and Theory**
- b) understand significant movements, traditions, and theories periods in furniture, decorative arts, and material culture
- e) apply precedents to inform design solutions.

**Standard 11. Design Elements and Principles**
- b) explore two- and three-dimensional approaches across a range of media types

**Standard 12. Light and Color**
- i) demonstrate understanding of color in relation to materials, textures, light, and form
- j) demonstrate ability to select and apply color to support design concepts
- k) demonstrate ability to select and apply color to multiple design functions
- l) use color solutions across different modes of design communication

**Standard 13. Products and Materials**
- b) demonstrate understanding of how furnishings, objects, materials and finishes work together to support the design intent
- d) demonstrate understanding of appropriate design or specification of products and materials in relation to project criteria and human well being
- f) be able to lay out, design, and specify a broad range of appropriate products, materials, objects and elements in support of the design intent

**Standard 14. Environmental Systems and Controls**
- c) understand appropriate strategies for acoustical control.

Course content prepares students for successful completion of the National Council for Interior Design Qualification (NCIDQ) exam, the national certification exam for registered interior designers in the state of Texas.

**III. Course Assignments, Activities, Instructional Strategies, use of Technology:**
Course Assignments/Activities will include in-class/out-of-class assignments and exercises (may be announced or unannounced), projects and presentation.

Instructional Strategies may include lectures, slide/PowderPoint presentations, field trips, audio/visual presentations, product demonstration/samples, written evaluation, group participation and videos/podcasts.

Students should check the course D2L homepage on a daily basis for notices, mail, and assignments. Neglecting to check the homepage is NOT a valid excuse for missing an assignment due date.

Students should check their grade points and attendance record at least once a week on D2L. Any discrepancies in points must be resolved within one week after assignment grades have been posted otherwise the posted grade points are considered final and will not be reviewed at a later date.

Assignments that are posted on the D2L learning management system are predominately saved in the Word 2007 format. Students should make arrangements to secure the “patch” that will enable them to open these documents in advance, if they do not currently have or anticipate having access to the Word 2007 software. In addition, each online assignment must be submitted in Word.

Use of Technology may include D2L, internet assignments/activities/research, CAD and word processing. HMS 310 is a D2L-enhanced course. Information notices will be posted on the course homepage. The homepage menu may include links for class assignments, links to related websites and videos, and grades. Students are strongly encouraged to contact the instructor and/or other students via the homepage mail icon and/or chats.

IV. Evaluation and Assessments (Grading):
The course is graded on a letter grade basis (A-F). Final grade will be determined by a total of required points for the course.

Note: The student must retake the course if a semester grade of less than A-C is earned in either the lecture or lab.

SEMINER SCORESHEET – Lab

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen Design Construction Drawings (18x24 computer generated)</td>
<td>200</td>
</tr>
<tr>
<td>Kitchen Specification/Process Notebook</td>
<td>50</td>
</tr>
<tr>
<td>Master Suite Design Presentation Boards (manual)</td>
<td>200</td>
</tr>
<tr>
<td>Master Suite Specification/Budget/Process Notebook</td>
<td>50</td>
</tr>
<tr>
<td>Rug Design</td>
<td>75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>575</strong></td>
</tr>
<tr>
<td><strong>Bonus Points</strong></td>
<td></td>
</tr>
<tr>
<td>No Absences</td>
<td>10</td>
</tr>
<tr>
<td>Online Course Evaluation</td>
<td>10</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

Grading Scale: 517-575 = A; 460-516 = B; = C; 402-459 = D; 0-401 = F
Grade could be dropped a letter grade if student has more than two unexcused absences.
Assignment format and submission:
All assignments must be typed in 12 point, Times New Roman font. Handwritten assignments in any part are non-acceptable. Having problems with the computer or printer and failing to view the assignment are unacceptable reasons for not completing an assignment by the due date.

1. The professor may request that an assignment be submitted through the D2L Dropbox assignment tool. In that instance, the student will not earn credit for an assignment unless it is received in this format.
2. When submitting an assignment to Dropbox, please name the assignment as follows: *YourName_AssignmentName.doc*.
3. Complete all assignments in Microsoft Word. D2L will not accept Wordperfect, Wordpad, or Works. A file that cannot be opened cannot be graded. Caution: Assignments will be posted in Microsoft Office Word 2003 or 2007. If the student does not have Word 2007 and is unable to open such files which have a .docx extension, then the Microsoft File Format Converter should be used which is available as a free download at [http://www.sfaonline.sfasu.edu](http://www.sfaonline.sfasu.edu).
4. Unless otherwise stated, all assignments must have a heading containing the following:
   1. Student Name
   2. Assignment Name
   3. Date of Assignment
5. Please send all course questions and comments through D2L email.
6. No late work will be accepted.
7. Check for course e-mails daily in D2L should additional information be provided.
8. At the beginning of the course, set up an electronic course file on a jump drive. Save all coursework to your computer and also to this jump drive as a safety precaution to avoid tragedy in case one or the other storage systems malfunction during the semester. Maintaining a backup file in all instances is the student’s responsibility.

V. Tentative Schedule Overview (Course Calendar)

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues. August 29</td>
<td>Lecture: Course expectations &amp; Introduction. “How do I measure an existing space” lecture Lab: Bring 25’ Tape measure / Introduction to project and will go to job site 608 Sarah Ann, off of Raguet Street – North of campus.</td>
</tr>
<tr>
<td>Thurs. August 31</td>
<td>Lab: Discussion of Programming and Interviewing Project Notebook directions. Purchase Notebook and Tabs Interview Client Research ideas</td>
</tr>
<tr>
<td>Tu. Sept 5</td>
<td>Lecture: Anthropometrics and Ergonomics of a kitchen. Universal Design criteria / Discuss Kitchen guidelines. Discuss differences between TAS and Access Standards Lab: Drafting schematics, bring ¼” grid paper and tracing roll to class. Bring drafting supplies: scale, pencil, etc Sketch a few ideas</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TH Sept. 7</td>
<td>Lecture/ Lab: Field trip to Ferguson in Lufkin, 2934 S. John Redditt Dr. (across from Harbor Freight and Ashley's Furniture) Depart at 12:30 – arrive at Ferguson at 1:00 p.m. 2:00 p.m. depart for Angelina Marble, 303 N. Medford Dr., Lufkin, Depart back to Nac at 2:45.</td>
</tr>
<tr>
<td>Tu Sept. 12</td>
<td>Lecture: Recap of field trip, Kitchen Presentation Lab: Utilizing AutoCAD – it is all about the layers. Review Existing floor plan and elevations. Bring 10 kitchen ideas with inspirational pictures post in discussion.</td>
</tr>
<tr>
<td>TH Sept. 14</td>
<td>Lab: Think electrical / Research</td>
</tr>
<tr>
<td>TU Sept. 19</td>
<td>Lecture: Lighting Lab: Meet at Elliott Electric 3804 South St. / South of the loop on right side.</td>
</tr>
<tr>
<td>TH Sept. 21</td>
<td>Lab: Programming / Summarize information learned from clients &amp; field trip Summary of client interview typed and due in D2L by 3:00 p.m. Copy of Existing Floor plan with notes due at end of class Prepare 3 Preliminary schematics</td>
</tr>
<tr>
<td>TU Sept. 26</td>
<td>Lecture: Considering the Whole concept Lab: Create Inspirational presentation/plus 2 floor plans &amp; 3D ideas</td>
</tr>
<tr>
<td>TH Sept. 28</td>
<td>Lecture / Lab: Assembly of Kitchen project. Drawing elevations, dimensioning floor plans. Quiz 1 – Kitchens and Universal Design</td>
</tr>
<tr>
<td>TH 28th 3-8 p.m.</td>
<td>Friday: ALL Day Sat. 8-noonish Charrette Required for ALL ID &amp; Construction Management Students</td>
</tr>
<tr>
<td>TU Oct. 3</td>
<td>Lecture: Labeling plans Lab: 1st print out due</td>
</tr>
<tr>
<td>TH Oct. 5</td>
<td>Work Day: Update Schematic floor plans / Swaringen at IDEC Conf. Type and enter second program into process notebook Add floor plan with notes to Project Notebook Insert inspirational ideas to Project Notebook Update plans and get ready to finalize</td>
</tr>
<tr>
<td>TH Oct. 10</td>
<td>Lab: Barndominium houses. Bring 10 examples Guest Speaker on Metal Buildings</td>
</tr>
<tr>
<td>TU Oct. 17</td>
<td>Lecture: Components of house</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TH Oct. 26</td>
<td>Lab: Finalize a floor plan</td>
</tr>
<tr>
<td>TU Oct 31</td>
<td>Lecture: Rug Design. Lab: Re-visit the Master Suit, Present 5 ideas of Master Suites – Bedroom and Bath.</td>
</tr>
<tr>
<td>TH Nov 2</td>
<td>Lab: Finalize layout and sketches of elevations and perspectives of Master bedroom and bath.</td>
</tr>
<tr>
<td>Tu Nov 21 &amp; TH Nov 23</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>TH Nov 30</td>
<td>Lab: Specifications</td>
</tr>
<tr>
<td>TH Dec 7</td>
<td>Preparation of Presentation</td>
</tr>
<tr>
<td>TU Nov 12</td>
<td>Final Exam Week</td>
</tr>
</tbody>
</table>

**Fall 2017 Dates to remember**

**Interior Design Charrette with Woden Volunteer Fire Department. (Required for all ID students)**

- All students must sign up prior Wednesday Sept. 30th. Teams will be posted Thursday at noon.
Thursday, September 21st: 3 p.m. Sharp meet at HMS Building. Student’s need to bring their tape measures.

3:00 – Get acquainted with team
3:30 -  Pass out Program & Site Plan – review with team, Scope of Services
4:15-  Load on Bus / vechiles

Goal is to visit site & a fire station. Scope of Services we will perform:
1. Walk around proposed site.
2. Take pictures of site.
3. Site plan will be provided, discussion on setback lines and views.
4. Load on Bus and visit another fire department
5. Optional/ Teams can research for the evening. Goal is to return at 8 p.m.

Friday, September 22nd: 8:30-5 p.m. Teams will work in HMS building. (in between presentations your team may brainstorm)

1. Doors open at 8:00 a.m. Presentation on Metal Buildings
2. 9:15 a.m.  Presentation on Fire Departments from former Fire Chief Lonnie Tatum of Highland Village
3. 10:45 a.m. Interview Woden Fire Department
4. Noon – Lunch provided by Interior Design Faculty
5. 1:00 p.m. Review and write your program
6. 2:00 p.m. Prepare schematics to scale and review with program to determine which plan works the best.
7. 3:00 p.m. Review and implement ADA requirements, and Security
8. 4:00-6:00 p.m. Work with team to divide and conquer (Floor plan, Exterior Elevations and perspectives, Interior Elevations and perspectives, Materials and Color Schemes.
9. 6:30 p.m. Get to know YOUR organization ASID/ IIDA Meeting – Dinner provided by club
10. Afterwards – open to meet with your team to work or divide and conquer

Saturday, September 23rd
11. Work time with teams. Will draw at 8:45 a.m. for order of presentation.
12. 9:00 a.m. Presentations to Client (Required writing summary of feedback given).

WATCH FOR POSTED DATES OF DESGIN CEU'S

VI. Readings (required)

Readings (supplemental).


**FEM Statement:** (This course does not utilize FEM, but it will be used during your internship)

In this course you must purchase and activate the LiveText add-on, Field Experience Module (FEM), PRIOR to your first day of field experience/clinical teaching. Failure to purchase and activate the account and/or submit the required assignment(s) within the FEM system may result in course failure. FEM must be purchased from www.livetext.com for a fee of $18.00.

**LiveText Statement:** (Not used in this course)

This course uses the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

**If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail SFALiveText@sfasu.edu.** Once LiveText is activated, if you have technical questions, call ext. 7050 or e-mail livetext@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText system may result in course failure.

*(With the new roll out of mySFA and the email process, titan mail is changing to ____@jacks.sfasu.edu.)*

**VII. Course Evaluations:**

“Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:

1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!” **Students who do the evaluation will receive 5 bonus points which will be added to the final grade.**

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

**VIII. Student Ethics and Other Policy Information: Found at https://www.sfasu.edu/policies**
Class Attendance and Excused Absence: Policy 6.7

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Students in this class are allowed 2 unexcused absences; more than two unexcused absences constitutes a letter grade off the final grade.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

Additional Information:

To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TEES exams (additional information available at www.texas.ets.org/registrationBulletin/ <http://www.texas.ets.org/registrationBulletin/>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.

IX. Other Relevant Course Information:
Instructor Conferences
All students are encouraged to take time to meet individually with the instructor during the semester. Every effort will be made to respond to individual needs. If at any time a student feels that s/he is having problems related to the course, s/he is advised to contact the instructor as soon as possible. Many problems can be resolved easily if promptly addressed.

Interior Design/Interior Merchandising Acceptable Student Behavior Policy:

Unacceptable conduct includes but is not limited to the following:
- Ringing cell phones during class—turn phones off or set to silent and store in backpack or handbag
- Talking on cell phone in any class
- Texting in class
- Checking email or blogs (i.e. facebook, myspace) in class—computers are for classroom activities only
- Using head phones/ear buds in class; these devices discourage classroom interaction and synergy. Do not utilize these items during class meetings.
- Doing homework for other courses in class
- Bringing children to class—this is against University policy
- Discussing grievances in front of class or in hall—make appointments to talk with professors in their offices
- Dominating professors’ time in class—it is important that all students get equal time.
- Missing class excessively
- Arriving tardy to class—this is disruptive
- Coming to class unprepared—keep a close eye on the class schedule and always check D2L before class if your professor uses this tool.
- Taking long breaks during studios—it is acceptable for students to get a beverage or take a restroom break during studios if the professor is not lecturing—these breaks should not exceed 5 minutes in length. If the professor allows, beverage may be brought into the studio but no food is allowed.
- Missing deadlines for assignments and projects is not allowed. Students should consult the professor in special circumstances.
- Having beverages in class without knowing the professor’s policy.

Student Grievance Procedures:
If you have a concern about a course you should always speak to the professor as soon as possible. If your concern is grade related, especially a final course grade, you must speak to the professor within five days of receiving the grade as stated in the Grade Appeals procedure of the SFA Student Handbook. If you do not resolve your concern you should then meet with the Coordinator of the Program. If more assistance is needed you should then meet with the Director of Human Sciences. If you still have not resolved your concern you may file a formal Grade Appeal to the Faculty Grade Appeal Committee as stated in the SFA Student Handbook. For problems other than grade issues, speak with the professor of the course first, Program Coordinator second, and the School Director.

Professional Dress Policy:
There are times throughout the Interior Design/Interior Merchandising program when students are required to wear “professional dress.” This attire might be needed to present a project, to visit a showroom or to interview for an internship. Building a professional wardrobe can be an expensive challenge; therefore, a student may begin with a basic suit (three pieces) and add one or two items to the wardrobe each semester. This will provide you with adequate professional clothing throughout the program and give you a wardrobe for your internship and first job.
Final Exam Policy:
Final exam date and time are established by the university and are not to be changed by the faculty. Students may not ask to change the final exam date or time.

Smoking Policy:
Per university policy, smoking is prohibited in the Human Sciences South Building.

D2L Online Learning System:
D2L is a technology tool used by many professors to enhance and ease student learning. ID/IM professors use D2L in all courses. The homepage of each course has a link to the syllabus, assignments, and other course material. A mail icon is located on the course homepage for faculty to notify you about course work. It is the student’s responsibility to check it regularly. A computer lab is available in HMS South Room 103A along with the computers in the Ralph Steen Library and Baker Pattillo Student Center.

Student Email:
To enhance student services, the University will use your SFA email address (firstname.lastname@titan.sfasu.edu) for communications. Students may go to MySFA online to confirm their email address. Please check your SFA email on a regular basis. If students have problems accessing their email account, they may contact the Help Desk at (936)468-1212.

Work Retention Policy:
The Interior Design Faculty reserves the right to retain student work for upcoming CIDA site visits. It is the responsibility of the student to photograph or duplicate projects for portfolios before graduation. All projects can be returned to the student after the CIDA site visit. In order to receive a notification, it is the responsibility of the student to maintain current contact information with the SFA Interior Design Faculty. The professors reserve the right to dispose of any project not picked up within 6 months of the CIDA visit.

Interior Design Programs

CLASS POLICIES

1. Attendance: Per University policy, regular and punctual attendance is expected at all class meetings. The class roll will be checked to verify attendance. Removal of absences recorded due to tardiness is the responsibility of the design student. The student should speak with the professor at the end of the class period on the same day in which the absence may have been recorded.

2. Excused Absence: It is University policy to excuse students from attendance for reasons related to health, family emergencies, religious holidays, and participation in University-sponsored events. Students are responsible for providing the professor with satisfactory documentation for an excused absence. Such documentation may include forms verifying visits to the Student Health Service, statement from a private physician, obituary, or official University listing of excused absences. Prior notice of an impending excused absence should be made in writing and given to the professor for acknowledgement and dating.

3. Missed Work: As per University policy, students with an excused absence will be permitted to make-up missed work for absences totaling no more than a maximum of three weeks in a long semester or one week in a summer term. Design students shall request a conference with the professor to make the necessary arrangements. Students will be held accountable for work missed in their absence and all assignments made. For all absences, the student must assume the responsibility for securing all handouts, lecture notes, and other class information, and for meeting established deadlines.

4. Unexcused Absence: In interior design classes, students with unexcused absences will forfeit the make-up of lecture notes, critiques, demonstrations, field trips, handouts, or other class activities or materials. In the event that a grade is recorded on the date of an unexcused absence, a grade of "0" will be
entered. Students will be held accountable for all work missed, all assignments made, and all assignment due dates established in their absence. Each student is allowed two unexcused absences for a long semester and one for a summer semester; thereafter, a letter grade will be deducted from the semester grade for each additional unexcused absence.

5. **Late Work:** Late work in interior design classes will be accepted within a one-week grace period following the initial due date of the assignment. Prior notice should be given the professor when a late submittal is imminent. The late work will receive a penalty of one letter grade. Work will not be accepted beyond the one-week extension, and a grade of "0" will be entered for the assignment. Exceptions are possible only with professor approval; however, work is subject to further penalty. Promptness and maturity are encouraged in preparation for successful practicum and work experiences.

6. **Project Reworks:** Students electing to rework major studio projects may resubmit them the first day of Dead Week. The projects will be re-graded, and the new grade for each project, averaged with the prior grade, will determine a final project grade.

**PROFESSIONAL STANDARDS**

1. Students should prepare themselves adequately for class by completing assignments and securing necessary supplies. Professors are not able to provide effective student critique when student work is unavailable for review or student effort is lacking.

2. Students should maintain their individual work areas by returning materials to assigned locations and leaving work stations clean and orderly. In particular, effort should be made to retrieve broken leads to preserve floor finish. Additionally, in an effort to maintain the appearance and aesthetics of the Human Sciences South Building, students are prohibited from the use of spray adhesives, spray paints, or any other damaging materials in the building, near the building or on any exterior surfaces connected to the building. These materials are to be used **ONLY** in designated areas.

3. Students should limit food to the gallery of the Human Sciences South building. Drinks in closed containers may be used in the design classroom/studio.

4. Per university policy, smoking is prohibited in Human Sciences South.

5. Students should exhibit professional courtesy and conduct. Examples include a positive attitude, sensitivity to others, attentiveness, and cooperation.

6. Design faculty are committed to provide informative and prompt class sessions, return student work in a timely fashion, honor posted office hours, provide feedback on student progress, and allow work time as possible in design studios. Student creativity and input are welcomed; instructor training and experience will guide critiques.

7. If student dissatisfaction arises, the student's request for a private conference with the professor serves as the first step toward resolution. The next step will involve a meeting of the student and professor with the program coordinator. If necessary, a follow-up meeting of student, professor, coordinator, and school director may be scheduled.

8. Modest, comfortable dress is expected for regular classes. For class presentations, professional dress is required. In general, professional dress includes: a jacket or jacket-substitute such as a vest or cardigan, modest full-length pant or knee-to-calf length skirt, modest shirt with sleeves, and closed-toe
shoes. Hair of shoulder-length or longer should be pulled up or back. Common professional dress ERRORS TO AVOID are denim clothing, tennis shoes, flip-flops, sleeveless clothing, tight-form-fitting clothing, bare midriffs, underwear that shows, low-rise pants which reveal naval abdomen or lower hips area, and low-cut tops which reveal the male chest or female cleavage.

Attendance:
Regular and punctual attendance is expected at all classes, laboratories and other activities for which a student is registered. For those classes where attendance is a factor in the course grade, the instructor shall make his/her policy known in writing at the beginning of each term and shall maintain an accurate record of attendance. Regardless of attendance, every student is responsible for course content and assignments.

It is university policy to excuse students from attendance for certain reasons. Among these are absences related to health, family emergencies and student participation in university-sponsored events. Students are responsible for providing documentation satisfactory to the instructor for each class missed. Students with acceptable excuses may be permitted to make up work for absences to a maximum of three weeks of a semester or one week of a summer term when the nature of the work missed permits.

Students with Disabilities:
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Academic Integrity:
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp.

Withheld Grades Semester Grades Policy (A-54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of
the semester in which the WH is assigned, or the grade automatically becomes an F. If students register for the same course in future terms, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Acceptable Student Behavior**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**To complete Certification/Licensing Requirements in Texas related to public education, you will be required to:**

4. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

5. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at [www.texitss.ets.org/registrationBulletin/](http://www.texitss.ets.org/registrationBulletin/)). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

6. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

**LiveText**

LiveText is the data management system used by the Perkins College of Education (PCOE) for program improvement and to assess and monitor compliance to national accreditation standards. All Perkins College of Education majors and Secondary Education students are required to purchase a LiveText account, either through the University Bookstore or at [www.livetext.com](http://www.livetext.com). This is a ONE-TIME purchase, and the account will be used throughout your undergraduate, graduate, or doctoral program of study. Required program assignments, designated by instructors and program coordinators, must be submitted within your LiveText account. Successful completion of this course and your degree requirements are dependent on the submission of all required LiveText assignments.

Note: There are no LiveText assignments in HMS 310, but the information about LiveText is provided in preparation for future classes.
IX. Other Relevant Course Information:

**Interior Design/Interior Merchandising Acceptable Student Behavior Policy:**

Unacceptable conduct includes but is not limited to the following:

- Ringing cell phones during class—turn phones off or set to silent and store in backpack or handbag
- Talking on cell phone in any class
- Texting in class
- Checking email or blogs (ie. facebook, myspace) in class – computers are for classroom activities only
- Using head phones/ear buds in class; these devices discourage classroom interaction and synergy. Do not utilize these items during class meetings.
- Doing homework for other courses in class
- Bringing children to class – this is against University policy
- Discussing grievances in front of class or in hall -- make appointments to talk with professors in their offices
- Dominating professors’ time in class – it is important that all students get equal time.
- Missing class excessively
- Arriving tardy to class – this is disruptive
- Coming to class unprepared – keep a close eye on the class schedule and always check D2L before class if your professor uses this tool.
- Taking long breaks during studios – it is acceptable for students to get a beverage or take a restroom break during studios if the professor is not lecturing—these breaks should not exceed 5 minutes in length. If the professor allows, beverage may be brought into the studio but no food is allowed.
- Missing deadlines for assignments and projects is not allowed. Students should consult the professor in special circumstances.
- Having beverages in class without knowing the professor’s policy.

**Student Grievance Procedures:**

If you have a concern about a course you should always speak to the professor as soon as possible. If your concern is grade related, especially a final course grade, you must speak to the professor within five days of receiving the grade as stated in the Grade Appeals procedure of the *SFA Student Handbook*. If you do not resolve your concern you should then meet with the Coordinator of the Program. If more assistance is needed you should then meet with the Director of Human Sciences. If you still have not resolved your concern you may file a formal Grade Appeal to the Faculty Grade Appeal Committee as stated in the *SFA Student Handbook*. For problems other than grade issues, speak with the professor of the course first, Program Coordinator second, and the School Director.

**Professional Dress Policy:**

There are times throughout the Interior Design/Interior Merchandising program when students are required to wear “professional dress.” This attire might be needed to present a project, to visit a showroom or to interview for an internship. Building a professional wardrobe can be an expensive challenge; therefore, a student may begin with a basic suit (three pieces) and add one or two items to the wardrobe each semester. This will provide you with adequate professional clothing throughout the program and give you a wardrobe for your internship and first job.

**Final Exam Policy:**

Final exam date and time are established by the university and are not to be changed by the faculty. Students may not ask to change the final exam date or time.
Smoking Policy:
Per university policy, smoking is prohibited in the Human Sciences South Building.

D2L Online Learning System:
D2L is a technology tool used by many professors to enhance and ease student learning. ID/IM professors use D2L in all courses. The homepage of each course has a link to the syllabus, assignments, and other course material. A mail icon is located on the course homepage for faculty to notify you about course work. It is the student’s responsibility to check it regularly. A computer lab is available in HMS South Room 103A along with the computers in the Ralph Steen Library and Baker Pattillo Student Center.

Student Email:
To enhance student services, the University will use your SFA email address (firstname-lastname@titan.sfasu.edu) for communications. Students may go to MySFA online to confirm their email address. Please check your SFA email on a regular basis. If students have problems accessing their email account, they may contact the Help Desk at (936)468-1212.

Work Retention Policy:
The Interior Design Faculty reserves the right to retain student work for upcoming CIDA site visits. It is the responsibility of the student to photograph or duplicate projects for portfolios before graduation. All projects can be returned to the student after the CIDA site visit. In order to receive a notification, it is the responsibility of the student to maintain current contact information with the SFA Interior Design Faculty. The professors reserve the right to dispose of any project not picked up within 6 months of the CIDA visit.

Interior Design Programs

CLASS POLICIES

1. Attendance: Per University policy, regular and punctual attendance is expected at all class meetings. The class roll will be checked to verify attendance. Removal of absences recorded due to tardiness is the responsibility of the design student. The student should speak with the professor at the end of the class period on the same day in which the absence may have been recorded.

2. Excused Absence: It is University policy to excuse students from attendance for reasons related to health, family emergencies, religious holidays, and participation in University-sponsored events. Students are responsible for providing the professor with satisfactory documentation for an excused absence. Such documentation may include forms verifying visits to the Student Health Service, statement from a private physician, obituary, or official University listing of excused absences. Prior notice of an impending excused absence should be made in writing and given to the professor for acknowledgement and dating.

3. Missed Work: As per University policy, students with an excused absence will be permitted to make-up missed work for absences totaling no more than a maximum of three weeks in a long semester or one week in a summer term. Design students shall request a conference with the professor to make the necessary arrangements. Students will be held accountable for work missed in their absence and all assignments made. For all absences, the student must assume the responsibility for securing all handouts, lecture notes, and other class information, and for meeting established deadlines.

4. Unexcused Absence: In interior design classes, students with unexcused absences will forfeit the make-up of lecture notes, critiques, demonstrations, field trips, handouts, or other class activities or materials. In the event that a grade is recorded on the date of an unexcused absence, a grade of "0" will be entered. Students will be held accountable for all work missed, all assignments made, and all assignment due dates established in their absence. Each student is allowed two unexcused absences for a long semester and one for a summer semester; thereafter, a letter grade will be deducted from the semester grade for each additional unexcused absence.
5. **Late Work**: Late work in interior design classes will be accepted within a one-week grace period following the initial due date of the assignment. Prior notice should be given to the professor when a late submittal is imminent. The late work will receive a penalty of one letter grade. Work will not be accepted beyond the one-week extension, and a grade of "0" will be entered for the assignment. Exceptions are possible only with professor approval; however, work is subject to further penalty. Promptness and maturity are encouraged in preparation for successful practicum and work experiences.

6. **Project Reworks**: Students electing to rework major studio projects may resubmit them the first day of Dead Week. The projects will be re-graded, and the new grade for each project, averaged with the prior grade, will determine a final project grade.

**IX. Other Relevant Course Information:**

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