School of Human Sciences
HMS 113.601
Pre-Interior Design Portfolio Development
FALL 2018

Instructor:
Sally Ann Swearingen, RID, IDEC, ASID, IIDA, TAID, TBAE
TBAE #2171, NCIDQ #11978

Course Time:
Hybrid Course/ Must meet 3 times optional location for face to face component.
Aug 31 3-5 p.m. Houston/ HCC Campus OR
Sept. 7 3-5 p.m. SFA Campus
Oct. 5th 3-5 p.m. Houston/ HCC Campus OR
Oct. 12th 3-5 p.m. SFA Campus
Nov. 30th 3-5 p.m. Houston/HCC Campus OR
Dec. 7th 3-5 p.m. SFA Campus

Phone: Office (936) 468-2155 HMS Office: (936) 468-4502

Office: HMS South 101B

Office Hours:
Mon 1:30-2:30 Virtual (reserved 319 students)
2:30 p.m. -5:00 p.m.
Tues 9:00-9:30 a.m. & 1:30-2:00
Wed: 8:30-9:00 a.m.

If the professor is not in the office, please check the studios; students may have requested help at their tables. If a committee/faculty meeting is called during office hours, a note will be posted on the office door.

Additional times available by appointments

I. Course Description:
Introduction to the development of a professional portfolio.

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.

The content of HMS 113 relates to the College of Education’s Conceptual Framework and Vision, Mission, Goals and Core Values. As with all interior design courses, concerted effort is made in HMS 113 to prepare students for excellence in the design profession. In particular, HMS 113 equips students with methods to market their portfolios, both to attract employment and to educate the public on the contributions possible through conscientious and artistic interior design. The major goal of the course is to compile future design and art projects into a competitive marketing portfolio.
Program Learning Outcomes
This course enhances student learning in the area of general interior design basics and serves as one of the foundation courses in the Interior Design Program 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.

Student Learning Outcomes
Course content and objectives satisfy specific components from the CIDA 2009 Professional Standards. Through completion of this course, the student will:

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<td>d) demonstrate awareness of business practice.</td>
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<tr>
<th>Standard 8. Design Process</th>
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<td>j) experience opportunities for innovation and risk taking.</td>
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III. Course Assignments, Activities, Instructional Strategies, use of Technology:
Course assignments include the graphic design of a competitive resume, refinement of past completed interior design projects, preparation of a digital portfolio, and organization of a personal marketing website for the portfolio.

Student activities involve readings, sketching, web searching, and completing of course quizzes. Instructional strategies involve lecture, demonstration, slide/Power Point presentation, audio/visual presentation, and written evaluation. Primary examples of technology integration in HMS 113 include use of word processing, computer-aided design, interest research, creation and manipulation of digital media, and website design.

IV. Evaluation and Assessments (Grading)
( Note: Only one extra credit grade of 15 points will be allowed per course for attending a Design Center speaker’s presentation and doing a detailed evaluation of the presentation. Only one course may receive credit for each seminar. )

Part A. Assignments

<table>
<thead>
<tr>
<th>Assignments</th>
<th>(150 pts)</th>
<th>(375 pts)</th>
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<tbody>
<tr>
<td>Part I: Getting Started/ What is a Portfolio</td>
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<tr>
<td>Self Analysis questions</td>
<td>(50 pts)</td>
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<tr>
<td>Job Shadowing summary of what I learned</td>
<td>(25 pts)</td>
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<tr>
<td>Outlining your components of your field</td>
<td>(50 pts)</td>
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<tr>
<td>Critique of Senior Portfolios (5)</td>
<td>(25 pts)</td>
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<tr>
<td>Part 2: Graphics</td>
<td>(100 pts)</td>
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<td>Branding Assignment</td>
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<tr>
<td>Good Design/ Bad Design Presentation</td>
<td>(100 pts)</td>
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<td>Software used in Creating a Portfolio</td>
<td>(25 pts)</td>
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<tr>
<td>Different types of Portfolios</td>
<td>(50 pts)</td>
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<tr>
<td>Quiz over Chapter 2-4</td>
<td>(100 pts)</td>
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V. Tentative Course Outline/Course Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8-27</td>
<td>Semester begins. Purchase your book. This is a Hybrid course so review the module: Getting Started module. Review your syllabus and add to your calendar the face to face times we meet. Remember you are required to attend the 3 face to face classes, No exceptions. You can choose your location. <strong>Class 1:</strong> August 31 (HCC Campus) OR Sept. 7 (SFA Campus - room 108 HMSS. HCC Campus: Central Campus, Fine Arts Center Building, Third Floor, Room 317. (3517 Austin Street). TIMES are 3-5 p.m. <strong>Class 2:</strong> Oct. 5 (HCC Campus) OR October 12 (SFA Campus). TIMES are 3-5 p.m. <strong>Class 3:</strong> (HCC Campus) Nov. 30 OR Dec. 7 (SFA Campus). TIMES are 3-5 p.m.</td>
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<tr>
<td>8-31</td>
<td><strong>Class 1:</strong> August 31 (HCC Campus). 3-5 p.m. Room 317. Be prepared to take notes and discuss How to contact a designer and job shadowing.</td>
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<td>9-7</td>
<td><strong>Class 1:</strong> Sept. 7 (SFA Campus) 3-5 p.m. Room 108 HMSS.</td>
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<td>9-14</td>
<td>Self-Evaluation is due (See under Communication tools-Drop box)</td>
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<td>10-1</td>
<td>Create an Outline of the components in my field/ Assignment (See Under Communication tools-Drop Box)</td>
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<td>10-2</td>
<td><strong>Job Shadowing Interview due</strong>. Ch 2: Employment and Promotional Strategies</td>
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<td>10-11</td>
<td><strong>Critique of Past Senior Portfolios Due</strong> (Dropbox)</td>
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<td>10-26</td>
<td><strong>Branding Team Presentation.</strong></td>
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<td>11-2</td>
<td><strong>Good Design/ Bad Design Presentation</strong></td>
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<td>11-9</td>
<td><strong>Research on Software used in Creating a Portfolio</strong></td>
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<td>11-16</td>
<td><strong>Assignment in Dropbox on Different types of Portfolios &amp; Quiz over Chapters 2-4</strong></td>
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<td>11-17</td>
<td>Thanksgiving Holiday</td>
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<td>11-29</td>
<td><strong>Presentation of Portfolio ideas (3 concepts) Illustration of 3 slides of your portfolio due in UseeU</strong></td>
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Part 3: My Design

- Illustration of 3 slides of my Portfolio (100 pts)
- Critique of 10 students Portfolio (60 pts)
- Upload into Livetext (50 pts)
- Final Exam – On-line (100 pts)

Total (835 pts)

Grading Scale: A=835-751  B= 749-668  C= 667-584  D= Must re-take
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>11-30</td>
<td>Presentation of Portfolio ideas (3 concepts). Illustration of 3 slides of your portfolio (HCC location attendees Date)</td>
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<td>12-4</td>
<td>Critique of 3 slides of the Portfolios submitted.</td>
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<td>12-7</td>
<td>Presentation of Portfolio ideas (3 concepts). Illustration of 3 slides of your portfolio (SFA location attendees Date)</td>
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<td>12-8</td>
<td>Due date to make sure 3 examples of your portfolio uploaded in Livetext/ Can be done earlier. This is the last day accepted. 5 p.m.</td>
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<td>12-10</td>
<td>Final Exam Open from 7 a.m. – 11 p.m.</td>
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VI. Readings (required):


(Adobe Creative Cloud) Optional

References:


Live Text Information below required on all College of Education syllabi but does not apply to HMS 113:

Live Text Statement:
Upon your enrollment in this course, if you do not already have an existing LIVEText account, you should receive an access code for a free LiveText account. Live Text is a data management system that you will use to submit designated assignments in this course. The access code will come to you directly from the LiveText system to your SFA email account. If you do not receive this code by the end of the first week of class, please check your junk email. If you still do not have the message, please contact the SFA LiveText coordinator at livetext@sfasu.edu. Once you have received the access code, it is YOUR responsibility to activate the account. Failure to activate the account and/or submit the required assignment(s) could result in course failure.

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!

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

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 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 or 1 day a week class 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: Student Academic Dishonesty: Policy 4.1
Abiding by university policy on 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.

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.

To complete Certification/Licensing Requirements in Texas related to public education, you will be required to (does not apply to HMS 113):
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 TExES exams (additional information available at www.texes.ets.org/registrationBulletin/<http://www.texes.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 Martin 936-468-1749 or snyderke1@sfasu.edu
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.