School of Human Sciences
HMS 311.001
INTERIOR MATERIALS AND CABINETRY
Spring 2018

Instructor: Dr. Mitzi Perritt, RID, FIDEC, ASID, TAID
Course Time: T/Th 9:30-10:45 am
Location: HMS South, Room 107

Office: HMS South 102-C
Office Hours: T/W/R/F 11-noon, T 1:30-2:30 pm
Other times by appointment.
If the professor is not in the office, please check the studios; students may have requested help at their work tables. Also, if a committee/faculty meeting is called during office hours, a note will be posted on the office door.

Phone: Office: (936) 468-2155
Email: mperritt@sfasu.edu
HMS Office: (936) 468-4502
For course related issues, please use the e-mail feature in D2L

Prerequisites: None

I. Course Description:
Survey and estimation of finish materials appropriate to the interior environment. Study of cabinetry design and detail construction drawing.

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 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.

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

The following 2017 Council for Interior Design Accreditation Standards will be addressed in the course. Upon successful completion of the course, students will:

4. Global Context (SLE)
   a) Students are aware that building technology, materials, and construction vary according to geographic location.

   Students have awareness of the:
   c) breadth and depth of interior design's impact and value. (3)

7. Human-Centered Design
   Student work demonstrates the ability to:
   e) apply human factors, ergonomics, and universal design principles to design solutions. (3)

9. Communication
   Students are able to effectively:
   e) apply a variety of communication techniques and technologies appropriate to a range of purposes and audiences.

11. Design Elements and Principles
    Students effectively apply the elements and principles of design throughout the interior design curriculum to:
    c) two-dimensional design solutions. (1)

13. Products and Materials
    Student work demonstrates understanding of:
    c) typical fabrication, installation methods, and maintenance requirements.
    d) appropriate design or specification of products and materials in relation to project criteria and human well being.
    e) Students select and apply products and materials on the basis of their properties and performance criteria, including ergonomics, environmental attributes, life safety, and life cycle cost.
    f) Students are able to lay out, design, and specify a broad range of appropriate products, materials, objects, and elements in support of the design intent. (2)

14. Environmental Systems and Comfort
    Students understand:
    f) the principles of indoor air quality. (4)
    g) how the selection and application of products and systems impact indoor air quality.

15. Construction
    Student work demonstrates understanding that design solutions affect and are impacted by:
    c) interior systems, construction, and installation methods.
    Students are able to:
    i) read and interpret base-building construction documents. (5)

For additional information on meaningful and measurable learning outcomes see the assessment resource page http://www.sfasu.edu/assessment/index.asp
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/PowerPoint 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 or course/assignment/project instructions.

Students should check their grade points and attendance record at least once a week on D2L. Any discrepancies in points should be resolved promptly.

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, for compatibility with D2L, each online assignment must be submitted in Word.

**Use of Technology** may include D2L, internet assignments/activities/research, CAD and word processing.

**HMS 311** is a D2L-enhanced course. Information notices will be posted on the course home page. The homepage menu may include links for class assignments (Dropbox), 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.in

1. **HMS 208** is a D2L Enhanced course. Information notices will be posted on the course home page. The homepage includes icons for class assignments (Dropbox), discussion board questions, professor emails, and grades. Students are strongly encouraged to contact the instructor and/or other students via the homepage mail icon, chats, and/or discussion postings.

2. **Course content** is delivered via class lectures and discussions, demonstrations, assigned readings, assignments, and questions directly relevant to the course content. Students should check the 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.

3. **Students** should check their grade points at least once a week. 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.

4. Assignments that are posted on the D2L Learning Management System are saved in the Word 2007 format or later versions. Students should make arrangements to secure the “patch” that will enable them to open these Word documents in advance, if they do not currently have or anticipate having access to the Word 2007 software. It would be virtually impossible for the instructor to save work in multiple formats to accommodate for all individual software available. Student assignments should be submitted to D2L in Word.
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 the course.
<table>
<thead>
<tr>
<th>Part A</th>
<th>Understanding and Comprehension</th>
<th>(425 pts)</th>
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<tbody>
<tr>
<td>Quiz 1</td>
<td>____ ( 25 pts)</td>
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<tr>
<td>Exam I</td>
<td>____ (100 pts)</td>
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<tr>
<td>Quiz 2</td>
<td>____ ( 25 pts)</td>
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<tr>
<td>Exam II</td>
<td>____ (100 pts)</td>
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<tr>
<td>Quiz 3</td>
<td>____ ( 25 pts)</td>
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<tr>
<td>Exam III (Final - Comprehensive)</td>
<td>____ (150 pts)</td>
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<tr>
<th>Part B</th>
<th>Study Tools</th>
<th>(200 pts)</th>
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<tbody>
<tr>
<td>Reading Detail Drawings</td>
<td>____ ( 20 pts)</td>
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<tr>
<td>Wood-Wood Products-Casegoods Review</td>
<td>____ ( 20 pts)</td>
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<tr>
<td>Pebble Creek Worksheet</td>
<td>____ ( 20 pts)</td>
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<tr>
<td>Upholstery Review</td>
<td>____ ( 20 pts)</td>
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<tr>
<td>Glossary Review Ch 2</td>
<td>____ ( 20 pts)</td>
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<tr>
<td>Paint Review Ch 2</td>
<td>____ ( 20 pts)</td>
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<tr>
<td>Carpet Review Ch 3</td>
<td>____ ( 20 pts)</td>
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<tr>
<td>Glossary Review Ch 3</td>
<td>____ ( 20 pts)</td>
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<tr>
<td>Glossary Review Ch 4</td>
<td>____ ( 20 pts)</td>
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<tr>
<td>Review Ch 5</td>
<td>____ ( 20 pts)</td>
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<tr>
<th>Part C</th>
<th>Application</th>
<th>(200 pts)</th>
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<tbody>
<tr>
<td>Furniture Design (with 3d printer)</td>
<td>____ (100 pts)</td>
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<tr>
<td>Estimation Packet (paint, wallcovering, carpet, tile, wood, window)</td>
<td>____ (100 pts)</td>
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<tr>
<th>Part D</th>
<th>Community Service</th>
<th>(60 pts)</th>
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<td>(6 hrs @ 10 pts each) consider Chairished Blessings</td>
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**TOTAL** (885 pts)

**Bonus Points**
No Absences (+15) One Design Center Lecture submitted to D2L (+15)

**Note:** You must retake the course if a semester grade of less than a “C” is earned.

Grading Scale: 797-885=A 708-796=B 620-707=C 531-619=D 0-530=F

Supplies:
Textbook and 3-Ring Binder (for classwork and notes)
AutoCAD or Revit software for Furniture Design and 3d printing
### V. Tentative Schedule Overview (Course Calendar)

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>01/16</td>
<td>Course Orientation and Syllabus. Intro to Wood/Wood Products.</td>
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<tr>
<td>01/18</td>
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<tr>
<td>01/23</td>
<td>Wood and Wood Products. Reading Cabinetry Drawings. Other Casegoods Components. Intro to Furniture Design.</td>
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<tr>
<td>01/25</td>
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<tr>
<td>01/30</td>
<td>Quiz 1. Cabinet Construction Progress on Furniture Design.</td>
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<td>02/01</td>
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<tr>
<td>02/06</td>
<td>Cabinet construction. Progress on Furniture Design. Hardware.</td>
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<td>02/08</td>
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<tr>
<td>02/13</td>
<td>Exam I. Progress on Furniture Design. In-town field trip.</td>
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<td>02/15</td>
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<tr>
<td>02/20</td>
<td>Intro to upholstery products and construction process. Upholstery styles.</td>
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<td>02/22</td>
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<tr>
<td>02/27</td>
<td>Furniture Design Drawings due. Upholstery continued. 3d printing of Furniture Design.</td>
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<tr>
<td>03/01</td>
<td></td>
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<tr>
<td>03/06</td>
<td>Quiz 2. 3d printing of Furniture Design due with revised drawings.</td>
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<tr>
<td>03/08</td>
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<tr>
<td>03/13 and 03/15</td>
<td>Spring Break**************************************************************************</td>
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<tr>
<td>03/22</td>
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<tr>
<td>03/27</td>
<td>Chapter 3: Carpet. Chapter 3: Carpet.</td>
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<tr>
<td>03/29</td>
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<tr>
<td>04/03</td>
<td>Exam II. Chapter 4: Floor Materials. Chapter 4: Floor Estimations.</td>
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<td>04/05</td>
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<tr>
<td>04/10</td>
<td>Chapter 5: Wall Finishes. Chapter 5: Wall Finishes continued.</td>
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<tr>
<td>04/12</td>
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<tr>
<td>04/17</td>
<td>Chapter 5: Wall Finish Estimations. Quiz 3.</td>
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<tr>
<td>04/19</td>
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<tr>
<td>H 04/24</td>
<td>Window Treatment Components and Styles. Window Treatment Estimation.</td>
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<tr>
<td>04/26</td>
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<tr>
<td>05/01</td>
<td>Window Treatment Styles. Estimation Packet due. Review.</td>
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<tr>
<td>05/03</td>
<td></td>
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<tr>
<td>05/10</td>
<td>Exam III Final Exam (Comprehensive), Wednesday, 8:00 am – 10:00 am</td>
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VI. Readings (required)

Various professional journals, publications, and product literature available in the SFA Library, manufacturers, and/or internet.

Readings (supplemental).

Live Text Information below is required on all College of Education syllabi but does not apply to HMS 311:

This course collects 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, using the LiveText data management system. Students who do not have an existing LiveText account will receive an access code via your SFA Titan email within the first week of class. You will be required to register your LiveText account, and you will be notified how to register your account. 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 LiveText, call ext. 1267 or e-mail SFALiveText@sfasu.edu.

You will submit your Architect Research Paper and PowerPoint Presentation to LiveText. Both are due in LiveText the same time they are due in class. You will receive a “0” for the paper and PowerPoint presentation if they are not submitted to LiveText on time.

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. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

_____ 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, 936-468-3004 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. 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 policy 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 [http://www.sfasu.edu/judicial/earlyalert.asp](http://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, driver’s license, state or providence ID cards, a national ID card, or military ID card to take the TEExES 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.**

Additional Interior Design/Interior Merchandising Student Conduct Criteria:

Removal of absences recorded due to tardiness is the student’s responsibility. The student should speak with the professor at the end of the class period on the same day the absence may have been recorded prematurely.

*Excused Absence:* Students are responsible for providing the professor with satisfactory documentation for an excused absence as explained above. 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.

**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.

**Unexcused Absence:** In interior design classes, students with unexcused absences will forfeit the make-up of lecture notes, critiques, demonstrations, field trips, handouts, quizzes, exams, 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 **THREE** unexcused absences for a MWF class in a long semester, **TWO** for a TR class in 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.

Unacceptable conduct includes but is not limited to the following:
- Ringing cell phones during class – turn phones off or set to silent
- Talking on cell phone in any class
- Texting in class (even in your lap). Place cell phones out of sight during class. Do not use them unless completing a requested course activity.
- Checking email or blogs (ie. facebook, myspace) in class – computers are for classroom activities only
- Head phones/ear buds discourage studio interaction/synergy; do not utilize these items during class.
- 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 – pay attention to the class schedule and professor announcements. Check D2L before class for course updates.
- 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 eating food is not allowed during class.
- 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.

**IX. Other Relevant Course Information:**

**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.

**Project Reworks**: Students electing to rework major studio projects may resubmit them the first day of Dead Week. The projects will be regraded, 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.
3. Students are expected to work in the class area for the duration of the class period unless further instructions are provided by the professor.
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.

If student dissatisfaction arises, the design program considers a student's request for a private conference with the professor 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 department chair may be scheduled.