School of Human Sciences
HMS 418.001 Professional Practice for Interior Designers
Spring 2018

Instructor:  
Sally Ann Swearingen, M.A.;  
M.F.A.

Course Time:  
TT 11:00-12:15  
Location: HMSS 105

Phone:  
(936) 468-2048  
HMS Office: (936) 468-4502  
Cell 936 554-9596

Office:  
HMS South 101B

Office Hours:  
Mon. 2-5 p.m.  
Tues. 1:30-2:00  
Thurs. 2:30-3:00  
Friday. 10:45 – 11:45

Or by appointment.

Email:  
For course related issues, please use the e-mail feature in D2L or sswearingen@sfasu.edu or text 936-554-9596

Prerequisites: Junior standing

I. Course Description: Business and office practice, marketing plans, fees and commissions, preparing estimates, contracts, professional ethics and job opportunities.

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 interior merchandising and serves as one of the foundation courses in the Interior Design and Interior Merchandising Programs 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.
### Student Learning Outcomes

<table>
<thead>
<tr>
<th>The following <strong>2016 Council for Interior Design Accreditation</strong> standards will be addressed, and <strong>upon successful completion of the course, the student will:</strong></th>
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<tr>
<td>4. Global Context. Interior designers have a global view and consider social, cultural, economic and ecological context in all aspects of their work. (Student learning expectations) The interior design program provides:</td>
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<td>d) exposure to the current and relevant events that are shaping contemporary society and the world.</td>
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<td>Students have <strong>awareness</strong> of the:</td>
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<tr>
<td>a) contexts for interior design practice. (1)</td>
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<tr>
<td>b) impact of a global market on design practices. (2)</td>
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<tr>
<td>d) components of business practice. (4)</td>
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<tr>
<td>Students understand:</td>
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<tr>
<td>e) types of professional business formations. (5)</td>
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<tr>
<td>f) elements of project management. (6)</td>
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<tr>
<td>h) professional ethics and conduct. (7)</td>
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<td>The interior design program provides exposure to the role and value of:</td>
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<tr>
<td>k) legal recognition for the profession.</td>
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<tr>
<td>l) professional organizations.</td>
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<tr>
<td>m) life-long learning</td>
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**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:** In-class/out-of-class assignments and exercises (may be announced or unannounced), project/presentation, community service and job shadowing.

**Instructional strategies may include:** lectures, class discussion, group participation, guest speakers, and videos/podcasts.

**Use of Technology may include:** D2L (MyCourses), internet assignments/activities/research, and word processing.

1. **HMS 418** is a D2L enhanced course. Information notices will be posted on the course home page. The homepage includes icons 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.

2. Course content is delivered via class lectures and discussions, assigned readings and assignments 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 Desire 2 Learn System are predominately saved in the Word 2007/10 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. It would be virtually impossible for the instructor to save work in multiple formats to accommodate for all individual software available.

IV. Evaluation and Assessments (Grading):
The course is graded on a letter grade basis (A-F). Final grade will be determined by a percentage of total required points for the course. (total of 1210 points)

A=90-100% of required points; B=80-89%; C=70-79%; D=65-70%; F=0-64%.

(Final points may vary slightly due to pop quizzes and/or in class participation).

Course Points are earned through:

1. Scores on exams. There will be 3 exams during the semester, all of which will be administered in class. Students must contact the instructor prior to the exam date if rescheduling is necessary for a compelling reason. All exams must be made up within 2 class days or a grade of zero will be recorded.

Exams include: (total of 350 points)
A. Exam 1 100 points (Ch. 1-11; 22-24)
B. Exam 2 100 points MID TERMS Marketing Presentations
C. Exam 3 100 points (Ch. 12-21)
D. Final EXAM (50 pts) Global Market

Students will show an understanding of the implications of conducting the practice of design within a world market.

Create a Business Project. Students, with a partner, must create a mock business following the outline given for the project.

Project includes: (total of 470 points)
A. Business stationary, logo, business cards, etc… Design of a business logo and examples of business stationary, etc…. 50 points
B. Pre-Contract Assignment & Final Create a contract for job that will be in Job Notebook/ Business Binder 20 points
C. Employee Handbook (team) Create an employee handbook for your company. 20 points
D. Business Plan (team) Create a business plan following the guidelines given for the project. 50 points
E. Resource book (team) Create a binder with 400 contacts 50 points
F. Job Book (individual) A job book is created for the company’s first project. 50 points
G. Marketing Presentation (team) Create a marketing presentation for your company’s first project. (Exam 2)
H. Completed Business Project Binder (individual) Includes all documents above, each one completed, printed, tabbed, and placed in binder. Also turned in on through D2L in dropbox. 200 points
2. **Out-of-class assignments.** Students must be present in class to turn in all assignments that are due. Students are responsible for all course assignments and notices posted on the course home page, and all messages sent to students via email.

**Assignments include:** (total of 390 points)

A. **ID Professional Requirements and Organizations Assignment** 50 points
   This assignment requires investigation into the requirements and organizations of the interior design profession. Standard 7, e., Standard 7, g., Standard 7, h.,

B. **Life Long Learning Assignment** 50 points
   This assignment emphasizes continuing education in interior design. It helps students see the value in growing their competencies, knowledge and skills in a specific subject with the goal of enhancing an individual's performance. Standard 7, i., CIDA

C. **Job Shadowing Assignment** 50 points
   Students are required to obtain and complete a shadowing experience with a licensed interior designer or architect. Standard 2, e., Standard 6, b., CIDA

D. **ID's Contribution to Contemporary Society Assignment** 50 points

E. **Community Service** 60 points
   Students learn the importance of involvement in the community and make decisions about how to contribute their time in a meaningful way. Standard 7, j., CIDA

F. **Pop Quizzes (3 @ 30pts each)** 140 points
   Pop Quizzes on every chapter we cover in class.

Extra Credit: Design Speaker Series – 10 pts per speaker. Must write a ½ page summary and upload in D2L. (If you attend more than one).

**Assignment format:** All posted assignments must be typed in 12 point, Arial font, and submitted electronically through D2L in a PDF format under the Dropbox tab. Handwritten assignments in any part are non-acceptable. Having problems with the computer and/or programs, or failing to view the assignment are unacceptable reasons for failing to submit an assignment on the due date. **Do not request to turn in an assignment late for any of these reasons.**

V. **Tentative Schedule Overview** (See Course Calendar)

<table>
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<tr>
<th>DATE</th>
<th>TOPIC</th>
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<tr>
<td>Jan 16 (T)</td>
<td>Introduction, Text, Policies. Overview of Syllabus. Overview of all Assignments for the semester. Review ID Professional Requirements Assignment; Read Chapters 1,2,3,4 &amp; 5</td>
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<td>Jan 18 (TH)</td>
<td>Logo, Business Card and Letterhead Assignment &amp; Life Long Learning Assignment/ Job Book Assignment Read Chapters 1,2,3,4 &amp; 5 Discuss Chapter 1 &amp; 2</td>
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<tr>
<td>Date</td>
<td>Assignment/Activity</td>
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| Jan 23 (T)| ID Professional Requirements Assignment Due in Dropbox  
Discussion: Chapter 3: Ethics and Professional Conduct & Chapter 4: Legal Responsibilities |
| Jan 25 (TH)| Chapter 5: Where do Designers Work?  
Read Chapters 6 & 7   
Provide Floor Plan and Discuss Job Book Assignment |
| Jan 30 (T)| Logo Business Card & Letterhead Assignment Due in Dropbox & Placed on board for display.  
**Quiz 1 (30 pts)**  
Discussion: Chapter 6 Project Compensation and Design Fees |
| Feb 1 (TH)| Chapter 7: Preparing Design Contracts  
Read Chapters 8,9,10 |
| Feb 6 (T)| Pre-Contract for Job Book Assignment Due  
ID’s Contribution to Contemporary Assignment Society Due  
Discussion: Chapter 8 Product Pricing |
| Feb 8 (TH)| Natalie Lemier Guest Speaker – Working in Furniture Showroom |
| Feb 13 (T)| Guest Speaker from TBAE (Texas Board of Architectural Examiners)  
Glenn Garry |
| Feb 15 (TH)| Chapter 9 The Selling of Goods  
**QUIZ 2 (30 pts) online** |
| Feb 20 (T)| Chapter 10 Trade Sources  
Research information on Guest Speaker Donna Vining / TAID President  
Read Chapter 11  
- **Don’t Forget Life-long learning Assignment Due**  
Read: Chapter 11The Project Management Process  
Read Chapter 22, 23, 24, 25 |
| Feb 21 (Wed)| Breann Nash with AMB Architects – Guest Speaker  
Please work on Marketing Presentation with team. |
| Feb 22 (TH)| Discussion: Chapter 22 Fundamental of Marketing  
Chapter 23: Promotional Basics  
Chapter 24: Promotional Tools and Methods  
Review Marketing Presentation |
| Feb 27 (T)| Guest Speaker: Ergonomics at work – Kelly Perkins @ 12:15  
Work on Marketing Presentations  
**On-line EXAM 2 Opens Thursday March 8. Ch 1-11; 22-24** |
| March 1 (TH)| Individual Marketing Presentations Presented (Mid-term/ EXAM 1) |
| March 6 (T)| **On-line EXAM 2 Opens Thursday March 8, 9 a.m. – 11:00 p.m.. Ch 1-11; 22-24** |
| March 6 & 8th (TH)| **Job Shadowing Opportunity** |
| March 11-18| Spring Break: Job Shadowing Opportunity |
| March 20 (TU)| Job Assignment Due  
Discuss: Chapter 12 Contract Documents and Specifications  
Chapter 13 Contract Administration  
Review Job Book Project/ Floor Plan  
Discuss Reading a Furniture Catalogue  
Read Chapter 14, 15 and 16  
**Quotes and Contracts for Job Book Assignment Due** |
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<tr>
<th>Date</th>
<th>Event/Task Description</th>
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| March 22 (TH) | Review Floor Plan, Finishes & Furniture specified  
  Discuss Chapter 14 Contract Administration: Delivery and Project Closeout |
| March 27 (T)   | Chapter 15 Creating and Managing an Interior Design Practice  
  **Guest Speaker – Ashlee Malone Steelcase** |
| March 29 (TH) | **EASTER Holiday**                                                                     |
| April 3 (TU)  | Life-Long Assignment Due in D2L before class  
  Discuss Chapter 17 Preparing the Business Plan |
| April 5 (TH)  | Chapter 18 Business Formations  
  Chapter 19 Business Legal Filings and Licenses  
  Chapter 20 Strategic Planning Designing the Future  
  Discuss Project Business  
  Read Chapter 21  
  **Community Service Assignment Due in D2L** |
| April 10 (T)  | Read Chapter 21  
  Discuss Project Business |
| April 12 (TH) | Discuss Chapter 21 Money Management  
  Work on Business Plan Project & Employee Handbook |
| April 17 (T)  | 12:15 Guest speaker on Kitchen & Bath  
  **Business Plan & Employee Handbook Due in D2L & Hardcopy in your Notebook.  
  Discuss Job Work Book/ Review Process and Order  
  Check to confirm completed: Updated Contracts, Quotes Due** |
| April 17 (T)  | Invoices to Clients (Finishes, Furnishings Accessories & Time Invoice/ Job Worksheets  
  **EXAM 3 (Chapters 12-21) ON-line** |
| April 19 (TH) | Review Purchase Orders, Acknowledgements and Receiving Slips |
| April 24 (T)  | Review Job Worksheets and final book |
| April 26 (TH) | Work book due / Field trip to Dallas  
  Depart at 6 a.m. – Arrive back 8 p.m. |
| May 1 (T)     | Global Market Assignment |
| May 3 (TH)    | Review  
  **Final Exam - Comprehensive** |

**VI. Readings (required)**


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

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 one week class or 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: 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 419)

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 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.
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 submission 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:

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. Avoid 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.

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, and as above, 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.