Instructor: Sally Ann Swearingen  
pronouns: she/her/hers

Course Time & Location:  
Friday's  
Lecture 11:00 – 11:50  
Lab 1:00-4:20  
Houston Campus Room 317

Office:  
HMSS 101B

Office Hours:  
SFA Campus  
Mon. 1:30-3:30 p.m.  
Tues/TH. 10:00 – 11:00 a.m.  
SFA on HCC Campus  
10:00 – 11:00 a.m.  
Other times by appointment. If not in office, please look in classrooms, may be meeting with other students.

Textbooks: Required  

Recommended Not required/ provide info in modules.  
IRC 2015, International Code Council (www.iccsafe.org)  
Membership: Student

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

Email: Please use sswearingen@sfasu.edu

Credits:  
3 hrs  
1 hr lecture / 2 hr lab  
See justifications below

Prerequisites: HMS 310 – Residential Design; AG or HRT 325 AutoCAD or Revit 1.

I. Course Description:

Computer-based study of structures, building materials, construction techniques, mechanical and electrical systems, model building, working drawing problems, and specifications.

Lecture: CMGT 3114 Justification: CMGT 3114 Building Construction Systems Studio Lecture is a 1 hour credit course. This course typically will be taught one day a week for 50 minutes for 15 weeks culminating a 2 hour final exam during week 16. Students complete significant readings, daily exercises, bi-weekly quizzes, informal oral presentations, a mid-term and final exam. These activities require a minimum of 2 hours of preparation time outside of the classroom each week.

Course Fee: $195
Lab: CMGT 3214 Justification: CMGT 3114 Building Construction Systems Lab is a 2 credit course. This lab course typically will be taught two days a week for 200 minutes for 15 weeks culminating in the submission of one major project and 4 minor projects. Research assignments, readings, daily exercises and preliminary check points of major project are required. Students are required to have a laptop and utilize AutoCAD and Revit. These activities require a minimum of 4 hours of preparation time outside of the classroom each week.

Course Fee $10.

II. Intended Learning Outcomes/Goals/Objectives:

In preparing students with a foundation for success, the goal of this course is to accomplish a knowledge base of codes, construction, and sustainability issues used in the interior design industry. Students will use the textbook and lecture notes to create an understanding of different types of building construction used in interior design. In addition, the student will learn different components in building construction. Building construction terminology will be expanded. The lectures and presentations are presented so that students will have a better understanding of construction and how it is changing with new sustainable/green design. It also reinforces programming techniques used in the design process. Three-D volumetric studies/models will be used to illustrate how the interior and exterior components of spaces interact.

The content of HMS 314 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 314 to prepare students for excellence in the design profession. In addition, the study of structural, mechanical, electrical systems, contract document content, building and zoning codes and humanistic design principles in 314 encourages the development of caring and compassionate designers.

<table>
<thead>
<tr>
<th>Program Learning Outcomes</th>
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<tbody>
<tr>
<td>The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.</td>
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<tr>
<td>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.</td>
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<tr>
<td>The student will demonstrate competence in his/her specific discipline using oral and written forms.</td>
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<tr>
<th>Student Learning Outcomes</th>
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<tbody>
<tr>
<td>Course content and objectives satisfy specific components from the 2016 Professional Standards of the Council for Interior Design Accreditation (CIDA). Through completion of the course, the student will:</td>
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<tr>
<td>4. Global Context (SLE)</td>
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<tr>
<td>a) Students are aware that building technology, materials, and construction vary according to geographic location</td>
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<tr>
<td>Student work demonstrates understanding of:</td>
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<tr>
<td>b) how social, economic, and cultural contexts inform interior design.</td>
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<tr>
<td>c) how environmental responsibility informs the practice of interior design</td>
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<tr>
<td>(Program Expectations)</td>
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<tr>
<td>e) exposure to a variety of cultural norms.</td>
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</tbody>
</table>
5. **Collaboration (SLE)**
   b) the terminology and language necessary to communicate effectively with members of allied disciplines. (2)
   c) technologically-based collaboration methods. (2)

8. **Design Process**
   a) Student work demonstrates the ability to apply knowledge and skills learned to:
   c) identify and define issues relevant to the design problem. (2)

   The interior design program includes:
   i) exposure to a range of problem identification and problem solving methods.
   j) opportunities for innovation and risk taking.

11. **Design Elements and Principles**
    Student work demonstrates the ability to:
    b) explore two- and three-dimensional approaches across a range of media types.
    Students effectively apply the elements and principles of design throughout the interior design curriculum to:
    d) three-dimensional design solutions. (1)

12. **Light and Color**
    Students understand:
    c) strategies for using and modulating natural light.

13. **Products and Materials**
    Student work demonstrates understanding of:
    c) typical fabrication, installation methods, and maintenance requirements.

14. **Environmental Systems and Comfort**
    a) Students are aware that design decisions relating to acoustics, thermal comfort, and indoor air quality have an environmental impact.

    Students understand:
    b) the principles of acoustical design. (1)
    c) appropriate strategies for acoustical control. (2)
    d) the principles of thermal design. (3)
    e) how active and passive thermal systems and components impact interior design solutions.

15. **Construction**
    a) Students have awareness of the environmental impact of construction. (1)
    Student work demonstrates understanding that design solutions affect and are impacted by:
    b) base-building structural systems and construction methods. (2)
    c) interior systems, construction, and installation methods.
    e) the integration of building systems including power, mechanical, HVAC, data/voice telecommunications, and plumbing.
    h) Students understand the formats, components, and accepted standards for an integrated and comprehensive set of interior construction documents.

    Students are able to:
i) read and interpret base-building construction documents. (5)
j) contribute to the production of interior contract documents including drawings, detailing, schedules, and specifications appropriate to project size and scope.

16. Regulations and Guidelines
Students apply:
g) industry-specific regulations and guidelines related to construction (2)
i) federal, state/provincial, and local codes and guidelines. (4)

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

In preparing students for a foundation for success, the goal of this course is to provide a knowledge base of codes, construction, and sustainability issues used in the interior design industry. Students will use the textbook and lecture notes to understand the different types of building construction used in interior design. In addition the student will learn different components used in building construction. Building construction terminology will be expanded. The lectures and presentations are presented so that student will have a better understanding of construction and how it is changing with new sustainable/green design. It also reinforces programming techniques used in the design process. Three-dimensional volumetric studies will be used to illustrate how interior and exterior components of spaces interact. In addition, the student will gain the following:

1. Development of an understanding of structural, mechanical, and electrical systems.
3. Understanding building codes in relation to project development, including zoning, plan submittals, and the review process by code officials.

Student activities include readings, design process activities (researching, space planning, sketching, drafting, sections, models, etc.), production of CAD construction documents, specifying finishes, reflection, illustration drawings of construction detailing, team building activities, peer evaluations, and oral/visual/digital/model presentation.

Instructional strategies involve lectures, demonstrations, Power Point presentations, audio/visual presentations, individual critiques, and written evaluations.

Computer-aided design (CAD), models, D2L course management, internet design resources, and audio-visuals are primary means of technology integration in this course.

IV. Evaluation and Assessments (Grading):
Evaluation is based on participation, attitude, attendance, punctuality, presentation skills, and design merit. Semester evaluation form will be located on D2L. Overall components will include items such as the following:

Attendance
Progress checkpoints
Peer evaluations
Project presentations

Project documents
Model or 3D
Process notebook
Sketches

Set of working drawings
**Notes:** 1) The student must retake the course if a semester grade of less than A-C is earned in either the lecture or lab. 2) All assignments and projects completed in the semester are due Dead Week on a memory stick with student name identified. Files should be arranged in the order of the semester. 3) You will receive a Lab Grade and a Lecture Grade, and the two are averaged together to derive your semester grade in each.

**HMS 314**  
**TENTATIVE SEMESTER SCORESHEET**

### Lecture

Part I. Daily Assignments 2 @ 25 pts each / 2 @ 50  
City Planner Summary  
Fire Marshall / Inspector Summary  
Summary of Const. Assignment 1  
Field trip summary to Construction site  

Part II. Class Construction Assignments  
Construction Assignment 1 (Team- Building systems) (50 pts)  
Construction Assignment 2 (Drwg Framed Wall) (25 pts)  
Construction Assignment 3 (Framing a wall) (25 pts)  
Construction Assignment 4 (Hip/ Gable Elev) (75 pts)  
Construction Assignment 5 (100 pts)  
Construction Assignment 6 (50 pts)  

Part III. Visual PPT Presentation (200 pts)  
Part IV. Final Exam (Construction) (200 pts)  
Extra Credit: Attend a City Planning and Zoning Meeting (10 pts each) (20 pts)  

**Lecture Total** (7455 pts)  

Lecture Grades will be posted in D2L under the Lecture course. ALL Content for entire course is posted in the Lecture segment.

### Lab

Part I. Projects  
Project 1: Residential Project (individual working drawing) (663 pts)  

Part II. Peer Evaluation (Team Project) (25 pts)  

Part III. Three-Dimensional Projects  
Study Models – Gable & Hip (cardboard) (50 pts)  
Framing Model (Individual) Corner (150 pts)  

Part V. Team Power Point Presentation (all participate) (100 pts)  
Part VI. Community Service  
Volunteer 6 hrs at selected community activities (60 pts)  

**Bonuses: (Lab)** +10 No Absences  

**Lab Total** (1398 pts)
Lab grades will be posted in D2L under the Lab portion of course. ALL CONTENT for entire course is posted in the Lecture segment, except the assignments listed under lab.

Grading Scale: Lecture: A= 745-670 ; B = 669-596 ; C = 595 – 521 ; Below 520 Must repeat entire course
Lab: A=1398-1258 ; B = 1257 – 1118 ; C = 1117 – 978 ; Below 977 Must repeat entire course.

V First part of the semester will be testing, building, viewing, reading all about general construction. Things you learn in HMS 314 will be applied in Revit in your AGM 480 class. You will need to keep up with your readings and with your daily assignments.

Note: All readings MUST be done BEFORE CLASS: for discussions and preparation for Quizzes. Pop quizzes will be administered if evident of not reading.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description - Readings</th>
<th>Assignments Lecture &amp; Lab</th>
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<tbody>
<tr>
<td>Date</td>
<td>Lecture</td>
<td>Lab</td>
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<tr>
<td>Sept. 13</td>
<td>Building/ Systems Types to build a residence: Masonry, precast concrete, Metal, Steel Framing, heavy timber, Mud brick, BuildBlock Insulating Concrete Forms ICF, Rammed earth, Straw Bale</td>
<td>Lab: Drawing of Exterior Wall &amp; Interior Wall</td>
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<tr>
<td>FRI Sept. 27</td>
<td>Lecture: Drawing a Gable and Hip Lab: Field trip to construction sites. /. Guest speaker on Construction Management After speaker – finalize Presentations</td>
<td>Summary of presentations due in drop box.</td>
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<tr>
<td>Oct. 4</td>
<td>Work day on Drawing a Gable / building a study model Drawing a Hip/ Building a study model</td>
<td>Cont’d drawing your floor plan</td>
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<tr>
<td>Oct. 11</td>
<td>Lecture: Insulations Lab: Finalize study models of gable and hips. Research exterior materials to be used. Team assignment on Insulations – create in Youtube and upload links in dropbox and in discussion for all to view.</td>
<td>Lab: Take photographs and upload in Construction Assignment 4</td>
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<tr>
<td>Oct 18</td>
<td>Work Day Lecture: Review exterior materials and apply to floor plan. Lab: Finalize floor plan and start drawing exterior wall section. Work day to take photos for Visual Presentation</td>
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Retaining Walls, Paving, Site Planning
https://codes.iccsafe.org/content/IFC2015/appendix-c-fire-hydrant-locations-and-distribution
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity and Assignments</th>
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<tbody>
<tr>
<td>Oct 25</td>
<td>Lecture: Read in Architectural Graphics: Chapter 9 &amp; Chapter 8 in Architectural Drafting for Interior Designers. Lab: Build a study model/cardboard of house with roof. Mid-Term</td>
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<td>Model due before class November 1.</td>
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<td>Nov. 1</td>
<td>Lecture: Foundations Systems Pier &amp; Beam, Concrete Slabs on Grade, Pole foundations Lab: Preliminary Drawing of Pier and Beam Foundation, watch video on perimeter beam slab. Read Chapter 10 in Architectural Graphic Standards; Chapter 9 in Architectural Drafting for Interior Designs – Page 207-215</td>
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<td>Lab: Begin drawing a slab foundation Drawing of Foundation details Construction Assignment 5: Foundations and Foundation Details</td>
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<td>Nov 8</td>
<td>Lecture: Overview of wall sections and sections In class draw wall sections: Exterior Wall section, &amp; Interior wall section with labeling of materials and section. Readings: Pages 263-421 Architectural Graphic Standards; 64,65,139-146 in Architectural Drafting for Interior Design Roofs/ Eaves/ Trusses Lab: Finalize drawings of wall sections (exterior/ interior) and house section &amp; Exterior Elevations Hard copy due for review Nov. 16</td>
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<td>Lab: Preliminary exterior walls drawn. Construction Assignment 5: Due Construction Assignment 6: Due 10 p.m.</td>
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<td>Nov 15</td>
<td>Lecture: Review of Construction Documents required. Lab: Interior Elevations of RR NOTE; VISUAL NOTEBOOK DUE in D2L in PDF format BEGINNING OF CLASS. save as a PDF Lab: Framing Model / Corner of residence</td>
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<td></td>
<td>Lab. Interior Elevations</td>
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<td>Nov 22</td>
<td>Lecture: Chapter 7 in Architectural Drafting for Interior Design &amp; pages 80,81 &amp; 376, 377 Dimension Plan Finalize Exterior Elevations with dimensions. Lab: Work on Dimension Plan</td>
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<td></td>
<td>Last Date to upload Service Learning Hours Framing Model Due at beginning of class.</td>
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<tr>
<td>Dec 6</td>
<td>Contract Documents printed and ready for review at 11 a.m.</td>
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<tr>
<td>Dec 12</td>
<td>Final Exam and Contract Documents Due/ Printed and bound</td>
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**Interior Design, Construction Management, & Merchandising Student Charrette** *(Required for all ID students who want to participate at SFA/NAC) ALL OF THESE MAJORS SHOULD PLAN TO BE PART OF THIS CHARRETTE!!*
All students must sign up prior Wednesday Sept. 25th Or Email Mrs. Bridwell. Signup sheet is posted on Mrs. Bridwell’s Door HMSS Room 102B. Teams will be assigned on Thursday at 4:30 p.m. We want to have a mixture of majors ID, CM and MRCH students in each team.

The goal for this year’s Design Charrette is to create a plan for the EDU Annex (EDAN) to include functional storage for the Historical Fashion Collection to include climate controlled area for garments, storage for props, mannequins etc., add a large custom glass case in the hallway to allow students to create a “store window” style display and to renovate the existing Culinary Café into a new Merchandising Gallery with a flexible wall display. Scope of Services we will perform:

- Measure and draw up existing spaces.
- Take pictures for references.
- Generate an existing plan.
- Research and interview existing facilities others have seen.
- Create a proposed plan with furniture/furnishings/ lighting/ materials/color scheme and sketches of proposed areas.

**Thursday, September 26th: 4:30 – 5:30**
- 4:30- 5 p.m. Check in and meet your team.
- 5-5:15 p.m. – Presentation on “How to Measure” (Bring a tape measure and a pad).
- 5:15 p.m. – Q & A about project, tour facility, measure existing space.
- 8 p.m. - Ice Cream Social and meet the officers of ASID/IIDA

**Friday, September 27th**: 8:00 a.m. – 5 p.m. Teams will work in HMS building. (in between presentations your team may brainstorm)

- Doors open at 8:00 a.m. Check in and get with team
- 8:30 a.m. Presentation on overview of objectives of project
- 9:00 a.m. Time to work and verify measurements of the spaces
- 10:00 a.m. Write your objectives and start researching
- 11:00 a.m. Review and write your program, begin planning
- 11:30 a.m. Prepare schematics to scale and review with program to determine which plan works the best
- Noon – Lunch provided by Interior Design Faculty
- 1:00 p.m. Review and implement ADA requirements, and Security
- 2:00 p.m. Start finalizing
- 2:00 p.m. Finalize drawings and presentation
- 3:00 p.m. Present your findings
- 4:30 p.m. Clean up and go hangout with new friends you’ve made!

**WATCH FOR POSTED DATES OF DESIGN CEU’S in GALLERY All will have Zoom Sessions**

**VI. Readings**

Referenced
Space Planning Basics. Karlen. Van Nostrand Reinhold Publisher.
Architectural Lighting. Steffey.  
The Codes Guidebook for Interiors, Harmon,  

FEM Statement: (DOES NOT pertain to 314)  
LiveText Statement: Does NOT pertain to 314

VII. Course Evaluations

Near the conclusion of each semester, students in the Department of Human Sciences electronically evaluate courses taken within the College of Education. Evaluation data is used for a variety of important purposes including: 1) course and program improvement, planning, and accreditation; 2) Instruction evaluation; and 3) Decision-making for faculty tenure, promotion, pay and retention. As you evaluate this course, please be thoughtful, thorough, and accurate. Please know that the College of Education faculty members are committed to excellence in teaching and continued improvement.

In the College of Education, the course evaluation process has been simplified and is completed electronically through My SFA. 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. 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 https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

**VIII Other Relevant Course Information.**

**Cell Phones:**
Cell phones must be turned off and placed out of sight during class. It is considered unprofessional and disrespectful to engage in text messaging, internet usage, and/or email while in class. Students who habitually violate this policy will be asked to leave the class. In the unusual circumstance that one must leave his/her phone on vibrate (with a sick child at home or waiting for emergency information via phone), notifying the instructor at the beginning of class is appropriate and expected to avoid confusion. Communication with professor is required.

**Interior Design Program**
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. If you attend all classes an additional 10 points will be added. Students may miss one class, for each additional class 10 points will be subtracted from the total. After 2 absents you will receive one letter grade lower.

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 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. (3 or more absences)

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. None will be accepted after the first day of Dead Week.

**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 or drink to the gallery of the Human Sciences South building. Per university policy, food and drink are not allowed in university classrooms.

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.