Instructor: Dr. Mitzi Perritt  
FIDEC, RID, CID, TAID, ASID

Course Time:  
M 3-4:40 pm  
W 3-4:40 pm

Course Location: HMSS 108

Office: HMS South 102C

Office Hours:  
M 1-2:00 pm, T 1-2:00 pm  
W 1:30-3:00 pm, R 1:30-3:00 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.

Office Phone: (936) 468-2155

Other Contact Information:  
HMS Office: (936) 468-4502  
HMS Fax: (936) 468-2140

Course Credits: 1 hour

Email: For course related issues, please use the e-mail feature in Bightspace in MyCourses

Prerequisites: HMS 310 and L, AGM or HRT 326 and L. Corequisite: HMS 312.

I. Course Description:  
Study of needs and specific concerns of commercial interiors. Emphasis on universal design and public welfare. Application of knowledge through design problems and specifications.

II. Intended Learning Outcomes/Goals/Objectives:  
This course is designed as a senior course for the interior design program. Utilization and actual application of content from earlier studios and lectures will be implemented through the design of a large-scale commercial space. Students will be challenged to document the entire design process, to increase their speed in design development, and to advance their skill in digital visual presentation. Emphasis will be placed on the health, safety, and welfare of the public as students generate commercial contract documents with interior specifications for furniture, finishes, and equipment.

The content of HMS 312 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 312 to prepare students for excellence in the design profession. In addition, the study of accessibility standards and humanistic design principles in 312 encourages the development of caring and compassionate designers.

Program Learning Outcomes:  
1. Students will be able to reflect, demonstrate and be aware of professional dispositions relative to their chosen profession.  
2. Students will have a clear understanding of the professional behavior required for their discipline.  
3. Students will demonstrate competence in their specific discipline through work samples required for that discipline.  
4. Students will be able to demonstrate strong communication skills, a professional image, a good work ethic, and the ability to be prepared for their job.
5. Students will demonstrate satisfaction with their experience in the School of Human Sciences.
6. Graduates will be able to pursue professional interior design goals successfully.

**Student Learning Outcomes:**

Course content and objectives satisfy specific components from the *2009 Professional Standards* of the Council for Interior Design Accreditation (CIDA). Through completion of the course, the student will:

**Standard 2. Global Context for Design**
b) understand globalization and the implications of conducting the practice of design within a world market.

**Standard 3. Human Behavior**
d) understand and be able to appropriately apply universal design concepts.

**Standard 4. Design Process**
b) gather appropriate and necessary information and research findings to solve the problem (evidence-based design)
c) evaluate, select, and apply information and research findings to design.
f) solve simple to complex design problems

**Standard 5. Collaboration**
d) interact with multiple disciplines representing a variety of points of view and perspectives.

**Standard 6. Communication**
d) produce competent presentation drawings across a range of appropriate media.

**Standard 7. Professional and Business Practice**
a) understand the contributions of interior design to contemporary society.
f) gain exposure to various market sectors and client types.

**Standard 9. Space and Form**
c) analyze and discuss spatial definition and organization.

**Standard 10. Color and Light**
c) appropriately select and apply color with regard to its multiple purposes.
d) apply color effectively in all aspects of visual communication (presentations, models, etc.).

**Standard 11. Furniture, Fixtures, Equipment, and Finish Materials**
a) develop awareness of a broad range of materials and products
b) develop awareness of typical fabrication, installation methods, and maintenance requirements
c) select and apply appropriate materials and products on the basis of their properties and performance criteria, including environmental attributes and life cycle cost
d) layout and specify furniture, fixtures, and equipment

**Standard 12. Environmental Systems and Controls**
a) understand the principles of natural and electrical lighting design.
b) competently select and apply luminaires and light sources.
c) understand the principles of acoustical design.
d) appropriate strategies for acoustical control
f) understand how thermal systems impact interior design solutions.

**Standard 13. Interior Construction and Building Systems**
b) understand non-structural systems including ceilings, flooring, and interior walls
c) understand the distribution systems including power, mechanical, HVAC, data/voice telecommunication
d) understand energy, security, and building controls systems.
e) understand the interface of furniture with distribution and construction systems.
f) understand vertical circulation systems.

Standard 14. Regulations
b) gain awareness of industry-specific regulations
c) understand compartmentalization: fire separation and smoke containment
d) understand movement: access to the means of egress including stairwells, corridors, exitways
e) understand detection: active devices that alert occupants including smoke/heat detectors and alarm systems
f) understand suppression: devices used to extinguish flames including sprinklers, standpipes, fire hose cabinets, extinguishers, etc.
g) apply federal, state/provincial, and local codes
h) apply standards
i) apply accessibility guidelines

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 include the space planning of accessible building components such as ramps, stairs, and public bathrooms. As the course progresses, these components are incorporated into the original design of a large-scale commercial facility.

Student activities involve disability simulations, readings, production of computer-generated drawings/renderings, selection and documentation of finishes, quizzes/exams, and presentation.

Instructional strategies involve lecture, demonstration, slide/Power Point presentation, audio/visual presentation, individual critique, and written evaluation.

CAD, BRIGHTSPACE, internet resources, and audio-visuals comprise the primary examples of technology integration in HMS 312.
IV. Evaluation and Assessments (Grading)

**TENTATIVE SEMESTER SCORESHEET**

*The professor may change the scoresheet in the best interest of the course and students and will notify students by Brightspace.*

<table>
<thead>
<tr>
<th>Developmental Designs</th>
<th>(200 pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramp Design</td>
<td>(25 pts)</td>
</tr>
<tr>
<td>Fire-Rated Stair Layout</td>
<td>(25 pts)</td>
</tr>
<tr>
<td>Public Toilet Room Layout</td>
<td>(25 pts)</td>
</tr>
<tr>
<td>Fabric/Finish/Furniture/Art Specifications</td>
<td>(25 pts)</td>
</tr>
<tr>
<td>Reflected Ceiling Plan</td>
<td>(25 pts)</td>
</tr>
<tr>
<td>Wayfinding Flyout</td>
<td>(25 pts)</td>
</tr>
<tr>
<td>Life Safety Flyout</td>
<td>(25 pts)</td>
</tr>
<tr>
<td>Office Systems Workstation (Floor Plan/Elevations)</td>
<td>(25 pts)</td>
</tr>
</tbody>
</table>

| Major Design Projects | (300 pts) | |
|-----------------------|-----------|
| Project 1             | (200 pts) |
| Project 2             | (100 pts) |

| Community Service     | (60 pts) |

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

**TOTAL** (560 pts)

**Grading Scale:**
- 504-560 = A
- 448-503 = B
- 392-447 = C
- 336-391 = D
- 0-335 = F

**Bonus**
- Design Center Lecture or other CEU activity (15 pts)

**Note:** All announcements and emails posted in BRIGHTSPACE 312.001. Lab grades posted in BRIGHTSPACE 312.050L.

**TENTATIVE SUPPLY LIST**

1” binder for TAS (any color) if using printed version from bookstore
2” binder (professional color) for process notebooks with plastic sleeves and 10 clear or white tabs (5 per project)
flash drive for course backups
scissors
grid paper (8 squares/inch for planning underlay)
8-1/2” x 11” vellum (can neatly precut from roll, if desired, but have ready; will go into process notebook)
Calculator for quizzes
# TENTATIVE COURSE CALENDAR
HMS 312 – Sp 2019

The professor may update the calendar in the best interest of the course and will notify students by Brightspace.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intro/TAS Simulation</td>
<td>None</td>
<td>LTC Community Bldg</td>
</tr>
<tr>
<td></td>
<td>Intro to HC Design</td>
<td>None</td>
<td>LTC Community Bldg</td>
</tr>
<tr>
<td>2</td>
<td>Intro to LTC Project</td>
<td>LTC Research</td>
<td>LTC Community Bldg</td>
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<tr>
<td></td>
<td>TAS Ramps/Stairs</td>
<td>Ramp Design</td>
<td>LTC Community Bldg</td>
</tr>
<tr>
<td>3</td>
<td>TAS/LTC Conceptualization</td>
<td>Quiz 1</td>
<td>LTC Community Bldg</td>
</tr>
<tr>
<td></td>
<td>LTC Preliminary Design</td>
<td>Wayfinding</td>
<td>LTC Community Bldg</td>
</tr>
<tr>
<td>4</td>
<td>TAS/LTC Spaceplanning</td>
<td>Bathroom Design</td>
<td>LTC Community Bldg</td>
</tr>
<tr>
<td></td>
<td>LTC Spaceplanning Revisions</td>
<td>LTC Final Floor Plan</td>
<td>LTC Community Bldg</td>
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<tr>
<td>5</td>
<td>Floor Plan Development</td>
<td>Finishes &amp; Specs</td>
<td>LTC Community Bldg</td>
</tr>
<tr>
<td>6</td>
<td>Final Design Development</td>
<td>Wayfinding Layout</td>
<td>LTC Community Bldg</td>
</tr>
<tr>
<td>7</td>
<td>Final Presentation Development</td>
<td>Chapel rendering to SW</td>
<td>LTC Community Bldg</td>
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<tr>
<td>8</td>
<td>Rendering</td>
<td>Sherwin Williams Submission</td>
<td>LTC Community Bldg</td>
</tr>
<tr>
<td></td>
<td>Final Presentation Revisions</td>
<td>LTC Project due</td>
<td>LTC Community Bldg</td>
</tr>
<tr>
<td>9</td>
<td>Intro to Store Planning</td>
<td>Store Type</td>
<td>Retail Project</td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td></td>
<td>Retail Project</td>
</tr>
<tr>
<td>10</td>
<td>Conceptualization</td>
<td>Quiz 3</td>
<td>Retail Project</td>
</tr>
<tr>
<td></td>
<td>Preliminary Design</td>
<td></td>
<td>Retail Project</td>
</tr>
<tr>
<td>11</td>
<td>Finishes</td>
<td>Finishes</td>
<td>Retail Project</td>
</tr>
<tr>
<td></td>
<td>Final Design Development</td>
<td></td>
<td>Retail Project</td>
</tr>
<tr>
<td>12</td>
<td>RCP Development</td>
<td>RCP</td>
<td>Retail Project</td>
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<tr>
<td></td>
<td>Rendering</td>
<td></td>
<td>Retail Project</td>
</tr>
<tr>
<td>13</td>
<td>Presentation Development</td>
<td></td>
<td>Retail Project</td>
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<tr>
<td></td>
<td>Presentation Development</td>
<td>Retail Project due</td>
<td>Retail Project</td>
</tr>
<tr>
<td>14</td>
<td>Intro to Office Systems</td>
<td>Workspace Exercise</td>
<td>Workstation Design</td>
</tr>
<tr>
<td></td>
<td>Workspace Design Dev</td>
<td></td>
<td>Workstation Design</td>
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<tr>
<td>15</td>
<td>Workspace Design Dev</td>
<td>Workspace Design due</td>
<td>Workstation Design</td>
</tr>
<tr>
<td></td>
<td>Review</td>
<td></td>
<td>Workstation Design</td>
</tr>
<tr>
<td>16</td>
<td>Study for Final</td>
<td>Final Exam, Tues, 5/14, 1-3pm</td>
<td>Workstation Design</td>
</tr>
</tbody>
</table>
VI. Readings

**Required:**
Texas Department of Licensing and Regulation. (2012). *Texas Accessibility Standards*. Austin: Texas. Secretary of State. (printed/3-hole punched copy available at Barnes & Noble). $15.00 (estimated price)
Revit Software.

**Supplemental:**
Harmon, S. *The Codes Guidebook for Interiors.*
Null, R. & Cherry, K. *Universal Design: Creative Solutions for ADA Compliance.*
Belmont, California: Professional Publications, Inc.
Panero, J. & Zelnik, M. *Human Dimension and Interior Space.*
Pena, W. *Problem Seeking: An Architectural Programming Primer.*
Reznikoff, S.C. *Interior Graphic and Design Standards.*
Reznikoff. S.C. *Specifications for Commercial Interiors.*

**LiveText Statement:** There is no LiveText assignment in this course.

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 (including the first 12 day attendance report) 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. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

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;
- 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;
- 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.

**IX. Other Relevant Course Information:**

**Instructor Conferences**

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

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

Unacceptable conduct includes but is not limited to the following:

- Ringing cell phones, talking on cell phone, or texting during class. Unless otherwise instructed, turn phones off or set to silent and store in backpack or handbag.
- 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.
- 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 professor privately.
- 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 BRIGHTSPACE before class for professor updates.
- Taking long breaks during studios; it is acceptable for students to step away to get a beverage, take an important call, go to his/her locker, or take a restroom break during studios if the professor is not lecturing. These breaks should not exceed 2 minutes in length.
- Bringing beverages to class without knowing the professor’s policy; beverages may be brought into the 312 studio, but no food is allowed during class.
- Missing deadlines for assignments and projects; students should consult the professor in special circumstances.

**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. A requested date change by a student must be submitted formally in writing to the HMS faculty coordinators for consideration.

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

BRIGHTSPACE Online Learning System:
BRIGHTSPACE is a technology tool used by many professors to enhance and ease student learning. ID/IM professors use BRIGHTSPACE 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 Program Policies:

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

2. Excused Absence: It is University policy to excuse students from attendance for reasons related to health, family emergencies, religious holidays, and participation in University-sponsored events. Students are responsible for providing the professor with satisfactory documentation for an excused absence. Such documentation may include forms verifying visits to the Student Health Service, statement from a private physician, obituary, or official University listing of excused absences. Prior notice of an impending excused absence should be made in writing and given to the professor for acknowledgement and dating.
3. Missed Work: As per University policy, students with an excused absence will be permitted to make-up missed work for absences totaling no more than a maximum of three weeks in a long semester or one week in a summer term. Design students shall request a conference with the professor to make the necessary arrangements. Students will be held accountable for work missed in their absence and all assignments made. For all absences, the student must assume the responsibility for securing all handouts, lecture notes, and other class information, and for meeting established deadlines.

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

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

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

PROFESSIONAL STANDARDS

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

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

3. We state again that students should limit food to the gallery of the Human Sciences South Building. Soft drinks, water, coffee, tea in closed containers may be used in the design classroom/studio.

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

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

6. Design faculty are committed to provide informative and prompt class sessions, return student work in a timely fashion, honor posted office hours, provide feedback on student progress, and allow work time as possible in design studios. Student creativity and input are welcomed; instructor training and experience will guide critiques.
7. If student dissatisfaction arises, the student's request for a private conference with the professor serves as the first step toward resolution. The next step will involve a meeting of the student and professor with the program coordinator. If necessary, a follow-up meeting of student, professor, coordinator, and school director may be scheduled.

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