Instructor: Jennifer Luque, RID, LEED AP ID+C

Course Time & Location:
M & W: 9-9:50 a.m.
Via Zoom in the course
in Brightspace

Office: HMS South, 102A

Office Hours: M & W 10:30 a.m. – 1:00 p.m.
Face-to-face and virtual office hours will be held simultaneously. If a committee/faculty meeting is called during office hours, a note will be posted on the office door and notification sent via Brightspace. Other times by appointment.

Office Phone:
Credits:
1 hour

Other Contact Information:
HMS Office (936) 468-4502
May leave a message

Email:
Use the email feature in Brightspace

* Virtual Office/Student Hours: I conduct my office hours as if we were visiting in person. I want to see your face and get to visit with you. If you came to my physical office for office hours and another student was there, you would wait in the hall until your turn. What that means for you now that we are meeting on Zoom is that when you follow the link below and log on to the office hours, you will be placed into a "waiting room." You will see a message explaining that I will let you in shortly. If there is no student there already, I will immediately let you in. If you have to wait for a few minutes, that means I am meeting with someone else. Do not worry; I will get to you in the order that you entered the waiting room. Even it is past the time for my office hours to end, I will get to everyone who logs on. If you have to wait, please be patient and know that I have not forgotten you are there.

I. Course Description:
Fundamentals of Design is a course in which the fundamental and required skills of technical drawing is taught. The ability to graphically communicate your design ideas is an essential skill for the Interior Design profession. In this course you are taught the professional standards for drafting. These standards are utilized in the beginning of the design process through the construction documents used by designers, architects, and contractors. You are taught through hand drafting techniques that will eventually lead to your use of computer aided drafting software such as AutoCAD and Revit. Your ability to drawn a floor plan and use it to create elevations, sections and details is critical to your success in your chosen career.

Course Justification: INDS 2106/2206 Fundamentals of Design is a 1-hour credit course. This course will typically be taught twice a week for 50 minutes for 7 weeks culminating with a final hand drafted document set, week 16. Students have weekly assignments, chapter quizzes, and 1 major capstone project. These activities average at a minimum 6 hours of work each week to prepare outside of classroom hours.

Prerequisites: None

The James I. Perkins College of Education Diversity Statement: The PCOE is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect,
and shared responsibility, faculty, staff, and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, exceptionalities, culture, language/dialect, age, social class, family structure, sexual orientation, religion, and spiritual values in order to enhance the quality of life in a diverse, global community.

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 residential and commercial design 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. **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.**

### 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

To support the Program Learning Outcomes, especially "adequate preparation for employment in his/her specific discipline," the course content and objectives satisfy specific components from the CIDA 2020 Professional Standards. Through completion of this course, the student will:

**Standard 11: Design Elements and Principles**

b) student work demonstrates the ability to explore a range of two- and three- dimensional design solutions using a variety of media.

c) student effectively apply the elements and principles of design and related theories throughout the interior design curriculum to two-dimensional solutions.

**Standard 15: Construction**

d) student work demonstrates **understanding** that design solutions affect and are impacted by detailing and specification of interior construction materials, products, and finishes.

e) student work demonstrates understanding that design solutions affect and are impacted by the integration of building systems including electrical (such as power, data, lighting, telecommunications, audio visual) and mechanical (such as HVAC, plumbing, and sprinklers).

f) student work demonstrates understanding that design solutions affect and are impacted by vertical and horizontal systems of transport and circulation such as stairs, elevators, or escalators.

h) student understand the formats, components, and accepted standards for an integrated and comprehensive set of interior construction documents.
i) students are able to read and interpret construction documents.

j) students are able to contribute to the production of interior contract documents including drawings, detailing, schedules, and specifications appropriate to project size and scope.

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

Quizzes may be announced or unannounced and cover any of the activities identified. See the list of assignments and activities provided under the heading of **Evaluation and Assessments** in this syllabus.

Instructional strategies may include lectures, class discussion, group participation, demonstrations, wall critiques, guest speakers, internet sources, and videos.

Use of technology may include the use of Brightspace, internet assignments/activities/research, PowerPoint presentation, and word processing.

Students should check their Brightspace email and grade points daily. Brightspace email is the method by which the professor communicates with students outside of class. Also, any discrepancies in grade 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.

### IV. Evaluation and Assessments (Grading):

**SEMESTER SCORE SHEET**

<table>
<thead>
<tr>
<th>Understanding and Comprehension:</th>
<th>Points Per Assignment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekly Lab Assignments</strong></td>
<td>100 pts</td>
<td>800</td>
</tr>
<tr>
<td><strong>Weekly Homework/Quiz Assignments</strong></td>
<td>100 pts</td>
<td>600</td>
</tr>
<tr>
<td><strong>Final</strong></td>
<td></td>
<td></td>
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<tr>
<td>Weekly Milestones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Document Set</td>
<td>100 pts</td>
<td>200 pts 800</td>
</tr>
<tr>
<td><strong>Professionalism</strong></td>
<td>100 pts</td>
<td>100</td>
</tr>
<tr>
<td>(arrive on time, cell phones stored, attentive in class/on task, supplies/book on hand, positive attitude, respectful, helpful)</td>
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</tbody>
</table>

Grading Scale: 90-100=A  80-89=B  70-79=C  60-69=D  0-59=F

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

### V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>WEEK</th>
<th>MODULE</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1- Aug 23-27</td>
<td>Lecture Getting Started/ Course Introduction</td>
<td>Intro to Class, Drafting tools, lettering, reading a scale.</td>
</tr>
<tr>
<td>Week 2- Aug 30- Sept 3 Module 2</td>
<td>Lab 1</td>
<td><strong>Lab:</strong> Lab #1-Drafting and Lettering Worksheets</td>
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<tr>
<td></td>
<td>Lecture</td>
<td>Reading a scale</td>
</tr>
<tr>
<td>Lab 2</td>
<td><strong>Lab:</strong> Lab #2- Architectural Scale Worksheets</td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td><strong>Homework:</strong> Read Chapters 1 &amp; 2, Quiz 1</td>
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</tr>
<tr>
<td>Week 3- Sept. 6-10 Module 3</td>
<td>Lecture</td>
<td>Plan Elements and Symbols</td>
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<tr>
<td></td>
<td>Lab 1</td>
<td>Lab #3- Plan Elements, Materials, and Symbols Exercises</td>
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<tr>
<td></td>
<td>Lecture</td>
<td>Drafting Conventions</td>
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<td></td>
<td>Lab 2</td>
<td>Lab #4- Room scenarios</td>
</tr>
<tr>
<td>Homework</td>
<td>Read Chapters 3-5, Quiz #2.</td>
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</tr>
<tr>
<td>Week 4- Sept. 13-17 Module 4</td>
<td>Lecture</td>
<td><strong>LABOR DAY, NO CLASS</strong></td>
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<td></td>
<td>Intro to Final</td>
<td>Title Blocks, Cover Sheets</td>
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<tr>
<td></td>
<td>Lab 1</td>
<td>Title Blocks, Cover Sheets</td>
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<tr>
<td></td>
<td>Lecture</td>
<td>Floor Plans, Dimensions, Furniture, and Schedules</td>
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<td></td>
<td>Lab 2</td>
<td>Floor Plan, Dimensions, and Legend</td>
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<td></td>
<td>Homework</td>
<td>Read Chapter 13 and dimension handout, Quiz #4</td>
</tr>
<tr>
<td>Week 5-</td>
<td>Lecture</td>
<td>Furniture Plans</td>
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<tr>
<td>Sept. 20-24</td>
<td>Lab 1</td>
<td>Furniture Plan and schedule</td>
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<tr>
<td>Module 5</td>
<td>Lecture</td>
<td>Power Plans and Legends</td>
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<td></td>
<td>Lab 2</td>
<td>Reflected Ceiling Plans, Dimensions and Legend Power Plan, Dimensions and Legend</td>
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<td></td>
<td>Homework</td>
<td>Read Chapter 8 &amp; 9, Quiz 5.</td>
</tr>
<tr>
<td>Week 6-Sept. 27-Oct. 1</td>
<td>Lecture</td>
<td>Finish Plans</td>
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<tr>
<td>Module 6</td>
<td>Lab 1</td>
<td>Finish Plans and Schedule</td>
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<tr>
<td></td>
<td>Lecture</td>
<td>Elevations</td>
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<tr>
<td></td>
<td>Lab 2</td>
<td>Elevations</td>
</tr>
<tr>
<td></td>
<td>Homework</td>
<td>Read Chapter 6 &amp; 7, Quiz 6</td>
</tr>
<tr>
<td>Week 7-Oct. 4-8</td>
<td>Lecture</td>
<td>Sections</td>
</tr>
<tr>
<td>Module 7</td>
<td>Lab #1</td>
<td>Sections</td>
</tr>
<tr>
<td></td>
<td>Lecture</td>
<td>Final Set expectations</td>
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<tr>
<td></td>
<td>Lab #2</td>
<td>Work Day Final Due at end of Class.</td>
</tr>
</tbody>
</table>

**VI. Readings**
Required:
Hand Drafting for Interior Design 3rd edition, Diana Bennett Wirtz Kingsley, Jeanne Diehl-Shaffer
VII. Course Evaluations:

“Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:
1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.
As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. **Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.**

VIII. Student Ethics and Other Policy Information:

_____ Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. **The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events.** However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

_____ Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

_____ Student Academic Dishonesty: Policy 4.1
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.
Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4
Disruptive Behavior--Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. 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 Early Alert Program at SFA.

Class participation:
Class participation promotes a valuable learning environment, and is therefore encouraged and expected. Participation includes asking questions (for clarification or
better understanding), discussing current or controversial issues related to course content, exploring applications of ideas or concepts, problem solving, and other exchanges of ideas. It is the student's responsibility to read the material assigned in the class schedule prior to the class period to be able to participate effectively in class discussions and/or activities.

_____ 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.

Additional Information:

Additional Interior Design Student Conduct Criteria:

Excused Absence: Students are responsible for providing the professor with satisfactory documentation for an excused absence as explained above. Such documentation may include forms verifying visits to the Student Health Service, statement from a private physician, obituary, or official University listing of excused absences. Prior notice of an impending excused absence should be made in writing and given to the professor for acknowledgement and dating.

Missed Work: As per University policy, students with an excused absence will be permitted to make-up missed work for absences totaling no more than a maximum of three weeks in a long semester or one week in a summer term. Design students shall request a conference with the professor to make the necessary arrangements. Students will be held accountable for work missed in their absence and all assignments made. For all absences, the student must assume the responsibility for securing all handouts, lecture notes, and other class information, and for meeting established deadlines.

Unexcused Absence: In interior design classes, students with unexcused absences will forfeit the make-up of lecture notes, critiques, demonstrations, field trips, handouts, quizzes, exams, or other class activities or materials. In the event that a grade is recorded on the date of an unexcused absence, a grade of "0" will be entered. Students will be held accountable for all work missed, all assignments made, and all assignment due dates established in their absence. Each student is allowed THREE unexcused absences for a MWF class in a long semester, TWO for a TR class in a long semester, and ONE for a summer/8 wk semester; thereafter, a letter grade will be deducted from the semester grade for each additional unexcused absence.

Unacceptable conduct includes but is not limited to the following:

☐ Ringing cell phones during class-- turn phones off or set to silent
☐ Talking on cell phone in any class
☐ Texting in class (even in your lap). Place cell phones out of sight during class. Do not use them unless completing a requested course activity.
☐ Checking email or blogs (ie. Facebook, Twitter) in class – computers are for classroom activities only
☐ Head phones/ear buds discourage studio interaction/synergy; do not utilize these items during class.
Doing homework for other courses in class
• Bringing children to class – this is against University policy
• Discussing grievances in front of class or in hall – make appointments to talk with professors in their offices
• Dominating professors’ time in class – it is important that all students get equal time.
• Missing class excessively
• Arriving tardy to class – this is disruptive
• Coming to class unprepared – pay attention to the class schedule and professor announcements. Check D2L before class for course updates.
• Taking long breaks during studios – it is acceptable for students to get a beverage or take a restroom break during studios if the professor is not lecturing– these breaks should not exceed 5 minutes in length. If the professor allows, beverage may be brought into the studio but eating food is not allowed during class.
• Missing deadlines for assignments and projects is not allowed. Students should consult the professor in special circumstances.
• Having beverages in class without knowing the professor’s policy.

IX. Other Relevant Course Information:

Late Work: Late work in interior design classes will not be accepted, and a grade of "0" will be entered for the assignment. Exceptions are possible only with professor approval; however, work is subject to further penalty. Promptness and maturity are encouraged in preparation for successful practicum and work experiences.

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

Professional Standards:
1. Students should prepare themselves adequately for class by completing assignments and securing necessary supplies. Professors are not able to provide effective student critique when student work is unavailable for review or student effort is lacking.
2. Students should maintain their individual work areas by returning materials to assigned locations and leaving work stations clean and orderly. In particular, effort should be made to retrieve broken leads to preserve floor finish.
3. Students are expected to work in the class area for the duration of the class period unless further instructions are provided by the professor.
4. Per university policy, smoking is prohibited in Human Sciences South.
5. Students should exhibit professional courtesy and conduct. Examples include a positive attitude, sensitivity to others, attentiveness, and cooperation.
6. Design faculty are committed to provide informative and prompt class sessions, return student work in a timely fashion, honor posted office hours, provide feedback on student progress, and allow work time as possible in design studios. Student creativity and input are welcomed; instructor training and experience will guide critiques.

If student dissatisfaction arises, the design program considers a student's request for a private conference with the professor as the first step toward resolution. The next step will involve a meeting of the student and professor with the program coordinator. If necessary, a follow-up meeting of student, professor, coordinator, and department chair may be scheduled.
Supplies: Drafting Kit