I. Course Description:
This course is an intensive study of a selected topic in a subject matter area.

II. Intended Learning Outcomes/Goals/Objectives:

The content of HMSC 5175 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 HMSC 5175 to prepare students for excellence in the profession.

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 is designed as an internship/practicum course for the interior design graduate program. Utilization and actual application of content from your earlier ID degree should be implemented through
practical experiences. Through this hands-on learning approach, students will be challenged to increase their knowledge. In addition, the experience will prepare students to work in the field of interior design, with design teams to generate contract documents with interior specifications for furniture, finishes, and equipment. Through work with actual clients and collaboration with other professionals, students will gain a better understanding of generating design solutions.

**Program Learning Outcomes**

The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.

The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.

The student will demonstrate competence in his/her specific discipline using oral and written forms.

The student will be able to identify basic design fundamentals such as the elements and principles of design.

**Student Learning Outcomes**

The following Council for Interior Design Accreditation Standards (2020) will be addressed. Upon successful completion of the course, the student will have achieved the following objectives:

**Standard 4: Global Context**
- d. exposure to the current and relevant events that are shaping contemporary society and the world.
- e. exposure to a variety of cultural norms.

**Standard 5: Collaboration**
- a) Students have awareness of the integration of multi-disciplinary collaboration in design practice.

**Standard 6: Business Practices and Professionalism**
- a. contexts for interior design practice
- c. breadth of depth of interior design’s impact and value
- d. components of business practice
- g. instruments of service: contract documents, transmittals, schedules, budgets, and specification.
- h. professional ethics and conduct.
- j. role models who are qualified by education and experience in interior design
- m. life-long learning

**Standard 9: Communication**
- f. the interior design program provides opportunities for exposure to evolving communication skills.

In addition, The students work in the field of interior design along with the research component will strengthen their ability in the field of design.

**NCIDQ Certification**

Course content prepares students for successful competition of the National Council for Interior Design Qualification (NCIDQ) exam, the national certification exam for registered interior designers in the state of TX.

Information from this class should be retained to use for review purposes for the NCIDQ exam.
III. Course Assignments, Activities, Instructional Strategies, Use of Technology:

Course Assignments/Activities: All assignments and exercises will be announced via D2L, and students should submit their completed assignments via Dropbox in D2L.

Instructional Strategies: The course may include class discussion, web conferences via zoom, and chats.

Use of Technology: Technology will include D2L (Dropbox assignments, emails, web conferencing via zoom), Internet assignments/activities/research, Power Point presentation, and word processing.

1. HMSC 5175 is a D2L-enhanced course. Information announcements will be posted on the course homepage. The homepage includes icons for class assignments (Dropbox), course emails, and grades. Students are encouraged to contact the professor and/or other students via the homepage mail or set up a zoom session.

2. As an independent class, course content is delivered via assigned readings and assignments directly relevant to the research topic. Additional time may be necessary to travel to locations near-by to provide observational research. Students should check the homepage on a daily basis for notices, mail, and assignments. Neglecting to check the homepage is NOT a valid excuse for missing an assignment due date.

3. Students should check their grade points at least once a week. Any discrepancies in points must be resolved within one week after assignment grades have been posted otherwise the posted grade points are considered final and will not be reviewed at a later date.

4. Assignments that are posted on the D2L Learning Management System are predominantly saved in the Word 2007 or later format or as a PDF. It would be virtually impossible for the instructor to save work in multiple formats to accommodate for all individual software available. A PDF format is standard and easy for all to use.
IV. Evaluation and Assessments (Grading):  

HMSC 5175  
Tentative Semester Scoresheet

*Student semester grade based on completion of all items listed below as well as positive evaluation from all professional documents provided. All required items must be received by professor on or before the due date.*

| Lesson 1 Outlining of research on the agreed topic. If you research multiple locations, format each separately then provide a detailed overview of what you learned. | 100 pts |
| Lesson 2 Provide a list of spaces within the interior design and construction management programs of a minimum of 7 universities. Research format should include a list of each space, square footage, ceiling heights, and fixtures and furniture within. | 100 pts |
| Lesson 3 Power Point Presentation and or video (share with faculty then students); **submit in Dropbox** as an overview of what you learned through the research of Higher Ed spaces/buildings for interior design and for construction management. | 250 pts |
| Lesson 4: Surveys – Determine a survey to send to other universities about their building/spaces of INDS/CMGT programs. | |

Assignments and Lessons (submit to Dropbox):

| Assignment 1: After you have visited and or researched the facilities of one university. Provide the above in a format to be approved by faculty. | 50 pts |
| Assignment 2: Write a paper of the current, future and past generations and how they have influenced the changes in higher education. Gen Z, Millennials, etc. | 50 pts |

**TOTAL POINTS** 430pts

V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before classes start</td>
<td>Send professor a copy of proposed sites.</td>
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</tbody>
</table>
| Week 1 | Read course syllabus.  
Start Assignment 1 – Due 2 week within course. |
| Week 2 | Read Power Point Presentation instructions and work with faculty on format.  
Start Assignment 2  
Meet with professor to review Assignment 1. Submit to Dropbox. |
| Week 3 | Have 2 other universities researched. Create format and meet with professor. |
| Week 4 | Have another university researched. |
| Week 5 | Complete Assignment 2 and submit to Dropbox. |
| Week 6 | Have 2 other universities researched. |
| Week 7 | Review Lesson 2 with professor and format of PPT. |
| Week 8 | Review the remainder of the universities and add to the PPT, outline and Lesson 2. |
| Week 9 | Provide a list of CMGT and INDS programs in the south region Oklahoma – East Cost and South. Prepare a survey on spaces. Fill out form for IRB |
| Week 9/10 | Provide Presentations to INDS Capstone course |
| Week 11 | Generate Survey and get approval. Get email list together and send out. |
| Week 12 | Start Generating data from survey |
| Week 13 | Present findings to Capstone INDS class. |
| Week 14/15 | Compare findings with undergraduates’ findings |

VI. Required Readings

None/ utilizing previous books

VII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. 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 COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical.

In the 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:

**Attendance:**

Students are expected to arrive promptly for work each scheduled day of the internship. In the event of illness or other circumstance which prevents working, the student should promptly notify the employer and professor. Any hours missed from work must be made up so that the required 250 hours of the internship are completed.

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.

**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**

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. Policy 4.1

**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.

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 Semester 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.

If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring...
Student Code of Conduct:
Disruptive behavior in the workplace will not be tolerated. Any student asked to leave due to their behavior will fail the course.

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

SFA’s policy
Mask policies for the firm or business must be adhered. SFA’s policy
Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
SFASU Counseling Services
www.sfasu.edu/counselingservices
3rd Floor Rusk Building
936-468-2401

SFASU Human Services Counseling Clinic
www.sfasu.edu/humanservices/139.asp
Human Services Room 202
936-468-1041

Crisis Resources:
Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741

To complete Certification/Licensing Requirements in Texas related to public education, you will be required to: (does not apply to HMS 420 but maybe required in some firms)
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.

IX. Other Relevant Course Information:

**Late Work:** No late work beyond the last class day of the semester will be accepted. Promptness and Maturity are encouraged in preparation for successful work experiences.

**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:** (also applies to the internship workplace; consult supervisor for recommendations on appropriate office work attire)
There are times throughout the Interior Design 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:**
Interior Design Faculty reserve 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.

**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.
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.
7. 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.