I. Course Description:
Introduction to the development of a professional portfolio.

Course Justification: INDS 1113 – Pre-Portfolio course meets 7 times for 60 minutes each with a asynchronous – online component for 1 hour each time, plus a 1 hour f2f scheduled time with professor and a 2 hour final for a total of 10 hours, 600 minutes. Students also participate in 200 minutes of asynchronous learning with a service-learning component of 50 minutes. Students in this course complete significant readings, daily exercises, work with outside professions, informal and formal presentations, 1 quiz, 1 exam and other assignments. For every hour a student spends engaging with the course content, they should at least spend two hours completing associated activities.

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.

The content of INDS 1113 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 INDS 1113 to prepare students for excellence in the design profession. In particular, INDS 1113 equips students with methods to market their portfolios, both to attract employment and to educate the public on the contributions
possible through conscientious and artistic interior design. The major goal of the course is to compile future design and art projects into a competitive marketing portfolio.

**Program Learning Outcomes**

This course enhances student learning in the area of general interior design basics and serves as one of the foundation courses in the Interior Design Program 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.

**Student Learning Outcomes**

Course content and objectives satisfy specific components from the CIDA 2020 *Professional Standards*. Through completion of this course, the student will:

<table>
<thead>
<tr>
<th>STANDARD 9 - COMMUNICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>B) STUDENTS ARE ABLE TO EFFECTIVELY EXPRESS IDEAS AND THEIR RATIONALE IN ORAL COMMUNICATION.</td>
</tr>
<tr>
<td>C) STUDENTS ARE ABLE TO EFFECTIVELY EXPRESS IDEAS AND THEIR RATIONALE IN WRITTEN COMMUNICATION.</td>
</tr>
<tr>
<td>E) STUDENTS ARE ABLE TO EFFECTIVELY EXPRESS PROJECT SOLUTIONS USING A VARIETY OF VISUAL COMMUNICATION TECHNIQUES AND TECHNOLOGIES APPROPRIATE TO A RANGE OF PURPOSES AND AUDIENCES.</td>
</tr>
</tbody>
</table>

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

Course assignments include the graphic design of a competitive resume, refinement of past completed interior design projects, preparation of a digital portfolio, and organization of a personal marketing website for the portfolio.

Student activities involve readings, sketching, web searching, and completing of course quizzes. Instructional strategies involve lecture, demonstration, slide/Power Point presentation, audio/visual presentation, and written evaluation. Primary examples of technology integration in HMS 113 includes use of word processing, computer-aided design, interest research, creation and manipulation of digital media, and website design.

**IV. Evaluation and Assessments (Grading)**

(Note: Only one extra credit grade of 15 points will be allowed per course for attending a Design Center speaker’s presentation and doing a detailed evaluation of the presentation. Only one course may receive credit for each seminar.)

**Part A. Assignments**

<table>
<thead>
<tr>
<th>(150 pts)</th>
</tr>
</thead>
</table>
| Part I: Getting Started/ What is a Portfolio
Self Analysis questions ( 50 pts) ____ |
| Job Shadowing summary of what I learned ( 25 pts) ____ |
| Outlining your components of your field ( 50 pts) ____ |
| Critique of Senior Portfolios (5) ( 25 pts) ____ |

Part 2: Graphics (375 pts) ____
V. Tentative Course Outline/Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| Sept. 1| Semester begins, Purchase your book. This is a Hybrid course so review the module: Getting Started module. Review your syllabus and add to your calendar the face to face times we meet. Remember you are required to attend the face to face classes, No exceptions. In person times:  
**Class 1 – Sept. 1 Time 9:00-9:50 a.m.**  
**Class 2: Sept. 8 TIME 9:00-9:50 a.m. online**  
**Class 3: Sept. 15 Time 9:00-9:50 a.m.**  
**Class 4: Sept. 22 Time 9:00-9:50 a.m.**  
**Class 5: Sept. 29 Depart at 6 a.m. for ASID Career Day Houston**  
**Class 6: Oct. 6 Time 9:00-9:50 a.m. (set a time this week for a 20 minute meeting with faculty).**  
**Class 7: Oct. 13 Time 9:00-9:50 a.m. Final Presentations** |

Grading Scale:  
A=90%  
B=80%  
C=70%  
D= Must re-take

<table>
<thead>
<tr>
<th>Part 3: My Design</th>
<th>(410 pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 hour meeting with professor – with examples</td>
<td>(100 pts)</td>
</tr>
<tr>
<td>Illustration of 3 slides of your Portfolio</td>
<td>(100 pts)</td>
</tr>
<tr>
<td>Critique of 10 students Portfolio</td>
<td>(60 pts)</td>
</tr>
<tr>
<td>Illustration of Final Business Card/ printed</td>
<td>(50 pts)</td>
</tr>
<tr>
<td>Final Exam – Presentations</td>
<td>(100 pts)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(935 pts)</td>
</tr>
</tbody>
</table>

- **Branding Assignment** (100 pts)  
- **Good Design/ Bad Design Presentation** (100 pts)  
- **Software used in Creating a Portfolio** (25 pts)  
- **Different types of Portfolios** (50 pts)  
- **Quiz over Chapter 2-4** (100 pts)

| Sept. 1 | Class 1: August 34 (on Campus). 8-8:50p.m. Room 108  
Be prepared to take notes and discuss How to contact a designer and job shadowing. Discuss Textbook, course objectives and all assignments. |
|---------|--------------------------------------------------|
| Sept. 8 | Self-Evaluation is due (See under Communication tools- Drop box)  
Create an Outline of the components in my field/ Assignment (See Under Communication tools-Drop Box), review Job shadowing assignment. Discuss Branding. |
<table>
<thead>
<tr>
<th>Dates</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 21</td>
<td>Good Design/ Bad Design Lecture and Assignment given Components of a resume</td>
</tr>
<tr>
<td></td>
<td>Attend INDS Internship Presentations 3 p.m.</td>
</tr>
<tr>
<td>Sept. 22</td>
<td><strong>Job Shadowing Interview due Oct. 10 by 8:00 a.m.</strong>  Ch 2: Employment and Promotional Strategies</td>
</tr>
<tr>
<td></td>
<td><strong>Critique of Past Senior Portfolios Due (Dropbox)</strong></td>
</tr>
<tr>
<td></td>
<td><a href="https://sfasuinteriordesign.wixsite.com/website-2">https://sfasuinteriordesign.wixsite.com/website-2</a></td>
</tr>
<tr>
<td></td>
<td><strong>Branding Presentation.</strong></td>
</tr>
<tr>
<td>Sept. 28</td>
<td><strong>INDS/CMGT Career Fair – Twilight ballroom 1-4 p.m. in the Baker Pattillo Student Center.</strong></td>
</tr>
<tr>
<td>Sept. 29</td>
<td><strong>ASID Career Day Houston – Bus departs from commuter parking lot – north end of coliseum, 6 a.m. All must attend</strong></td>
</tr>
<tr>
<td>Oct. 5</td>
<td><strong>Attend Thursday, Oct. 5 Internship review presentation 5-6 p.m. in room 108 HMSS</strong></td>
</tr>
<tr>
<td>Oct. 6</td>
<td><strong>Research on Software used in Creating a Portfolio Assignment in Dropbox on Different types of Portfolios &amp; Quiz over Chapters 2-4 Preliminary Portfolio Due. Schedule a 20 minute individual time to meet with professor to show your two ideas for business cards and 3 slides of how you will layout your portfolio.</strong></td>
</tr>
<tr>
<td>Oct. 13</td>
<td><strong>Presentation of Portfolio ideas (2 concepts) Illustration of 3 slides of your portfolio and 2 illustrations of Business cards and 2 resumes. You will show this virtually and upload where everyone can view and critique. This will be done online.</strong></td>
</tr>
</tbody>
</table>

**Dates and activities to participate in:**
ID students: ASID/IIDA Student Chapter
M students: Merchandising Club

**WATCH FOR POSTED DATES OF DESGIN CEU’S in GALLERY**

**VI. Readings (required):**


(Adobe Creative Cloud) Optional

**References:**


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.

This is not an avenue to bash the instructor it is a way to improve the delivery of the information provided to you. Please give constructive information.

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 Integrity (4.1)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other
assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

---

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 by the deadline set by the instructor of record, not to exceed 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., Military Service Activation (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 an academic penalty.

---

**Student Code of Conduct: Policy 10.4**
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. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well. Engaging in physical violence of any nature against any person. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; or acting in a manner that threatens or endangers the physical health or safety of any person or causes a reasonable apprehension of such harm.

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.
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](http://www.sfasu.edu/counselingservices)  
3rd Floor Rusk Building  
936-468-2401

SFASU Human Services Counseling Clinic  
[www.sfasu.edu/humanservices/139.asp](http://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

**IX. Other Relevant Course Information:**

**Interior Design/Interior Merchandising Acceptable Student Behavior Policy:**
Unacceptable conduct includes but is not limited to the following:
- Ringing cell phones during class— turn phones off or set to silent and store in backpack or handbag
- Talking on cell phone in any class
- Texting in class
- Checking email or blogs (ie. facebook, myspace) in class – computers are for classroom activities only
- Using head phones/ear buds in class; these devices discourage classroom interaction and synergy. Do not utilize these items during class meetings.
- Doing homework for other courses in class
- Bringing children to class – this is against University policy
- Discussing grievances in front of class or in hall -- make appointments to talk with professors in their offices
- Dominating professors’ time in class – it is important that all students get equal time.
- Missing class excessively
- Arriving tardy to class – this is disruptive
- Coming to class unprepared – keep a close eye on the class schedule and always check D2L before class if your professor uses this tool.
- Taking long breaks during studios – it is acceptable for students to get a beverage or take a restroom break during studios if the professor is not lecturing– these breaks should not exceed 5 minutes in length. If the professor allows, beverage may be brought into the studio but no food is allowed.
- Missing deadlines for assignments and projects is not allowed. Students should consult the professor in special circumstances.
- Having beverages in class without knowing the professor’s policy.
Attendance and Work Policy:

**Grading Procedures & Missed Work:**

- Quizzes and exams will be graded electronically using BrightSpace/D2L. Each student should take the time to familiarize themselves with BrightSpace/D2L. Technical acuity with the BrightSpace/D2L system is required and lack of is **NOT** a valid excuse for missing assignments.

- Students will be held accountable for any work or assignments missed in their absence. Students must assume the responsibility for viewing all lecture notes/videos, other class information, and for meeting established deadlines.

- **Late work without an excused absence will be accepted with the following penalties for being late:** 10 points deducted per day the work is not turned in up to 10 calendar days. After 10 calendar days, the work not submitted will be a grade of zero and become the final grade for that assignment for the semester. Late work with an excused absence must be turned in within a time period as negotiated with the instructor for no points being taken off. **After this time, 50% of the points will automatically be deducted.** When you have attained three unexcused absences for the semester, you will receive a reduction of one letter grade for the semester.

- If an assignment or project is not uploaded or is saved incorrectly in BrightSpace/D2L, **50% of the assignment points will automatically be deducted.**

- Technical difficulties should be approached with your classmates, then the instructor, in a reasonable time to resolve the problem before an assignment is due.

**Student Grievance Procedures:**

If you have a concern about a course you should always speak to the professor as soon as possible. If your concern is grade related, especially a final course grade, you must speak to the professor within five days of receiving the grade as stated in the Grade Appeals procedure of the SFA Student Handbook. If you do not resolve your concern you should then meet with the Coordinator of the Program. If more assistance is needed you should then meet with the Director of Human Sciences. If you still have not resolved your concern you may file a formal Grade Appeal to the Faculty Grade Appeal Committee as stated in the SFA Student Handbook. For problems other than grade issues, speak with the professor of the course first, Program Coordinator second, and the School Director.

**Professional Dress Policy:**

There are times throughout the Interior Design/Interior Merchandising program when students are required to wear “professional dress.” This attire might be needed to present a project, to visit a showroom or to interview for an internship. Building a professional wardrobe can be an expensive challenge; therefore, a student may begin with a basic suit (three pieces) and add one or two items to the wardrobe each semester. This will provide you with adequate professional clothing throughout the program and give you a wardrobe for your internship and first job.

**Final Exam Policy:**

Final exam date and time are established by the university and are not to be changed by the faculty. Students may not ask to change the final exam date or time.
Smoking Policy:
Per university policy, smoking is prohibited in the Human Sciences South Building and on campus.

D2L Online Learning System:
D2L is a technology tool used by many professors to enhance and ease student learning. ID/IM professors use D2L in all courses. The homepage of each course has a link to the syllabus, assignments, and other course material. A mail icon is located on the course homepage for faculty to notify you about course work. It is the student’s responsibility to check it regularly. A computer lab is available in HMS South Room 103A along with the computers in the Ralph Steen Library and Baker Pattillo Student Center.

Student Email:
To enhance student services, the University will use your SFA email address (firstname.lastname@titan.sfasu.edu) for communications. Students may go to MySFA online to confirm their email address. Please check your SFA email on a regular basis. If students have problems accessing their email account, they may contact the Help Desk at (936)468-1212.

Work Retention Policy:
The Interior Design Faculty reserves the right to retain student work for upcoming CIDA site visits. It is the responsibility of the student to photograph or duplicate projects for portfolios before graduation. All projects can be returned to the student after the CIDA site visit. In order to receive a notification, it is the responsibility of the student to maintain current contact information with the SFA Interior Design Faculty. The professors reserve the right to dispose of any project not picked up within 6 months of the CIDA visit.

Mental Health
SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student’s 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
Health and Wellness Hub (corner of E. College and Raguet) • 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