School of Human Sciences
HMSC 4120.642 Interior Design Practicum / Internship
Summer 2023

Instructor: Sally Ann Swearingen  
M.A., M.F.A.

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Room 101B

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Cell 936 554-9596 (call or text - state name).

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936-468-4502 (sec.)

Office Hours: by appointment, email sswearingen@sfasu.edu or call cell.

Credits: 3 semester hours

Email: I do not check the email feature in D2L every day communication. Please text if you have sent me something. sswearingen@sfasu.edu can be used by your employer. Upload assignments in D2L if you want items graded. If you have trouble sending an assignment send in D2L. text me.

Prerequisites: CMGT 3114 & INDS 4318

I. Course Description:  
Principles underlying origination, production, promotion, distribution, marketing, storage, advertising, and consumption.

II. Intended Learning Outcomes/Goals/Objectives:

The content of HMSC 4120 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 4120 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 enhances student learning in the area of interior design and serves as one of the upper level 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.
This course is designed as an internship/practicum course for the interior design program. Utilization and actual application of content from earlier studios and lectures 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 (2017) 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 emerging issues that are shaping contemporary society and the world.

**Standard 6: Business Practices and Professionalism**
   a. awareness of contexts for interior design practice
   b. awareness of Impart of Regional and Global Markets on Design Practices
   c. awareness of breadth of depth of interior design’s impact and value
   d. awareness of the components of business practice
   e. Understand types of Professional Business Formations
   g. Understand instruments of service: contract documents, transmittals, schedules, budgets, and specification.
   h. Understand professional ethics and conduct.
   j. Program provides exposure to the role and value of recognition for the profession.
   l. Diversity equity and inclusion in workplace practices
   m. life-long learning

**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. Assignments should also be submitted to Q classroom and in the course Teams Folder. A training of this will happen Tuesday, June 6th at 6 p.m. a link will be sent to you.

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), Q classroom, internet assignments/activities/research, Power Point presentation, and word processing.

1. HMSC 4120 is a D2L-enhanced course. Information announcements will be posted on the course home page. 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 a practicum/internship class, course content is delivered via assigned readings and assignments directly relevant to the workplace. 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 predominately saved in the Word 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):

**HMS 420**  
**Tentative Semester Scoresheet**

*Student semester grade based on completion of all items listed below as well as positive evaluation from internship employer. All required items must be received by professor on or before the last class day of the term.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern Form (provide copy to faculty with student contact information and internship location) Find in d2L under content. Confirming name of firm, who your supervisor is, addresses, emails, and phone calls. This must be done the first week you start your internship.</td>
<td>100 pts</td>
</tr>
<tr>
<td>Power Point Presentation (share with class in the fall); <strong>submit in Dropbox</strong></td>
<td></td>
</tr>
<tr>
<td>Weekly Assignments (<strong>submit to Dropbox, Q classroom &amp; in your folder in Teams</strong>): A “0” will be recorded for any assignment not submitted if not in all 3</td>
<td></td>
</tr>
<tr>
<td>Assignment/Lesson 1: General Info</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 2: Office Organization Structure, What type of business formation, Mission statement, Business Plan, Market</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 3: Moral within the Workplace</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 4: Professional Attributes Related to ID, TBAE, NCIDQ, ASID, IIDA</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 5: Conflict Resolution, Impact of Interior Designers - Value</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 6: Process of work within office; Paperwork</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 7: Global Context for Design &amp; Culture of office – clients; Shaping our Society</td>
<td>50 pts</td>
</tr>
<tr>
<td>Detailed Daily Time Logs (with supervisor’s signature each week; <strong>submit to Dropbox, Q classroom and Teams</strong>)</td>
<td></td>
</tr>
<tr>
<td>Time Log – Week 1 (after you equal 40 hours)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Time Log – Week 2 (after you equal another 40 hours)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Time Log – Week 3 (equals 40 hours)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Time Log – Week 4 (equals 40 hours)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Time Log – Week 5 (equals 40 hours)</td>
<td>40 pts</td>
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<tr>
<td>Time Log – Week 6 (equals 40 hours)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Time Log – Week 7 (equals 40 hours)</td>
<td>40 pts</td>
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</tbody>
</table>
Time Log – Week 8 – should be 20 hours (Note need a minimum of 300 hours – some firms may expect more hours – it is what you agree to)  

<table>
<thead>
<tr>
<th></th>
<th>20 pts</th>
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</thead>
<tbody>
<tr>
<td>Student’s Evaluation Form of Employer/Firm (you will receive a link)</td>
<td>50 pts</td>
</tr>
<tr>
<td>Employers evaluation (Swearingen will send an email and link to employer) (Qualtrics)</td>
<td>75 pts</td>
</tr>
<tr>
<td>24 X 36” Poster depicting your internship to be posted in gallery and maybe on website.</td>
<td>75 pts</td>
</tr>
<tr>
<td>Internship information uploaded to Teams and Q classroom</td>
<td>25 pts</td>
</tr>
<tr>
<td>Communicate with faculty once a week. Either by phone, email or text.</td>
<td>50 pts</td>
</tr>
<tr>
<td>Letter of appreciate to supervisor: Submit file copy to instructor and mail to employer. Use Correct business letter form. Must be done at the end.</td>
<td>50 pts</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>1525 pts</strong></td>
</tr>
</tbody>
</table>

Grading Scale: 70% or above P, below is F  
**Failing** is NOT acceptable; student must retake the course.

*The Chart below is how each student will be analyzed in Live-Text. Please make every effort to do an exemplary job on each task and represent yourself and the university well.*

**Friendly reminder**  
*If you receive a bad evaluation from employer, if I receive a phone call that you are late for work, do not dress appropriately, or walk out of work before the agreed date of employment. If you are disrespectful or do something against the firm’s policies. You will receive a one to two lowered letter grade. Even if you completed all course work.*

<table>
<thead>
<tr>
<th></th>
<th>Supervisor Evaluations</th>
<th>Weekly Reports</th>
<th>Professional Behavior</th>
<th>Student Self Evaluation</th>
<th>Assignments/ Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exemplary</strong></td>
<td>Received Above Average ratings on all supervisor evaluations at all check points during the semester</td>
<td>Entries submitted early, evidence of reflective thought on specific experiences</td>
<td>Took initiative, punctual, well-written letter of appreciation provided, all required hours complete</td>
<td>Complete and submitted. Consistent evidence of reflective thought about the internship experience</td>
<td>≥ 75% additional assignments/projects completed and presented above requirements</td>
</tr>
<tr>
<td><strong>Acceptable</strong></td>
<td>Received Average or Above Average ratings on 2/3 of the supervisor</td>
<td>≥ 75% Entries consistently submitted, evidence of reflective</td>
<td>Took some initiative, punctual, well-written letter of</td>
<td>Complete and submitted. Evidence of reflective thought about the</td>
<td>≥ 75% additional assignments/projects completed accurately and presented as required</td>
</tr>
</tbody>
</table>
The following rubric will be used to assist the professor in assessing student internship performance.

<table>
<thead>
<tr>
<th></th>
<th>Evaluations at all Check Points During the Semester</th>
<th>Thought on Specific Experiences</th>
<th>Appreciation Provided, All Required Hours Complete</th>
<th>Internship Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Needs Improvement</strong></td>
<td>Received Below Average Ratings on 2/3 of the Supervisor Evaluations at All Check Points During the Semester</td>
<td>30% - 75% Required Entries Consistently Submitted and/or Little Evidence of Reflective Thought on Specific Experiences</td>
<td>Took Little or No Initiative, Some Punctuality Concerns, Letter of Appreciation Contains Minor Errors, All Required Hours Complete</td>
<td>Complete and Submitted. Little Evidence of Reflective Thought about the Internship Experience and/or Superficial Responses</td>
</tr>
<tr>
<td><strong>Below Standard</strong></td>
<td>Received Below Average Ratings on All of the Supervisor Evaluations at All Check Points During the Semester</td>
<td>&lt; 30% Required Entries Consistently Submitted, Little or No Evidence of Reflective Thought on Specific Experiences</td>
<td>Took Little or No Initiative, Letter of Appreciation Contains Significant Errors or Not Provided, Required Internship Hours Not Completed</td>
<td>Incomplete or Not Submitted</td>
</tr>
</tbody>
</table>

< 30% Additional Assignments/Projects Completed Accurately and/or Not Presented as Required
V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Before you can register for the course</td>
<td>Send professor a copy of your Intern Form (if not done previously) and Letter from Employer stating dates of internship.</td>
</tr>
<tr>
<td>Week 1 (40 hrs) Note everyone starts at different times. So the assignments will stay open</td>
<td>Read course syllabus. Complete Assignment 1 (ask questions) and submit to Dropbox/Q classroom/teams Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox.</td>
</tr>
<tr>
<td>Week 2 (around 80 hrs) Some may only work 30-35 hours a week. So regulate your assignment</td>
<td>Read Power Point Presentation instructions and or creating a video, and or begin preparations if presenting in person. Complete Assignment 2 and submit to Dropbox/Q Classroom Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox.</td>
</tr>
<tr>
<td>Week 3 (120 hrs give or take)</td>
<td>Start preparing Power Point Presentation via video if graduating and want be able to present in person, if a junior you will present in person, this will take 2-6 weeks. Complete Assignment 3 and submit to Dropbox/Q Classroom/Teams Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox.</td>
</tr>
<tr>
<td>Week 4 (160 hrs)</td>
<td>Complete Assignment 4 and submit to Dropbox/Q Classroom/teams Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox.</td>
</tr>
<tr>
<td>Week 5 (200 hrs)</td>
<td>Complete Assignment 5 and submit to Dropbox/Q Classroom/Teams. Review requirements for Internship and make sure all is uploaded in the appropriate places. Finalize PPT, and start working on Poster. Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox.</td>
</tr>
<tr>
<td>Week 6 (240 hrs)</td>
<td>Complete Assignments 6-7 and submit to Dropbox/Q classroom / Teams Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox. Finalize Poster and get approval from supervisor.</td>
</tr>
<tr>
<td>Week 7 (280 hours)</td>
<td>Complete your hours and submit to dropbox/</td>
</tr>
<tr>
<td>Week 8 Need 300 hours may get done sooner or need more weeks</td>
<td>Finalize your hours and write a thank you for your appreciation of the opportunity.</td>
</tr>
<tr>
<td></td>
<td>Note: Assignments can be done ahead of time but Must be completed by July 25th.</td>
</tr>
</tbody>
</table>

NOTE:
1. The above calendar is based on a 40-hour week, please adjust it if your hours fluctuate, or you work more than 300 hours.
2. Total weeks may vary from those listed above. If your internship runs for more than 7 weeks, pace yourself accordingly in the course.
3. All must attend the Q-training Tuesday, June 6th at 6 p.m.

VI. Required Readings


Q-Classroom
*In addition to loading assignments into Q-classroom they should also be submitted in to D2L.

This course uses the Q classroom data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education.

This data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. **NOTE:** There will be a training for this Tuesday, June 6 at 6 p.m. – a zoom link will be sent to you for the training. All must attend.

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 an academic penalty.

**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.

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

**IX. Other Relevant Course Information:**

**Interior Design Behavior Policy:**  *(also applies to the internship workplace)*
Unacceptable conduct includes but is not limited to the following:
- Ringing cell phones during class or at work—turn phones off or set to silent and store in backpack or handbag
- Talking on cell phone at place of business
- Texting in/ at a place of business
- Checking email or blogs (ie. facebook, twitter, etc) in class or a place of business – computers are for work related work only
- Head phones/ear buds discourage studio interaction and synergy. Do not utilize these items during work meetings.
- Doing homework for other courses in class, at work.
• Bringing children to a place of business – this is against University policy
• Discussing grievances in front of class or in hall or at work – make appointments to talk with professors in their offices
• Dominating employer’s time at work – it is important that you listen.
• Missing work- anytime especially excessively
• Arriving tardy to work – this is disruptive
• Coming to work unprepared – keep a close eye on the expectations
• Taking long breaks at work
• Missing deadlines for assignments or work is not professional. Students should consult the professor in special circumstances.
• Having beverages or food at work without knowing the work policy.

**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. This is a tobacco free 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:**
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:** In the classroom and in a place of business.

1. Students should prepare themselves adequately for class or work by completing assignments/projects 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. Professionals cannot assist clients if you do not have the additional information gathered and organized.

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. Students should exhibit professional courtesy and conduct. Examples include a positive attitude, sensitivity to others, attentiveness, and cooperation. Soak up all information while interning.

5. Design faculty and employers are committed to provide informative and prompt sessions, return student work in a timely fashion, work 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.

6. 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.