COURSE SYLLABUS
School of Human Sciences
INDS-3311-641: Interior Materials and Cabinetry
Spring 2024

Instructor: Dr. Henry Mukhwana
Office: HMS South (HMSS), Room #102-B
Office Phone: 936-468-2371
Other Contact Information: N/A

Course Time & Location: Online
Office Hours: M 2.00PM – 5:00PM
T 10:00AM-12:00PM
Credits: 3.0
Email: henry.wanakuta@sfasu.edu

I. Course Description:

INDS 3311 - Interior Materials and Cabinetry: This lecture course is an introduction to interior environments, their composition, forms, characteristics, cost uses, and effect on human health and the environment. This course will also introduce students to cost estimating for wall and ceiling treatments, flooring, built-ins, window treatments, soft fabrications, and upholstery. A minimum grade of C is required for this course.

**Justification:** INDs 3311 - Interior Materials and Cabinetry (Lecture) is a 3-hour credit course. This course is typically taught fully online for 15 weeks (except for a field trip to Houston), culminating with a 120-minute final exam. Students complete significant readings, discussions, written assignments, quizzes, a mid-term and a final examination. These activities average at a minimum of 15 to 20 hours of work each week.

II. Intended Learning Outcomes/Goals/Objectives:

The College of Education’s mission is to prepare competent, successful, caring and enthusiastic professional 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
- Collaborative 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 in preparing students a foundation for success, the course goal is to accomplish a knowledgeable base of construction and sustainability/green issues faced with today in the interior design industry.

In preparing students’, a foundation for success, the course goal is to accomplish a knowledgeable base of construction and sustainability/green issues faced with today in the interior design industry.
base of interior finishing and cost estimating. This course enhances student learning in the area of interior design and interior merchandising 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.

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<thead>
<tr>
<th>Program Learning Outcomes</th>
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<tbody>
<tr>
<td>The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to fields of study in Human Sciences.</td>
</tr>
<tr>
<td>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 fields of study in Human Sciences.</td>
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<tr>
<td>The student will demonstrate competence in his/her specific discipline using oral and written forms.</td>
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<thead>
<tr>
<th>Student Learning Outcomes</th>
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<tr>
<td>The following Council for Interior Design Accreditation (CIDA) Professional Standards 2022 will be addressed, and upon successful completion of the course, it is expected that students will meet the standards below.</td>
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<tr>
<td>Standard 6f: Students <strong>understand</strong> elements of project management.</td>
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<td><strong>Standard 13b:</strong> Student work demonstrates <strong>understanding</strong> of typical fabrication processes, installation methods, and maintenance requirements for products and materials.</td>
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<td><strong>Standard 13c:</strong> Student work demonstrates <strong>understanding</strong> of the life cycle cost of products and materials.</td>
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<tr>
<td><strong>Standard 13f:</strong> Student work demonstrates <strong>understanding</strong> of appropriate design or specification of furnishings, equipment, materials, and finishes in relation to project criteria and human and environmental wellbeing.</td>
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<tr>
<td><strong>Standard 14h:</strong> Students <strong>understand</strong> the principles of indoor air quality.</td>
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<tr>
<td><strong>Standard 14i:</strong> Students <strong>understand</strong> how the selection and application of products and systems impact indoor air quality.</td>
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III. Course Assignments, Activities, Instructional Strategies, use of Technology:

**Course Assignments/Activities:** In-class/out-of-class assignments, design exercises, discussion posts, quizzes, exams, projects and presentations; any of which may be announced or unannounced.

**Instructional strategies may include:** virtual lectures, classroom discussion, field trips, guest
speakers, and videos/podcasts/CD’s.

**Use of technology may include:** AutoCAD, BrightSpace/D2L, ZOOM sessions, assignments, exercises, exams, quizzes, and research.

INDS 3311 is a blended course (face-to-face on campus/Zoom interactive video) and a BrightSpace/D2L enhanced course. Information notices will be posted on the course home page. The homepage includes icon for class assignments, links to related websites and videos, and grades. Course content is delivered via face-to-face on-campus classes, Zoom interactive video classes via discussions, assigned readings, and assignments directly relevant to the course content. **Students should check the class homepage on a daily basis** for notices, email, and assignments. Neglecting to check the homepage is **NOT** a valid excuse for missing an assignment due date. It is recommended that you complete the required reading prior to attending class.

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

The course is graded on a letter grade basis (A-F). The grade will be percentage based as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Cost Estimating Exercises</td>
<td>10%</td>
</tr>
<tr>
<td>Discussion Posts</td>
<td>10%</td>
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<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>25%</td>
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<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Community Service Hours</td>
<td>5%</td>
</tr>
<tr>
<td>Professionalism</td>
<td>2.5%</td>
</tr>
<tr>
<td>CEU's</td>
<td>2.5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**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 it 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 attending all class meetings, whether f2f or Zoom interactive video, viewing all lecture notes/videos, other class information, and for meeting established deadlines.

  ✔ **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/7 wk semester; thereafter, a letter grade will be deducted from the semester grade for each additional unexcused absence.

- 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.

**V. Tentative Course Schedule:**

<table>
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<tr>
<th>Date:</th>
<th>Chapter:</th>
<th>Topic:</th>
<th>Assignment:</th>
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</table>
| Week of January 18 | -        | **Module 00:** Getting Started | ▪ Review the Meet the Instructor PDF  
▪ Review the Course Introduction and ZOOM Etiquette document  
▪ Review the Course Syllabus PDF  
▪ Review the Course Timeline PDF  
▪ Review the Guidelines for Success document  
▪ Review the Communication document  
▪ Participate in ZOOM session  
▪ **Complete and submit Discussion Post:** Introduce Yourself and respond to two of your peers  
▪ Complete Module 00 |
<table>
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<tr>
<th>Week of</th>
<th></th>
<th><strong>Module 01:</strong> Chapter 01 - Making Material Selections</th>
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</table>
| **January 22** | 1 | ▪ Read the module content and assigned readings  
  ▪ Participate in ZOOM Session  
  ▪ **Complete and submit Module 01: Acoustics Assignment**  
  ▪ **Complete and submit Discussion Post: Acoustics and respond to four of your peers**  
  ▪ **Complete and submit Discussion Post: Code Standards and Guidelines and respond to four of your peers**  
  ▪ **Complete Module 01** |
| **Module 02:** Chapter 02 - Acoustics |
| **January 29** | 2 | ▪ Read the module content and assigned readings  
  ▪ Participate in ZOOM Session  
  ▪ **Complete and submit Module 02: Paint Estimation Assignment**  
  ▪ **Complete and submit Module 02: Wallpaper Estimation Assignment**  
  ▪ **Complete and submit Module 02: Chapter 01 - Chapter 03 Quiz**  
  ▪ **Complete Module 02** |
| **Module 03:** Chapter 03 - Paints, Coatings, and Wallcoverings |
| **February 5** | 3 | ▪ Read the module content and assigned readings  
  ▪ Participate in ZOOM Session  
  ▪ **Complete and submit Module 03: Roman Shade Assignment**  
  ▪ **Complete and submit Module 03: Window Treatment/Drapery Estimation Assignment**  
  ▪ **Complete and submit Discussion Post: Soft Goods and respond to four of your peers**  
  ▪ **Complete Module 03** |
| **Module 04:** Chapter 04 - Textiles, Window Treatments, and Soft Goods |
| **February 12** | 4 | ▪ Read the module content and assigned readings  
  ▪ Participate in ZOOM Session  
  ▪ **Complete and submit Module 04: New Furniture Specification Assignment 01**  
  ▪ **Complete and submit Module 04: New Furniture Specification Assignment 02**  
  ▪ **Complete and submit Module 04: New Furniture Specification Assignment 03**  
  ▪ **Complete Module 04** |
<table>
<thead>
<tr>
<th>Week of</th>
<th>Module</th>
<th>Details</th>
</tr>
</thead>
</table>
| February 19      | **Module 05:** Chapter 05 - Carpeting and Area Rugs | - Read the module content and assigned readings  
- Participate in ZOOM Session  
- Complete and submit Module 05: Carpet Estimation Assignment  
- Complete and submit Module 05: Cabinet Assignment  
- Complete and submit Discussion Post: Carpet and respond to four of your peers  
- Complete and submit Discussion Post: Cabinetry and respond to four of your peers  
- Complete and submit Module 05: Chapter 04 & Chapter 05 Quiz  
- Complete Module 05 |
| February 26      | **Module 06:** Chapter 06 - Wood | - Read the module content and assigned readings  
- Participate in ZOOM Session  
- Complete and submit Module 06: Wood Floor Estimating Assignment  
- Complete Module 06 |
| March 4          | **Module 06:** Chapter 07 - Resilient Flooring | - Read the module content and assigned readings  
- Participate in ZOOM Session  
- Complete and submit Discussion Post: Resilient Flooring and respond to four of your peers  
- Complete and submit the Mid-term Examination  
- Complete Module 07 |
| Spring Break: March 11, 2024 - March 17, 2024 | |
| March 18         | **Module 08:** Chapter 08 - Plastic Materials | - Read the module content and assigned readings  
- Participate in ZOOM Session  
- Complete and submit Module 08: Putting It Together Assignment  
- Complete Module 08 |
<table>
<thead>
<tr>
<th>Week of</th>
<th></th>
<th><strong>Module 09:</strong> Chapter 09 - Glass</th>
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</table>
| March 25     | 9  | § Read the module content and assigned readings  
|              |    | § Participate in ZOOM Session  
|              |    | § Complete and submit Module 09: Chapter 09 - Assignment 09  
|              |    | § Complete and submit Module 09: Chapter 09 - Cost Estimating Exercise 09  
|              |    | § Complete and submit Module 09: Chapter 09 - Quiz 09  
|              |    | § Complete and submit Discussion Post: Glass and respond to four of your peers  
|              |    | § Complete Module 09  
| Week of      | 10 | **Module 10:** Chapter 10 - Metals | |
| April 1      |    | § Read the module content and assigned readings  
|              |    | § Participate in ZOOM Session  
|              |    | § Complete and submit Module 10: Backsplash/Wall Tile Assignment  
|              |    | § Complete Module 10  
| Week of      | 12 | **Module 11:** Chapter 12 - Stone | |
| April 8      |    | § Read the module content and assigned readings  
|              |    | § Participate in ZOOM Session  
|              |    | § Complete and submit Module 11: Stone Countertop Assignment  
|              |    | § Complete Module 11  
| Week of      | -  | **Module 12:** Quiz | |
| April 10     |    | § Read the module content and assigned readings  
|              |    | § Participate in ZOOM Session  
|              |    | § Complete and submit Module 12: Chapter 08 - Chapter 12 Quiz  
|              |    | § Complete Module 12  
| Week of      | -  | Module 13: Chapter 13 – Terrazzo, Composites, & Concrete | |
| April 17     |    | § Read the module content and assigned readings  
|              |    | § Participate in ZOOM Session  
|              |    | § Complete and submit Discussion Post: Terrazzo and respond to four of your peers  
|              |    | § Complete Module 13  
| Week of      | -  | Module 14: Chapter 14 - Looking Ahead | |
| April 24     |    | § Read the module content and assigned readings  
|              |    | § Participate in ZOOM Session  
|              |    | § Complete and submit Discussion Post: Laminated Materials and respond to four of your peers  
|              |    | § Complete Module 14  

Revised January 18, 2024
Module 15: Final Examination

- Submit Community Service Hours.
- Submit CEU’s.
- Complete and submit Final Exam. The Final Exam will be administered in accordance with the Universities Final Exam schedule.

This schedule is subject to change in order to facilitate student learning outcomes and objectives.

VI. Readings:


VII. Course Evaluations:

The importance of completing the course evaluations is to improve faculty planning and instruction and course and program improvement to maintain CIDA accreditation. This is an opportunity for you to express what the faulty member can: start doing, stop doing, or continue doing in this course. This is not an opportunity to bash the instructor as this type of feedback is not helpful in improving course planning and instruction. The course evaluations are reviewed by the Director of the school and used when making decisions on faculty tenure, promotion, pay, and retention.

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses (the teaching itself and the content/assignments) 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 (full-time and part-time) annual evaluation processes, tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

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

VIII. Student Ethics and Other Policy Information:

Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12 day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

**Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](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; 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
- 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**
Revised January 18, 2024
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**
Upon the request from student to the instructor of record and at the discretion of the instructor of record with the approval of the academic unit head, a grade of WH may 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**
Disorderly conduct including but not limited to: (a) disruption or Interference of Students, faculty, administration, staff, the educational mission, or routine operations of the University. (b) Commercial solicitation on campus or with University resources without prior approval from University officials. (c) Failure to comply with a reasonable and lawful request or directive of University Officials. (d) Facilitation of Student misconduct including but not limited to assisting, conspiring, soliciting, or encouraging others to engage in conduct which violates the Student Code of Conduct.

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 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:**
https://www.sfasu.edu/humanservices/clinics-labs/counseling-clinic
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:

The Syllabus
Students must read and adhere to the policies of the course syllabus. The syllabus states objectives, requirements, supplies, and grading criteria for each course.

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.

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 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 without having a legitimate reason. If this is the case, then the student must submit a letter to the School Director which then must be approved by all HMS faculty before a date change will occur.

Office Hours: I welcome you to contact me outside of class and office hours. You may email me, call my office, or contact the School of Human Sciences receptionist and leave a message. Do not text or call my personal cell phone without making arrangements with me prior to doing so.

Course Goals: Some of the specific skills I hope you will obtain in this course are:

- Use AutoCAD and become proficient in its’ use for residential applications,
- Understand the need to become familiar with office CAD drafting standards used in the interior design industry,
- Use AutoCAD for daily working processes,
- Navigate throughout AutoCAD using major navigating tools,
- Understand the concept and techniques used to draw, edit, and modify AutoCAD objects,
- Create multiple designs using several AutoCAD tools,
- Create layers to control the objects’ visibility,
- Create schedules,
- Understand how to layout drawings on a sheet,
- Understand how to coordinate/cross-reference sheet drawings,
- Explain drawing using annotations, (text and dimensions), and
- Plot or print drawings to scale.

**Attendance:** You should attend every class but extenuating circumstances arise that can make this difficult. If you cannot attend a class, please let me know in advance if possible. If circumstances make you miss more than 3 classes during the semester, you may be overextended. I ask that you come see me to discuss your options.

**Professionalism/Class Participation:** All of us in the class, you, me and your peers, have a responsibility to create an environment in which we can all learn from each other. I expect everyone to participate in class so that we can all benefit from the insights and experiences that each person brings. **What it means to be professionalism?** Professionalism does not mean wearing a suit or carrying a briefcase; rather, it means conducting oneself with responsibility, integrity, accountability, and excellence. It means communicating effectively and appropriately and always finding a way to be productive.