COURSE SYLLABUS
Human Sciences
INDS 2105 - Introduction to Revit I
Summer 2024

Instructor: Dr. Nathaniel B. Walker, IV
Dr. Amani Khan

Course Time & Location: MTWR, 9:00 AM - 9:30 AM,
HMSS Room #108

Office: HMS South (HMSS), Room #102-C

Office Hours: MTWR, 8:00 AM - 9:15 AM

Office Phone: 936-468-2155
936-468-5562

Credits: 1.0

Other Contact Information: N/A

Email: walkernb@sfasu.edu

I. Course Description:

INDS 2105 - Introduction to Revit: (REVIT I) Introductory course on the use of computer-aided
design (REVIT) software. Emphasis is placed on residential two- and three-dimensional drawing and
customized design. Experience with latest architectural and interior design software (AutoCAD) is
required.

**Justification:** IND$ 2105 - Introduction to Revit (Lecture) is a 1-hour credit course that meets once
a week for 50 minutes for 14 weeks, culminating with a 120-minute final exam in week 16 for a total
of 820 minutes. Students complete significant readings, discussions, written assignments, 15 quizzes, a
mid-term and a final examination. These activities require a minimum of 3 hours of preparation time
outside of the classroom each week.

The delivery modality will be face-to-face and live-stream instruction.

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 computer-aided drafting techniques using Autodesk Revit. 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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<tr>
<th>Program Learning Outcomes</th>
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<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>
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<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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<td><strong>Standard 5c</strong>: Students understand technology-based collaboration methods specific to the problem-solving process for the built environment disciplines.</td>
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<td><strong>Standard 6g</strong>: Students understand instruments of service.</td>
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<td><strong>Standard 9f</strong>: The interior design program provides opportunities for exposure to evolving communication technologies.</td>
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<td><strong>Standard 11b</strong>: Students work demonstrates the ability to explore a range of two- and three-dimensional design solutions.</td>
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<tr>
<td><strong>Standard 11c</strong>: Students effectively apply the elements and principles of design and related theories throughout the interior design curriculum to two-dimensional design solutions.</td>
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</table>
Standard 11d: Students effectively apply the elements and principles of design and related theories throughout the interior design curriculum to three-dimensional design solutions.

Standard 12k: Students work demonstrates the ability to appropriately use color solutions across different modes of design communication.

Standard 15i: Students are able to read and interpret construction documents.

Standard 15j: Students are able to contribute to the production of interior contract documents including drawings, detailing, schedules, and specifications appropriate to project size and scope.

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

Course Assignments/Activities: In-class/out-of-class assignments, exercises, and quizzes, any of which may be announced or unannounced.

Instructional strategies may include: lectures, class discussions, field trips, and guest speakers.

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

INDS 2105 is 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 class technology, virtual lectures, 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 highly recommended that you complete the required reading prior to attending class.

IV. Evaluation and Assessments:

The course is graded on a letter grade basis (A-F). The grade will be percentage based and will be determined by the following grading criteria:

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<tr>
<th>Component</th>
<th>Percentage</th>
<th>Grade Range</th>
<th>Grade Description</th>
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<tbody>
<tr>
<td>Written Summaries</td>
<td>25%</td>
<td>100 - 90</td>
<td>A (Excellent work)</td>
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<tr>
<td>Discussions</td>
<td>25%</td>
<td>89 - 80</td>
<td>B (Good work)</td>
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<tr>
<td>Assignments</td>
<td>25%</td>
<td>79 - 70</td>
<td>C (Average work)</td>
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<tr>
<td>Quizzes</td>
<td>25%</td>
<td>69 - 60</td>
<td>D (Poor work: No credit for ID major)</td>
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<tr>
<td>Total</td>
<td>100%</td>
<td>59 - 0</td>
<td>F (Failing work: No credit for ID major)</td>
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April 25, 2024
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 viewing all lecture notes/videos, other class information, and for meeting established deadlines.

Attendance:
Attendance is mandatory since the majority of work is performed in class. Punctuality is required and considered an indication of professionalism and responsibility. Late arrivals (15 minutes after the start of class) and early departures (prior to the last 15 minutes of class) will be considered an absence. Work on courses other than the course in class time will also be considered an absence.

- Four unexcused absences will result in a letter grade reduction in the final grade.
- Each subsequent absence will result in a further letter grade reduction.
- Eight unexcused absences will result in automatic failure of the course.

✓ 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.

Students are responsible for signing the role, tracking their absences, and obtaining any missed material from their classmates. Each student will be held individually responsible for responding to announcements regarding any and all aspects of this course, and for receiving and storing all handouts. Each student is also individually responsible for acquiring lecture notes from a classmate if he or she misses a given class session.

The instructor will not repeat material missed due to absence. Student with more than four absences should contact the instructor about completing the project or course. The best method of contacting the instructor is via email at walkernb@sfasu.edu.

**Late Work:**
Unless otherwise noted, assignments and projects are due at the beginning of the class period designated or as indicated in D2L. Late assignments and projects will be reduced one letter grade for each additional late class period. Students with unexcused absences will receive a score of "0", and CANNOT turn in work that was due that day or as indicated in D2L. No emails of work will be accepted unless prior arrangements have been made with the instructor. Students with excused absences may make up missed work within 2 class periods after returning to class, unless otherwise excused by the instructor.

**Shared Files and Plagiarism:**
Each student’s work will be generated independently unless otherwise noted. Electronic drawings, assignments, and examinations are considered original work and are not to be shared between students. All work assigned as part of this course is governed under University plagiarism policies.

**Required Supplies:**
A flash drive (at least 256MB, approximately $6 at Amazon.com (the price may vary depending on the seller) for electronic data storage or equivalent equipment is necessary in each class period. Students are responsible for saving their data on this personal storage device. Students are extremely encouraged to have at least 2 backups of their data. Saving to the cloud is also an option (Google Drive, Autodesk Drive, etc.)
V. Tentative Schedule:

<table>
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<tr>
<th>Date</th>
<th>Chapter</th>
<th>Topic</th>
<th>Assignment:</th>
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</table>
| June 3   | 1       | **Module 01:** Chapter 01 - Getting Started with Autodesk Revit 2024 | ▪ Review the Course Syllabus  
▪ Review the Course Timeline  
▪ Create a student account at Autodesk.com and download the Revit 2024 software (Do not download any other version for use in this course)  
▪ Create Autodesk Drive account  
▪ **Complete and submit Discussion Post 00: Introduce Yourself**  
▪ Complete Module 01 |
| June 4   | 2       | **Module 02:** Chapter 02 - Lake Cabin: FLOOR PLAN (The Basics)      | ▪ Read the module content and assigned readings  
▪ Participate in ZOOM Sessions  
▪ **Complete Module 02** |
| June 5   | 3       | **Module 03:** Chapter 03 - Overview of Linework and Modify Tools   | ▪ Read the module content and assigned readings  
▪ Participate in ZOOM Session  
▪ **Complete and submit Assignment 01: Chapters 1-3**  
▪ **Complete and submit Quiz 01: Chapters 1-3**  
▪ **Complete and submit Written Summary 01**  
▪ Complete Module 03 |
| June 6   | 4       | **Module 04:** Chapter 04 - Drawing 2D Architectural Objects        | ▪ Read the module content and assigned readings  
▪ Participate in ZOOM Session  
▪ **Complete and submit Discussion Post 01: Chapters 1-3**  
▪ Complete Module 04 |
| June 10  | 5       | **Module 05:** Chapter 05 - Floor Plan (First Floor)                | ▪ Read the module content and assigned readings  
▪ Participate in ZOOM Session  
▪ **Complete Module 05** |
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<tr>
<th>Date</th>
<th>Module</th>
<th>Description</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>June 11 &amp; 12</td>
<td>6</td>
<td><strong>Module 06:</strong> Chapter 06 - Floor Plans (Second Floor and Basement Plans)</td>
<td>- Read the module content and assigned readings</td>
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<td>- Participate in ZOOM Session</td>
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<td>- Complete and submit Assignment 02: Chapters 4-6</td>
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<td>- Complete and submit Quiz 02: Chapters 4-6</td>
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<td>- Complete and submit Written Summary 02</td>
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<td>- Complete and submit Discussion Post 02: Chapters 4-6</td>
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<td>- Complete Module 06</td>
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<td>June 13</td>
<td>7</td>
<td><strong>Module 07:</strong> Chapter 07 - Annotation</td>
<td>- Read the module content and assigned readings</td>
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<td>- Participate in ZOOM Session</td>
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<td>- Complete Module 07</td>
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<td>June 17</td>
<td>8</td>
<td><strong>Module 08:</strong> Chapter 08 - Roofs</td>
<td>- Read the module content and assigned readings</td>
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<td>- Participate in ZOOM Session</td>
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<td>- Complete Module 08</td>
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<td>June 18</td>
<td>9</td>
<td><strong>Module 09:</strong> Chapter 09 - Floor Systems and Reflected Ceiling Plans</td>
<td>- Read the module content and assigned readings</td>
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<td>- Participate in ZOOM Session</td>
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<td>- Complete and submit Assignment 03: Chapters 7-9</td>
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<td>- Complete and submit Quiz 03: Chapters 7-9</td>
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<td>- Complete and submit Written Summary 03</td>
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<td>- Complete and submit Discussion Post 03: Chapters 7-9</td>
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<td>- Complete Module 09</td>
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<td>June 19 &amp; 20</td>
<td>10</td>
<td><strong>Module 10:</strong> Chapter 10 - Elevations</td>
<td>- Read the module content and assigned readings</td>
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<td>- Participate in ZOOM Session</td>
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<td>- Complete Module 10</td>
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<td>June 24 &amp; 25</td>
<td>11</td>
<td><strong>Module 11:</strong> Chapter 11 - Sections</td>
<td>- Read the module content and assigned readings</td>
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<td>- Participate in ZOOM Session</td>
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<td>- Complete Module 11</td>
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<td>Date</td>
<td>Module</td>
<td>Chapter Details</td>
<td>Assignments</td>
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<td>June 26</td>
<td>Module 12</td>
<td>Chapter 12 - Interior Design</td>
<td>- Read the module content and assigned readings.</td>
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<td>- Participate in ZOOM Session</td>
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<td>- Complete and submit Assignment 04: Chapters 10-12</td>
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<td>- Complete and submit Quiz 04: Chapters 10-12</td>
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<td>- Complete and submit Written Summary 04</td>
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<td>- Complete and submit Discussion Post 04: Chapters 10-12</td>
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<td>- Complete Module 12</td>
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<td>June 27</td>
<td>Module 13</td>
<td>Chapter 13 - Schedules</td>
<td>- Read the module content and assigned readings.</td>
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<td>- Participate in ZOOM Session</td>
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<td>- Complete Module 13</td>
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<td>July 1 &amp; 2</td>
<td>Module 14</td>
<td>Chapter 14 - Site Tools, and Photo-realistic Rendering</td>
<td>- Read the module content and assigned readings.</td>
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<td>- Participate in ZOOM Session</td>
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<td>- Complete Module 14</td>
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<td>July 3</td>
<td>Module 15</td>
<td>Chapter 15 - Construction Documents Set</td>
<td>- Read the module content and assigned readings.</td>
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<td>- Participate in ZOOM Session</td>
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<td>- Complete and submit Assignment 05: Chapters 13-15</td>
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<td>- Complete and submit Quiz 05: Chapters 13-15</td>
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<td>- Complete and submit Written Summary 05</td>
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<td>- Complete and submit Discussion Post 05: Chapters 13-15</td>
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<td>- Complete Module 15</td>
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**Disclaimer:** The instructor reserves the right to alter this syllabus if and when necessary.
VI. Readings (Required):


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. 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 Policy

**Institutional Absences (HOP 04-110)**

- An Institutional Absence may be granted to a student who participates as a representative of the University in academic (including research), extra- or cocurricular, or athletic activities. Students will be excused for institutional purposes from otherwise required academic activity only when a valid Institutional Absence is approved by the appropriate administrative unit or official and the documentation of approval is provided to the faculty member at least five (5) days in advance.

- Institutional absences will not be approved for keystone events, defined as: a special or unique assignment, test, project, experience, or other academic exercise identified by the Faculty member as critical for successful completion of standards of the class and unable to be missed. These events must be identified on the syllabus at the beginning of the semester and
communicated to the students. Events added to the syllabus at a later date will not qualify for Keystone Event status. Keystone Events where the date/time is changed will no longer be considered a Keystone Event. Students should make themselves aware of any Keystone Events identified in the syllabus to ensure there are no conflicts.

✔ For keystone events where the assignment dates vary, it is incumbent upon the students to work with their faculty member to not select a conflicting date.

✔ More information on Institutional Absences, including how to apply, can be found at https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences.

**Code of Student Conduct and Academic Integrity**

- The Code of Student Conduct and Academic Integrity (HOP 04-106) 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. For additional information, go to https://www.sfasu.edu/docs/hops/04-106.pdf.
**Withheld Grades Semester Grades Policy (HOP policy 02-206)**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework 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. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to [https://www.sfasu.edu/docs/hops/02-206.pdf](https://www.sfasu.edu/docs/hops/02-206.pdf).

- **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 promptly may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

- **Student Wellness and Well-Being**
  SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

  If you are experiencing concerns, seeking help, 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.

**IX: Resources**

**On-campus Resources:**

- **The Dean of Students Office** (Rusk Building, 3rd floor lobby)
  - [www.sfasu.edu/deanofstudents](http://www.sfasu.edu/deanofstudents)
  - 936.468.7249
  - dos@sfasu.edu

- **SFASU Counseling Services** • [www.sfasu.edu/counselingservices](http://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](http://www.sfasu.edu/humanservices/139.asp)
  - Human Services Room 202 • 936-468-1041
✓ The Health and Wellness Hub  “The Hub,” location is at the corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education, www.sfasu.edu/thehub, 936.468.4008, thehub@sfasu.edu

Crisis Resources:

- Burke 24-hour crisis line 1(800) 392-8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline 1(800) 273-TALK (8255)
- Crisis Text Line: Text HELLO to 741-741

X. 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 Revit and become proficient in its’ use for residential applications,
- Use Revit for daily working processes,
- Navigate throughout Revit using major navigating tools,
- Understand the concept and techniques used to draw, edit, and modify Revit objects,
- Create multiple designs using several Revit tools,
- 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.