PRESENTATION TECHNIQUES
ADES 3610 INTD.
FALL 2019 | COURSE SYLLABUS

Section 501 – TuTh 08:00 – 10:50, Room: ART 258
Section 502 – TuTh 02:00 – 04:50, Room: ART 258

INSTRUCTOR: Zahid Islam, PhD
OFFICE: ART 262A
OFFICE HOURS: Tu/Th 01:00pm - 02:00pm
or by appointment.
EMAIL: zahid.islam@unt.edu

COURSE DESCRIPTION & PREREQUISITES:
ADES 3610 INTD: Presentation Techniques. (3 hours)

This course introduces the interior design student to the techniques used in creating visual presentations including rendering methods, design board layout, graphics. Through exercises and projects the student will review a variety of techniques in differing media.

Prerequisite(s): ADES 2630, 2640, must pass Interior Design sophomore portfolio review.

CANVAS:

This course will be available on the UNT INSTRUCTURE portal. You’ll be able to print reference material, handouts, assignments, and syllabus. Access login page at https://unt.instructure.com

RECOMMENDED TEXT:

COURSE OBJECTIVES:

1. Use of multiple medias including computer software for presentations
2. Develop techniques to aid in the presentation and communication of ideas
3. Develop critical thinking related to presentation decision-making
4. Continue to develop time management skills

STUDENT LEARNING EXPECTATIONS/OUTCOMES:

1. Distill and visually communicate data, research, design ideas, process & documentation. (CIDA std 2017: 9:a,d)
2. Express ideas in oral and written communication (CIDA std 2017: 9:b,c)
3. Apply a variety of communication techniques and technologies appropriate to a range of purposes and audiences (CIDA std 2017: 9:e)
4. Explore and apply two- and three-dimensional approaches across a range of media types with the understanding of the elements and principles of design (CIDA std 2017: 11:b,c,d)
COURSE STRUCTURE:

This course will be taught in a studio format with a lecture and lab component incorporated into 6 contact hours per week. Each student is expected to come to class with their laptop and required software installed. Accommodations for students unable to have a laptop will be handled on a case by case basis. The coursework consists of project assignments, presentations and a competition. Assignments will be given in both oral and written form. The studio is informal and group interaction is encouraged. Please use care not to damage desktops and seating (this means no cutting or use of X-Acto blades on the desk surface).

Project and Assignment Requirements:
Students are responsible for collecting and saving all material assigned in the class, even if the student misses a class. DO NOT ASSUME ANYTHING, get clarifications form your instructor if you are confused about assignments, due dates

COURSE SCHEDULE

• Some days may be left open to allow for flexibility and additional coverage of topics.
• Every effort will be made to adhere to the schedule, however, due to different learning paces, it is not uncommon for the schedule to be altered to address areas where additional time is needed to learn the material.
• It is natural that there will be variances in the instruction and information delivered between the two sections.
• Learning differences occur between groups and the type of and delivery of information may be modified to assist with this learning curve.
• The best feedback you will receive is in the form of desk reviews, which will happen in many cases, for every student during most class periods.

NOTE: The instructor(s) retains the right to change the syllabus with or without notice.

ASSIGNMENTS:

All class assignments and projects are due according to the problem statement. With each exercise or lab assignment you will receive a problem statement outlining requirements and general information. If for any reason you do not understand an assignment it is your responsibility to see the instructor for clarification and assistance (class time or office hours). All studio projects must be completed to receive a passing grade in class. No late assignments will be accepted without prior in-person approval.

The studio course environment can be a stimulating, positive aid to your creativity and progress. In order to ensure this occurs, you are expected to be prepared to work in class. It is necessary to arrive to class with required activities completed to avoid being counted absent.

All studio projects must be completed to receive a passing grade in this class; however, MERELY COMPLETING ALL PROJECTS DOES NOT GUARANTEE A PASSING GRADE. No late assignments will be accepted without prior approval.
GRADING/ EVALUATION

Evaluation of student work in a studio class is challenging for the faculty as well as the student. All work must be seen in progress and no work will be accepted that is completed entirely out of class. Please be aware that interior design work necessitates subjective as well as objective evaluation. The student’s development of skills and amount of effort will be taken into consideration. These standards detail the meaning and level of accomplishment for grading:

A (100 – 90) | Exceptional Work: Student goes above and beyond to a superior level.

B (89 – 80) | Above Average Work: Student goes above and beyond to a good quality level.

C (79 – 70) | Average Work: Student meets the requirements to reach a competent level.

D (69 – 60) | Below Average Work: Student does not meet the requirements and is at a substandard level.

NOTE: A “D” does not count for credit within the Interior Design major.

F (59 and below) | Failing Work: Grade is achieved for submissions that are unacceptable, late work and work that reflects a lack of development and presentation merit.

LATE WORK

All work is due in the classroom no later than the date/time specified on the project schedule. Work turned in after the due time will be penalized 10% per calendar day. No late work will be considered for full credit unless an Absence Verification form has been submitted (see Attendance Policy). A project will not be considered for a passing evaluation if any project phase is incomplete or not submitted.

INCOMPLETE

Students may request an Incomplete per the Registrar guidelines, see http://registrar.unt.edu/grades/incompletes. The student must complete the unfinished work on or before the date specified by the instructor when the Incomplete is granted. Failure to complete the entire work assignment on or before the specified completion date will result in a final grade of an “F” with no consideration given to partially completed work. Please note than an Incomplete is reserved solely for extenuating circumstances and will be granted at the discretion of the instructor.

RESPONSIBILITIES OF THE STUDENT

ACADEMIC INTEGRITY:

Academic integrity is submitting one’s own work and properly acknowledging the work of others. Cheating, plagiarism, or fabrication constitutes academic dishonesty and is subject to disciplinary action. According to Webster, to plagiarize is “to steal or pass off the ideas or words or another as one’s own...to use created productions without crediting the source...to commit literary theft...to present new and original an idea or product derived from an existing source.”

Students are responsible for authenticating any assignments submitted to an instructor. If asked, you must be able to produce proof that the assignments you submitted are actually your own work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, retain Writing Center receipts, keep logs or journals of your work on assignments and papers, and/or save work and drafts on a disk or CD. The inability to authenticate your work, should an instructor request it, is sufficient grounds for failing the assignment. In addition to requiring a student to authenticate his/her work, the instructor may employ various other means of ascertaining authenticity through engaging in Internet searches, creating quizzes based on student work, requiring students to explain their work and/or process orally.
All violations will be forwarded to the proper college authorities for review. The college may, at its discretion, impose additional penalties including academic probation, suspension, or expulsion. Any form of disruptive behavior will not be tolerated.

**DROP PROCEDURES:**

Official withdrawal from class is the responsibility of the student. If you are unable to complete the course or courses for which you have registered, it is your responsibility to withdraw formally from the course. Refer to the UNT course schedule for drop dates and procedures.

**Academic Calendar:** Please refer to 2016-2017 Academic calendar for further information regarding Withdrawal without penalty and drop or withdrawal with a failing grade. [http://catalog.unt.edu/content.php?catoid=15&navoid=1228](http://catalog.unt.edu/content.php?catoid=15&navoid=1228)

**RELIGIOUS OBSERVANCE:**

A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if the student notified the instructor in each course of the date of the anticipated absence as early in the semester as possible. A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxations under Section 11.20, Tax Code. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

**CONTENT DISCLAIMER**

The instructor reserves the right to change the contents of the syllabus and/or schedule as needed to accommodate new material, guest speakers, and other educational factors that may improve class understanding, knowledge, and successful participation and completion of assignments.

**ATTENDANCE POLICY**

Attendance is mandatory. The instructor and class members can offer constructive criticism only if you are present and receptive. Also, changes may occur as work progresses on the design project. If you are not present when information is discussed, you will not be able to make the necessary revisions.

Students will sign the attendance sheet in the first (15) minutes of class. No student may sign for another. Every absence over (3) will result in a letter grade reduction of the final grade for each absence. Two tardy incidences in this course will be counted as one absence. A student is tardy after the first 15 minutes of class. The instructor will not use class time to repeat information missed due to absence. On consultation days, failure to attend your assigned appointment will constitute an absence.

No make-up opportunities will be given to any student unless that student presents the professor with a University Approved Absence Verification form within three days after the class session that was missed. The form is available in the Dean of Students Office in the Union, room 409. For more information on attendance policies, see [https://deanofstudents.unt.edu/faq](https://deanofstudents.unt.edu/faq). Please contact the instructor via email in the event of extenuating circumstances.

As per University policy regarding food, drink, and smoking: there is to be none of the above in the classrooms and associated spaces. In consideration of the group and the effectiveness of course content delivery, please do not use cell phones (including texting), pagers, etc., during class. Laptops are to be used for class-supportive activity only. You are also expected to keep all work areas clean and all University equipment in good order.

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 s/he misses a given class session. Be punctual. The instructor will not repeat material missed due to absence.
• Three (3) absences (excused or unexcused) will cost you 10% of your final grade. For example, if you make an 85 for the course, your final grade would be a 77
• Four (4) absences will cost you 15% of your final grade. For example, if you make an 85 for the course, your final grade would be a 72
• Five (5) absences will cost you 20% of your final grade. For example, if you make an 85 for the course, your final grade would be a 68
• Six (6) or more absences will result in automatic failure of the course. For example, if you make an 85 for the course, you would still fail.
• Dropping/Withdrawing from the Course

FACULTY/STUDENT COMMUNICATION
All online communication between faculty and students must use the student’s my.unt.edu email account address. The class BbLEARN site will be used extensively for communication. Faculty may not use a student’s personal email account to distribute information, but students may elect to forward email received through my.unt.edu to their personal email. Students are responsible for checking/managing their my.unt.edu email to keep current on course information.

STUDENT ACADEMIC PROGRESS
Financial Aid Satisfactory Academic Progress - Undergraduates
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility.

Please visit http://financialaid.unt.edu/satisfactory-academic-progress-requirements for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

DISABILITIES ACCOMMODATION
The College of Visual Arts and Design is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the College will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline.

Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNT Policy 18.1.14, at http://unt.edu/oda and by visiting the ODA in Sage Hall, room 167. See https://disability.unt.edu/faq#b. You also may call the ODA at 940.565.4323.

COURSE RISK FACTOR
This class has been assigned a level 2 Risk Rating, a course in which students are exposed to some significant hazards but are not likely to suffer bodily harm. Risks associated with this class include but are not limited to spray adhesives, fixatives, x-acto knives or other presentation materials. Students will be informed of any potential health
hazards or potential bodily injury connected with the use of any materials and/or processes and will be instructed how to proceed without danger to themselves or others.

Students who are pregnant or will become pregnant during the course of the semester are advised to check with their doctor immediately to determine if any additional risks are reason to postpone this course until a later semester. Upon request, your professor will provide a list of chemicals and safety issues for your doctor to review. Material Safety Data Sheets are available on all chemicals. It will be up to you and your doctor to determine what course of action to take.

STUDENT RIGHTS AND RESPONSIBILITIES

Each University of North Texas student is entitled to certain rights associated with higher education institutions. See https://policy.unt.edu/category/policy-chapters/7-student-affairs for links to policy documentation.

CONFIDENTIALITY STATEMENT REGARDING USE OF COURSE MATERIAL

Programmatic information, base building drawing and documentation, electronic files, and hard copies have been provided for this class by a professional design office. These materials are for instructional use only and may not be mass-produced or distributed for any purpose other than to fulfill course requirements for this class.

BUILDING EMERGENCY PROCEDURES

In case of emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of a tornado (campus sirens will sound) or other weather-related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there until an all clear signal is sounded. Follow the instructions of your teachers and act accordingly.

RETENTION/REPRODUCTION OF STUDENT WORK

Some of the work produced for this class may be retained or copied for future use by the college, department or program. Students are required to read and determine if they give permission for their work and personal image to be reproduced.

Permission to use student work:
https://art.unt.edu/sites/default/files/u31/publication%20release%20form.pdf and

Permission to publish photographs and release:
https://art.unt.edu/sites/default/files/u31/Model%20Release%20Form.pdf

Read these documents carefully prior to signing the form included in your syllabus packet.

These forms must be returned at or before your next class.
PRESENTATION TECHNIQUES
ADES 3610 INTD.
FALL 2019 | COURSE SCHEDULE | 08.27-12.13
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Section 502 – TuTh 02:00 – 04:50, Room: ART 258

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<table>
<thead>
<tr>
<th>DATE</th>
<th>ASSIGNMENT</th>
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<tbody>
<tr>
<td>Aug 27 T</td>
<td>Course overview/ Project introduction/ General discussion on Layout / Grid / Font Analysis &amp; Exercise</td>
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<tr>
<td>Aug 29 R</td>
<td>PROJECT 1 - CONCEPT DEVELOPMENT</td>
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<tr>
<td>Sep 03 T</td>
<td>Project 1</td>
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<tr>
<td>Sep 05 R</td>
<td>DUE: Draft of Concept Board</td>
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<tr>
<td>Sep 10 T</td>
<td>Project 1</td>
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<tr>
<td>Sep 12 R</td>
<td>Project 1</td>
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<tr>
<td>Sep 17 T</td>
<td>DUE: Project 1 - Presentation, Resources &amp; Concept Board</td>
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<tr>
<td>Sep 19 R</td>
<td>PROJECT 2 - MATERIAL &amp; COLOR PRESENTATION</td>
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<tr>
<td>Sep 24 T</td>
<td>Project 2 - Client Profile &amp; Materials</td>
</tr>
<tr>
<td>Sep 26 R</td>
<td>Project 2 - Floor Plans</td>
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<tr>
<td>Oct 01 T</td>
<td>Project 2 - Floor Plans</td>
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<tr>
<td>Oct 03 R</td>
<td>DUE: Draft Floor Plans</td>
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<tr>
<td>Oct 08 T</td>
<td>Project 2 - Perspectives</td>
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<tr>
<td>Oct 10 R</td>
<td>DUE: Draft Perspectives</td>
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<tr>
<td>Oct 15 T</td>
<td>Project 2 - Specifications</td>
</tr>
<tr>
<td>Oct 17 R</td>
<td>Project 2 - Material Board Layout</td>
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<tr>
<td>Oct 22 T</td>
<td>Project 2 - Project Production</td>
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<tr>
<td>Oct 24 R</td>
<td>Project 2 - DUE: Presentations</td>
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<tr>
<td>Oct 29 T</td>
<td>PROJECT 3 - IDEC COMPETITION</td>
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<tr>
<td>Oct 31 R</td>
<td>Project 3, ideation &amp; research presentation</td>
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<tr>
<td>Nov 05 T</td>
<td>Project 3</td>
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<tr>
<td>Nov 07 R</td>
<td>DUE: Draft Project 3</td>
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<tr>
<td>Nov 12 T</td>
<td>Project 3</td>
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<tr>
<td>Nov 14 R</td>
<td>Project 3 - IDEC Competition DUE</td>
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<tr>
<td>Nov 19 T</td>
<td>PROJECT 4 - SELF-PROMOTION PACKAGE</td>
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<tr>
<td>Nov 21 R</td>
<td>NO CLASS - THANKSGIVING</td>
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<tr>
<td>Nov 26 T</td>
<td>Project 4 DUE: Draft of Portfolio / Critique</td>
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<tr>
<td>Nov 28 R</td>
<td>Thanksgiving break</td>
</tr>
<tr>
<td>Dec 03 T</td>
<td>Review/ Individual consultation</td>
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<tr>
<td>Dec 05 R</td>
<td>DUE/ Last class day</td>
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NOTE: The outline may be altered with or without notice

All studio projects must be completed to receive a passing grade in this class; however, merely completing all projects does not guarantee a passing grade. No late assignments will be accepted without prior approval.