



University of North Texas
College of Visual Arts & Design
Design
ADES 2630
Fall 2019

COURSE INFORMATION

Welcome to ADES 2630, an introduction to drafting, drafting conventions, drafting equipment, architectural graphics, lettering, design process, and design theory. Instructional emphasis is on measured three-dimensional space for interior drawings and presentations using orthographic drawing techniques, 3-dimensional model building, and one-point perspective theory. You will have the opportunity to learn the fundamental skills associated with drawing for interior design. These skills are essential for communicating your design intent. Content from this class will form the basis for the Sophomore Interior Design Portfolio Review.

- ADES 2630 Drawing for Interior Design, Section 501, 502, 503, & 4 Credit Hours – 3
 - Section 501 – MW 8:00-10:50 Room 265 – Art Building
 - Section 502 – MW 2:00- 4:50 Room 265 – Art Building
 - Section 503 – TT 11:00- 1:50 Room 265 – Art Building
 - Section 504 – TT 2:00- 4:50 Room 265 – Art Building

Instructor Contact Information

- Bill Morgan AIA, Lecturer
- ART Building – 262B
- 940.565.2856
- bill.morgan@unt.edu
- Office hours
 - MW 11:00 AM – 12:00 PM
 - TT 10:00 AM – 11:00 AM

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Prerequisite(s): ART 1200, 1440, 1450, 1500, 1510, and ADES 1625.

Course Description

- Graphic communication of design ideas is the cornerstone of design education. Designers create drawings to fulfill a variety of purposes, all intended to communicate design intent. The purpose may vary, illustrating an idea to a client, or, preparing legally binding contract document, but the need to accurately render your idea remains constant. This studio course is your introduction to architectural drafting, drawing, and rendering. The tools and standards used in this studio are

the cornerstones to professional development. We cover linework, drawing layouts, dimensions, notations, and drafting standards that are used in electronic drawing. Design research, bubble diagrams, adjacencies, and three-dimensional model building are used as exploratory techniques. Drawing skills culminate in a document that illustrates your ability to understand and render orthographic views, perspectives, and a design iteration process.

- This class requires a significant amount of outside classwork. As a studio-based/skill development course, please be aware that participating solely in class will not be sufficient to pass this course. This course will require many hours of outside classwork to complete assignments and will increase as the semester progresses.

Learning Objectives/Outcomes/Goals:

- To develop the skills, ability, and judgment to visualize, develop, and communicate ideas through the two-dimensional graphic representation of three-dimensional objects and space.
- To develop necessary drawing and drafting skills and techniques as a tool for communicating design ideas, and as part of the design process.
- Develop an understanding of clear, precise, and concise architectural drafting conventions.
 - Draft a Floor Plan
 - Draft a Reflected Ceiling Plan
 - Draft orthographically correct elevations
 - Understand and correctly apply notations, symbols, and dimensions.
- Emphasis will be on teaching students to rapidly visualize and sketch their design ideas freely and quickly utilizing two dimensional and three-dimensional skills.
- To develop consistency in hand lettering – a typographical style to reinforce collaboration.
- To develop an understanding of the value of line-weights when sketching and drawing.
- To learn how to translate objects and spatial enclosures from the orthographic view to the perspective and vice versa.
- To learn the principles of one-point perspective.

Materials

- Cline, Lydia Sloan (2014) **Architectural Drafting for Interior Designers – 2nd Edition** New York, New York ISBN 9781628920963
- Refer to ADES2630 Supply List for required tools, equipment, and supplies.

Teaching Philosophy

ADES 2630 Drawing for Interior Design introduces students to the basics of design, design processes, and design drawing. Students who are interested in the process of interior design will have the opportunity to develop foundational drawing and drafting skills. The course introduces design methodologies that allow students to explore the fundamental nature of the design.

Students will be responsible for all materials presented in-class lectures and other materials given in the class. Students who miss a class may ask classmates for a copy of handouts or class notes. Lecture notes will not be posted on Canvas™. However, some handouts or reference material may be posted. Do not ask the instructor for past handouts and lectures; it is your responsibility to ensure you receive these items when provided during class. Students are responsible for all material assigned in the text, even if it is not covered during class. You are required to keep a sketchbook demonstrating the continual improvement of freehand drawing skills through the semester. Students are responsible for all material assigned in the text, even if it is not covered during class.

TECHNICAL REQUIREMENTS/ASSISTANCE

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

The University of North Texas provides student technical support in the use of Canvas™. The student help desk may be reached at:

Email: helpdesk@unt.edu

Phone: 940.565-2324

In-Person: Sage Hall, Room 130

Hours are:

- Monday-Thursday 8am-midnight
- Friday 8am-8pm
- Saturday 9am-5p
- Sunday 8am-midnight

- Canvas technical requirements: <https://clear.unt.edu/supported-technologies/canvas/requirements>

Minimum Technical Skills Needed

Students are required to use the learning management system, email with attachments, create and submit files in commonly used word processing program formats, and create documents in PDF format. This course will be available on the UNT system & Canvas. You will be able to print reference material, handouts, assignments, and syllabi. Access login page at <https://learn.unt.edu>.

Students will use InDesign™, an Adobe Creative Suite product. The software is available free of charge in the CVAD Computer Lab, located in the Art Building.

Student Academic Support Services

- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Access](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence

- [Counseling and Testing Services](#): provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- [UNT Libraries](#)
- [UNT Learning Center](#): provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center](#): offers free writing tutoring to all UNT students, undergraduate, and graduate, including online tutoring
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

COMMUNICATING WITH YOUR INSTRUCTOR

The primary communication tool will be through UNT's email system and Canvas™. All students are expected to activate their Eglemail account provided by the university. Eglemail is the official e-mail account and e-mail contact for all students at UNT. An Eglemail account can be activated on the web at my.unt.edu by clicking on [Activate my EUID]. Instructors may send an e-mail to students' Eglemail accounts via the official class roster generated in EIS.

I will endeavor to respond to your inquires within 24 hours; evaluations of student work, and progress will be posted weekly.

Information will be posted in the studio, and students are expected to review the information while in class.

ASSESSMENT & GRADING

Assessments

The Studio course environment can be a stimulating, positive aid to your creativity and progress. 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.

The course will have three components: skills exercises, a sketchbook, and three projects.

Component 1 - Skills Exercises (20% of grade):

Exercises in this component of the course will focus on, but not be limited to Hand Lettering, Drafting Principles, Line Weight, Textures, Variety of Scale, Plan Drawings, Elevation Drawings, Section Drawings, and other drawing types associated with the technical delivery of interior design graphic communication and model craftsmanship. Upon completion of the Skills component, the student will have the necessary tools and vocabulary to articulate design ideas.

Component 2 - Sketchbooks (10% of grade):

The sketchbook component will focus on teaching the student to visualize and then rapidly communicate a design idea. To become an accomplished sketcher, the student must be prepared for rigor and dedication. Sketching provides a valuable skill and is the primary means of design communication in the design profession. Upon completion of this component, you will have the skills necessary to sketch a design idea.

Component 3 – Projects (80% of Grade Total):

Project 1 – Lookbook (15% of Project Grade):

LOOKBOOKS give you a way to tell a story through images, sketches, or other graphic media in an organized, visual format. For this assignment, you will create a *LOOKBOOK* for your chosen Corporation or Company that will illustrate your research on the company, its people, and the design direction for your future project. Your *LOOKBOOK* should exude the story of the *CULTURE* of your company. The culture could be told in many ways – in the story of the brand, the corporate climate, the employee culture, etc. Refer to the questions you asked in your post-it note exercise. You will use this *LOOKBOOK* as a conceptual justification for your finished design ideas and space planning later in the semester.

Project 2 – Conceptual Design (15% of Project Grade)

This exercise is to help you navigate through an idea using multiple methods of documentation modalities. You'll be working back and forth between photographing, sketching and model building. Presenting your design concept is a required component of your evaluation.

Term Project (50% of Project Grade):

The projects component will focus on but not be limited to Design Process, Design Drawing, Three-Dimensional Delineation, Study Models, and other methods to provide the student with design communication skills. The projects of this course will be topically based on methods of three-dimensional drawing types, while the deliverables or outcomes will be process driven.

One more time:

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 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. Merely attending class and completing the exercises and projects will not entitle you to an "A". Performing required work is not outstanding, it is average, and you will then be entitled to a "C".

Grading Table

Assignment	Points Possible	Percentage of Final Grade
<i>Syllabus Quiz</i>	10	1%
<i>Skills Exercise 1 – Basic Drafting</i>	20	1%
<i>Quiz 1</i>	10	1%
<i>Skills Exercise 2 – Scales</i>	20	1%
<i>Quiz 2</i>	10	1%
<i>Skills Exercise 3 – Lettering</i>	20	1%
<i>Quiz 3</i>	10	1%
<i>Skills Exercise 4 – Orthographic</i>	30	2%
<i>Quiz 4</i>	10	1%
<i>Skills Exercise 5 – Textures</i>	20	1%
<i>Quiz 5</i>	10	1%
<i>Skills Exercise 6 – Conventions</i>	30	2%
<i>Quiz 6</i>	10	1%
<i>Skills Exercise 7 – Plan</i>	30	2%
<i>Skills Exercise 8 – Elevation</i>	30	2%
<i>Skills Exercise 9 – RCP</i>	30	2%
<i>Accessibility Awareness Project</i>	25	2%
<i>Introduction to Research</i>	75	1%
<i>Sketchbook</i>	200	13%
<i>Project 1 - LookBook</i>	200	13%
<i>Project 2 – Spatial Design</i>	200	13%
<i>Project 3 – Final Project</i>	500	33%
Total Points Possible	1500 points	100%

Total Points Possible for Semester/Grading Scale = 1000

1000-900 = A A = Exceptional Work, Student goes above and beyond to a superior level.
899-800 = B B = Above Average Work, Student goes above and beyond to a good quality level.
799-700 = C C = Average Work, Student meets the requirements to reach a competent level.
699-600 = D

D = Below Average Work, Student does not meet the requirements and is at a substandard level.
599-500 = F
F = Failing Work, Everyone knows this one.
59 and below (F) – Grade is achieved for submissions that are unacceptable, late work and work that reflects a lack of development and presentation merit.

CALENDAR

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 pace, 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 all three sections. Learning differences occur between groups and the type of, and delivery of information may be modified to assist with this learning curve. If you are unable to attend your class, you may attend a different section. However, you will not be given a drafting table nor will you be allowed to participate in classroom exercises.

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.

Calendar

*means read before coming to class

† means you must upload your assignment to Canvas by the date posted.

‡ Quizzes are due before start of class	Open	Close
Quiz 1	Monday, August 26	Sunday, September 1 11:58PM
Quiz 2	Monday, August 26	Sunday, September 1 11:59PM
Quiz 3	Monday, September 2	Sunday, September 8 11:59PM
Quiz 4	Monday, September 9	Sunday, September 15 11:59PM
Quiz 5	Monday, September 16	Sunday, September 22 11:59PM
Quiz 6	Monday, September 23	Sunday, September 29 11:59PM

August 26, 2019	First Class Day (Monday)
September 2, 2019	Labor Day (no classes; university closed)
November 28-29, 2019	Thanksgiving Break (no classes; university closed)
December 4-5, 2019	Pre-finals Days
December 5, 2019	Last Class Day
December 6, 2019	Reading Day (no classes)
December 7-13, 2019	Finals

	READINGS*	TOPIC	POWERPOINT/VIDEO	ACTIVITY	DELIVERABLE
WEEK 1	Monday, August 26 Tuesday, August 27	Ch. 1 Course Introduction Research Sketch Book Project Accessibility Awareness	ADES2630 INTRODUCTION ADES2630 INTRODUCTION TO RESEARCH ADES2630 SKETCHBOOK ADES2630 ACCESSIBILITY AWARENESS	Quiz 1 Introduction to Research Sketchbook Project Launch	Quiz 1 Research – Sunday September 1 11:59PM Sketchbook - Due Each Week Accessibility Awareness - Due before end of semester
	Wednesday, August 28 Thursday, August 29	LOOKBOOK Introduction Skills Exercise 1 - Basic Drafting	LOOKBOOK – InDesign Template ADES2630 SKILLS EXERCISE 1 - BASIC DRAFTING	Assignment A - LookBook Project Basic Drafting – In Class	Lookbook – Sunday September 29 11:59PM †Skills Exercise 1 (9/1) ‡Quiz 2
	Monday, September 2	LABOR DAY – NO CLASS			
WEEK 2	Tuesday, September 3		FabLab & WoodShop	FabLab & WoodShop	
	Wednesday, September 4 Thursday, September 5	Skills Exercise 2 – Scales Skills Exercise 3 – Lettering Issued	ADES2630 SCALES ADES2630 LETTERING	Skills Exercise 2 – Scales Part One & Two Skills Exercise 3 – Lettering	†Skills Exercise 2 (9/8) †Skills Exercise 3 (9/15)
WEEK 3	Monday, September 9 Tuesday, September 10	Spatial Design Project - Issued Skills Exercise 4 – Orthographic Drawing Skills Exercise 5 – Textures Issued	ADES2630 ORTHOGRAPHIC DRAWING ADES2630 TEXTURES	Drafting an object in orthographic views	Spatial Design - Wednesday September 18 in class †Skills Exercise 4 (9/15) †Skills Exercise 5 (9/22) Sketchbook 1 & Sketchbook 2 ‡Quiz 3
	Wednesday, September 11 Thursday, September 12	Spatial Design Project	Library Tour FabLab & WoodShop	Library FabLab & WoodShop	Tour
WEEK 4	Monday, September 16 Tuesday, September 17	Skills Exercise 6 - Drafting Conventions	ADES2630 DRAFTING CONVENTIONS	Drafting an ADA Restroom – in Class	‡Quiz 4 †Skills Exercise 6 (9/22) Sketchbook 3
	Wednesday, September 18 Thursday, September 19	Spatial Design Project		Pin-Up	Present during class
	Monday, September 23 Tuesday, September 24	Skills Exercise 7 – Orthographic Drawings	ADES2630 ORTHOGRAPHIC - PLANS	Orthographic Drawing – Plan Drafted – In Class	‡Quiz 5 Drafted Floor Plan Sketchbook 4
WEEK 5	Wednesday, September 25 Thursday, September 26	Skills Exercise 8– Orthographic Drawings	ADES2630 ORTHOGRAPHIC - ELEVATIONS	Orthographic Drawing – Elevation Sketch Orthographic Drawing – Elevation Drafted	Sketchbook 5
	Monday, September 30 Tuesday, October 1	Skills Exercise 9 – Orthographic Drawings	ADES2630 ORTHOGRAPHIC – RCP	Orthographic Drawing – RCP Sketch Orthographic Drawing – RCP Drafted	‡Quiz 6
WEEK 6	Wednesday, October 2 Thursday, October 3	Final Project	ADES2630 FINAL PROJECT	Final Project Issued	Sketchbook 6
	Monday, October 7 Tuesday, October 8	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	
WEEK 7	Wednesday, October 9 Thursday, October 10	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	

WEEK 8	Monday, October 14 Tuesday, October 15	Final Project	ADES2630 FINAL PROJECT	Final Project – Lookbook, Research, Images, Concept	Sketchbook 7
	Wednesday, October 16 Thursday, October 17	Final Project	ADES2630 FINAL PROJECT	Final Project - Sketches	
WEEK 9	Monday, October 21 Tuesday, October 22	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Sketchbook 8
	Wednesday, October 23 Thursday, October 24	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Final Project – Sketches & Diagrams
WEEK 10	Monday, October 28 Tuesday, October 29	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Sketchbook 9
	Wednesday, October 30 Thursday, October 31	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Final Project – Floor Plan
WEEK 11	Monday, November 4 Tuesday, November 5	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Sketchbook 10
	Wednesday, November 6 Thursday, November 7	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Final Project - Reflected Ceiling Plan
WEEK 12	Monday, November 11 Tuesday, November 12	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Sketchbook 11
	Wednesday, November 13 Thursday, November 14	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Final Project - Elevations
WEEK 13	Monday, November 18 Tuesday, November 19	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Sketchbook 12
	Wednesday, November 20 Thursday, November 21	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Final Project - Perspective
WEEK 14	Monday, November 25 Tuesday, November 26	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Sketchbook 13
	Wednesday, November 27 Thursday, November 28	Final Project	ADES2630 FINAL PROJECT	Final Project Critiques	Final Project - Model
THANKSGIVING – NO CLASS					
WEEK 15	Monday, December 2 Tuesday, December 3	Final Project		Final Project Critiques	Sketchbook 14
	Wednesday, December 4 Thursday, December 5	Final Project		Final Project Critiques	Final Project
WEEK 16	Monday, December 9 Tuesday, December 10	FINAL PROJECT SUBMISSION	FINAL PROJECT SUBMISSION	FINAL PROJECT SUBMISSION	FINAL PROJECT SUBMISSION Accessibility Awareness
	Wednesday, December 11 Thursday, December 12				

COURSE EVALUATION

The Student Perception of Teaching (SPOT) is a requirement for all organized classes at UNT and an important part of your class participation. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. Student feedback is invaluable for instructors in the improvement of teaching methods.

COURSE POLICIES

Assignment Policy

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 the class.

Examination Policy

Low stakes quizzes are administered to reinforce the need to read the assigned textbook chapters and syllabus. The quizzes are open book, can be taken anywhere you chose, and you have multiple attempts at each quiz.

Instructor Responsibilities and Feedback

As your instructor, I will endeavor to reply to any question or query within 24 hours. My role in this course is to present you the opportunity to acquire foundational knowledge that can be of benefit to you in your chosen profession. I'll make every effort to clearly articulate the assignments and expectations, and will depend on you to request clarification.

Late Work

No late assignments will be accepted without prior in-person approval. Late work will not be accepted, graded, or critiqued; no exceptions.

Attendance Policy

The attendance policy for this course may be different from most you might encounter. You are adults; you have a responsibility to attend class. The course policy is as follows:

Attendance Record:

Attendance will be taken at the beginning of class using Canvas. If you show up late, please take your seat quietly and try not to disrupt the rest of the class. You will be marked late if you arrive after attendance is completed. Attendance will be taken periodically throughout the course session so it would be wise to stay for the duration of the class.

One of the greatest assets to the successful completion of this course is your time spent with the instructor as well as the studio experience with your peers. As a reward for coming to class, you will have my 100% commitment to your success in this course. Nevertheless, the real reward is seeing your development and success with the sometimes-challenging course content, which hinges on your commitment to the pursuit of knowledge, and is achieved by your presence in class.

Absences:

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.

Class Participation

Responsibility for class attendance rests with the student. Since your grades are to be based partially on attendance, I will record participation using UNT's Learning Management system Canvas™.

Syllabus Change Policy

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

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 at your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

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.

If you drop after the published date, you will receive a grade of "F" for the course.

Dropping/Withdrawing from the Course:

August 31, 2018 – Last day for a change of schedule other than a drop

October 5, 2018 – Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date, a grade of WF may be recorded.

November 21, 2018 – Last day to withdraw from the semester. The process must be completed by 5 p.m. in the Dean of Students Office.

RETENTION/REPRODUCTION OF STUDENT WORK:

The Department has the right to retain any and all student work for Council for Interior Design Accreditation (CIDA) accreditation reviews for a period of up to 2 years. It is the student's responsibility to document their work for personal purposes. Students will be allowed to photograph their works prior to retention. After the next CIDA accreditation review, students may retrieve their original work. It is the student's responsibility to retrieve their work in a timely manner; after two months, any work remaining will be destroyed.

The Department reserves the right to display student work at any time for the purpose of public relations and to reproduce student works in any form.

The instructor may request duplication of exemplary student work to be retained for use in future classes.

The CIDA review and interior design profession are critique based. Therefore, as part of the professional curriculum and evaluation process for successful interior designers, current and past student work may be publicly identified, displayed, critiqued, and used as teaching tools. Works of currently enrolled students may also be used in this educational process, and students enrolling in this major will automatically consent to engage in these activities, as this is a natural educational process within a studio setting.

See provisions outlined in Permission to use student work release form as posted on the Learning Management System (Canvas™) site for this class.

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 complete the assignment or examination satisfactorily.

STUDENT RIGHTS AND RESPONSIBILITIES:

Students are encouraged to go to www.unt.edu/csrr to review their rights and responsibilities within the academic community.

UNT POLICIES

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.

Academic integrity is submitting one's 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 of 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 your 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 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 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.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

The Design Department in CVAD is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and to facilitate equality of educational access, faculty members in the department 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 www.unt.edu/oda, and by visiting the ODA in Room 321 of the University Union. You also may call the ODA at 940.565.4323.

Course Safety Procedures

Students enrolled in ADES2630 are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider Standard Syllabus Statements Related Policy 06.049 Course Syllabi Requirements obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

Course Risk Factor:

According to University Policy, this course is classified as a category two course. Students enrolled in this course will be exposed to some significant hazards but are not likely to suffer serious bodily injury. In this class, those risks are related to the use of an X-acto® knife for model making. Students will be informed of any potential health hazards, or potential bodily injury connected with the use of any materials and processes and will be instructed how to proceed without danger to themselves or others.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the learning management system for contingency plans for covering course materials.

In case of emergency 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 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 of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made

available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at <http://spot.unt.edu/> or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.