



University of North Texas
College of Visual Arts & Design
Design
ADES 2630
Spring 2020

ADES 2630/Drawing for Interior Design

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 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, & 504
- 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 – TR 11:00- 1:50 Room 265 – Art Building
 - Section 504 – TR 2:00- 4:50 Room 265 – Art Building

Instructor Contact

Name: Bill Morgan

Office Location: ART 262B

Phone Number: 940.565.2856

Office Hours: MW 11:00 – 2:00

TR 8:00 – 11:00

Email: Bill.Morgan@unt.edu

Communication Expectations:

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 inquiries within 24 hours; evaluations of student work and progress will be posted as quickly as possible.

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

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 goal may vary, illustrating an idea to a client or preparing a legally binding contract document, but the need to accurately render your concept 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 of 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.

Course Structure

- ADES2630 is a combination of studio-based projects and individual effort. 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.
- Active participation in all activities, including desk critiques, is required. I will not tailor studio projects or reviews to facilitate individual involvement due to a lack of viable effort on your part to seek out information, build skills and proficiencies, and access resources being made available to you.
- The course is structured to scaffold new knowledge and skills weekly. The course prepares you for a professional career in interior design.

Course Prerequisites or Other Restrictions

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

Course Objectives

By the end of this course, students will be able to:

1. Develop the skills, ability, and judgment to visualize, construct, and communicate ideas through the two-dimensional graphic representation of three-dimensional objects and space.
2. Develop necessary drawing and drafting skills to use as a tool for communicating design ideas, and as part of the design process.
3. Develop an understanding of clear, precise, and concise architectural drafting conventions.
 - a. Draft a Floor Plan
 - b. Draft a Reflected Ceiling Plan
 - c. Draft orthographically correct elevations
 - d. Understand and correctly apply notations, symbols, and dimensions.
4. Develop consistency in hand lettering – a typographical style to reinforce collaboration.

5. Develop an understanding of the value of line-weights when sketching and drawing.
6. Learn how to translate objects and spatial enclosures from the orthographic view to the perspective and vice versa.
7. Learn the principles of one-point perspective.

Emphasis will be on teaching students to rapidly visualize and sketch their design ideas freely and quickly utilizing two dimensional and three-dimensional skills.

Materials

- Cline, Lydia Sloan (2014) **Architectural Drafting for Interior Designers – 2nd Edition** New York, New York ISBN 9781628920963
- Refer to the 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 documents 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 published. 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 the course. You are required to keep a sketchbook demonstrating the continual improvement of freehand drawing skills throughout the semester. Students are responsible for all material assigned in the text, even if it is not covered during class.

Technical Requirements & Skills

Minimum Technology Requirements

The majority of work will be produced using drafting equipment.

Computer Skills & Digital Literacy

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 is not structured to teach you how to convert a Microsoft Word document into a PDF. 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 are required to use InDesign™, an Adobe Creative Suite product. The software is available free of charge in the CVAD Computer Lab, located in the Art Building.

Netiquette

- Treat your instructor and classmates with respect in email or any other communication.
- Use clear and concise language.
- Remember that all college-level communication should have correct spelling and grammar (this includes discussion boards).
- Use standard fonts such as Arial, Calibri or Times New Roman and use a size 10 or 12 point font
- Be careful with personal information (both yours and others).
- Do not send confidential information via e-mail

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT, we have a Student Help Desk that you can contact for help with Canvas or other technical issues.

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

Email: helpdesk@unt.edu

Phone: 940-565-2324

In-Person: Sage Hall, Room 130

Walk-In Availability: 8 am-9 pm

Telephone Availability:

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

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
 - 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 2.5 cumulative GPA in addition to 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.

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:**
 - *January 17, 2020* – Last day for a change of schedule other than a drop
 - *March 30, 2020* – 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.
 - *April 17, 2020* – Last day to withdraw from the semester. The process must be completed by 5 p.m. in the Dean of Students Office.
- 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.
- [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
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Student Affairs Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [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
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

Course Requirements

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

Component 1 – Quizzes (2% of grade):

Quizzes

Component 2 – Awareness Projects (13% of grade):

Research

This project introduces you to methods Interior Designers use to gain an understanding of clients by asking questions – **research**. It illustrates the collaborative nature of the design profession and how multiple voices strengthen the design.

Accessibility

This project introduces you to how others experience the built environment.

Sketchbook

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 prepare 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 – Design Projects (11% of grade):

Spatial Design

In this project, you will explore and apply the principles of interior design by using creative problem solving and critical thinking. This project frames a situation to allow your ideas to manifest in a direct and meaningful way.

Component 4 –Drafting Projects (30% of grade):

Multiview

This series of projects introduce you to three-dimensional visualization. Interior Designers require this skill to imagine potential designs and to communicate those designs to a host of people.

ADA Restroom

This project builds upon your research skills as they apply to codes and reinforces drafting competencies.

Component 5 – Final Project (44% of Grade Total):

Section 1 – Lookbook:

A *LOOKBOOK* gives 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 is presented 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.

Section 2 – Design Iteration:

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.

Section 3 – Contract Documentation:

In this phase of the project (SECTION 3), we begin to draw the construction drawing of our selected schematic design. Refer to your textbook for drawing standards.

Section 4 – Three-Dimensional Output:

In this phase of the project, we craft our final presentation model and draw the presentation perspective.

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.

Assignment	Points Possible
Quiz 1 - Syllabus	10
Quiz 2	10
Quiz 3	10
Quiz 4	10
Quiz 5	10
Quiz 6	10
Research	140
Accessibility	100
Sketchbook	100
Spatial Design	300
Multiview – Rectangle, Cube, Peg	100
Multiview - Angled	100
Multiview – Two Rectangles	100
Multiview – Reception Desk	100
Multiview – Reitveld Red & Blue Chair	100
ADA Restroom - Plan	150
ADA Restroom - Elevation	150
Final Project Section 1 - LookBook	250

Final Project Section 2 – Design Iteration	300
Final Project Section 3 – Contract Documents	350
Final Project Section 4 – 3-Dimensional Output	200
Total Points Possible	2700 points

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 at class with required activities completed to avoid being counted absent.

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 the 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."

Total Points Possible for Semester/Grading Scale = 2700

2700-2430 = A A = Exceptional Work, Student, goes above and beyond to a superior level.
2429-2160 = B B = Above Average Work, Student goes above and beyond to a good quality level.
2159-1890 = C C = Average Work, Student meets the requirements to reach a competent level.
1889-1620 = D D = Below Average Work, Student does not meet the requirements and is at a substandard level.
1619-0 = F F = Failing Work, Everyone knows this one. 1619 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 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. You are responsible for seeking a critique.

SCHEDULE

Week 1 – January 13

A review of the syllabus, schedules, and supplies.

Launch of Introduction to Research Studio Project.

Launch of Accessibility Awareness Individual Project.

Launch of Sketchbook Individual Project.

Upload & Present Introduction to Research Studio Project.

Quiz 1 – Syllabus

Read Chapters 1 & 2

Week 2 – January 20

Launch of Final Project Section 1 Lookbook Individual Project.

Launch of Spatial Design Individual Project.

Launch Multiview Drawing Studio Projects.

Quiz 2 – Chapters 1 & 2

Read Chapter 3

Sketchbook Review

Week 3 – January 27

Continue Multiview Drawing Studio Projects.

Quiz 3 – Chapter 3

Sketchbook Review

SYLLABUS

SCHEDULE

SUPPLIES

INTRODUCTION TO RESEARCH

FINAL PROJECT/PORTFOLIO SUBMISSION OVERVIEW

ACCESSIBILITY AWARENESS

SKETCHBOOK

Martin Luther King Day

FINAL PROJECT SECTION 1 LOOKBOOK

MULTIVIEW DRAWINGS – Rectangle, Cube, Peg

SPATIAL DESIGN PROJECT

MULTIVIEW DRAWINGS – Angles

Week 4 – February 3

*Continue Multiview
Drawing Studio
Projects.*

Read Chapter 4

Sketchbook Review

Week 5 – February 10

*Launch of Final Project
Section 2 Design
Iteration Individual
Project.*

*Submission of Final
Project Section 1
Lookbook Individual
Project.*

*Presentations of Spatial
Design Individual
Project.*

*Continue Multiview
Drawing Studio
Projects.*

Read Chapter 5

Quiz 4 – Chapter4

Sketchbook Review

Week 6 – February 17

*Continuation of Final
Project Section 2
Design Iteration
Individual Project.*

*Submission of
Accessibility Awareness
Individual Project.*

*Submission of
Sketchbook Individual
Project.*

*Continue Multiview
Drawing Studio
Projects.*

Read Chapter 6

Quiz 5 – Chapter5

MULTIVIEW DRAWINGS – Two Rectangles

FINAL PROJECT SECTION 2 DESIGN ITERATION

MULTIVIEW DRAWINGS – Reception Desk

FINAL PROJECT SECTION 2 DESIGN ITERATION – Bubble and Block

MULTIVIEW DRAWINGS – Reitveld Chair

Sketchbook Review

Week 7 – February 24

Continuation of Final Project Section 2 Design Iteration Individual Project.

Launch of ADA Restroom Studio Project.

Quiz 6 – Chapter 6

Week 8 – March 2

Submission of Final Project Section 2 Design Iteration Individual Project.

Launch of Final Project Section 3 Contract Drawings Individual Project.

Continuation of ADA Restroom Studio Project.

Week 9 – March 9

Week 10 – March 16

Continuation of Final Project Section 3 Contract Drawings Individual Project.

Submission of ADA Restroom Studio Project

Week 11 – March 23

Continuation of Final Project Section 3 Contract Drawings Individual Project.

Week 12 – March 30

Continuation of Final Project Section 3

FINAL PROJECT SECTION 2 DESIGN ITERATION – Model & Schematic
ADA RESTROOM - Plan

FINAL PROJECT SECTION 3 CONTRACT DOCUMENTS – Dimensional
Control Plan
ADA RESTROOM - Elevation

Spring Break

FINAL PROJECT SECTION 3 CONTRACT DOCUMENTS – Floor Finish Plan

FINAL PROJECT SECTION 3 CONTRACT DOCUMENTS – Furniture,
Fixtures, & Equipment Plan (FF&E)
Gough Lecture March 24, 5:00 – 6:30 – Gabriella Cabello (Required
attendance)

FINAL PROJECT SECTION 3 CONTRACT DOCUMENTS – Reflected Ceiling
Plan

*Contract Drawings
Individual Project.*

Week 13 – April 6
*Continuation of Final
Project Section 3
Contract Drawings
Individual Project.*

Week 14 – April 13
*Launch of Final Project
Section 4 Three-
Dimensional Output
Individual Project.*

*Submission of Final
Project Section 3
Contract Drawings
Individual Project.*

SPOT Evaluations
Week 15 – April 20
*Continuation of Final
Project Section 4 Three-
Dimensional Output
Individual Project.*

Week 16 – April 27
*Continuation of Final
Project Section 4 Three-
Dimensional Output
Individual Project.*

Week 17 – May 4
*Submission of Final
Project Section 1-4*

FINAL PROJECT SECTION 3 CONTRACT DOCUMENTS – Elevations

FINAL PROJECT SECTION 4 THREE-DIMENSIONAL OUTPUT –
Perspective

FINAL PROJECT SECTION 4 THREE-DIMENSIONAL OUTPUT – Model

FINAL PROJECT SECTION 4 THREE-DIMENSIONAL OUTPUT – Collate

FINAL PROJECT SUBMISSION – Upload
PORTFOLIO SUBMISSION – Physical Copy

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. **SPOT Evaluations will be conducted on April 13 and April 14.**

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.

Class Participation

Examination Policy

Low stakes quizzes are administered to reinforce the need to read the assigned textbook chapters and syllabus. The exams are an open book exam, 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.

- Your responsibility is to ask questions, seek clarification, and participate in studio conversations.
- I'll make every effort to articulate the assignments and expectations clearly, 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.

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.

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

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.

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 on how to proceed without danger to themselves or others.

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.

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.

ADA Policy

UNT makes reasonable academic accommodations 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 the 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](https://disability.unt.edu/) (<https://disability.unt.edu/>).

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 Blackboard for contingency plans for covering course materials.

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. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

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 [Eagle Connect](https://it.unt.edu/eagleconnect) (https://it.unt.edu/eagleconnect).

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, April 13 through April 30, 2020, 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](http://spot.unt.edu/) (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.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission, including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place, and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Use 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.

All students must read the *Permission to Use Student Work Form* posted on the CVAD Website at <https://art.unt.edu/design/interior-design/undergraduate/downloadable-documents>. The Interior Design program needs to keep student work for accreditation review purposes. It is the student's responsibility to document their work for personal purposes. Students will be allowed to photograph their work prior to retention.

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.

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

https://clear.unt.edu/sites/default/files/site-assets/multimedia_waiver_and_release.pdf

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.