



University of North Texas
College of Visual Arts & Design
Design
ADES 3630
Fall 2021

ADES 3630/Space Planning 2

Welcome to ADES 3630, an introduction to residential interior design. This course covers design theory, design processes, and design documentation. Instructional emphasis is on space planning, Universal Design concepts, Accessibility guidelines, unit cost budgeting, integration of furniture, fixtures, and equipment (FF&E) presented through programmatic and conceptually driven problem-solving.

- ADES 3630 Drawing for Interior Design, Section 501 & 502
- Credit Hours – 3
 - Section 501 – TuTh 11:00 -1:50 Room 255 – Art Building
 - Section 502 – TuTh 2:30 – 5:20 Room 255 – Art Building

Instructor Contact

Name: Bill Morgan

Office Location: ART 262B

Phone Number: 940.565.2856

Office Hours: TuTh 9:30 – 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 email account and email 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 email 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 Canvas, and students are expected to access and review the information.

Course Description:

- Space Planning is the cornerstone of interior design. Beginning with a project program, designers produce responses based on multiple iterations influenced by codes and standards. Designers then create presentations and 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. Design research, bubble diagrams, adjacencies, and three-dimensional model building

become exploratory techniques. The course culminates in a document that illustrates your ability to understand and render a design iteration through a logical process.

Course Structure

- ADES 3630 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): ADES 1625, ADES 2630, and ADES 2640.

Course Objectives

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

1. Conduct an Oral Presentation
2. Deliver a Project Presentation
 - a. Ideation Documentation
 - b. Space Planning/Programming
 - c. Contract Documentation
 - d. Probable Cost
3. Participatory critical discussions of design work
4. Programmatic and conceptually driven problem solving
5. Research
 - a. Universal Design
 - b. Texas Accessibility Standards (TAS)
 - c. American with Disabilities Act (ADA)
 - d. Cost estimating

Materials

- **NKBA Kitchen and Bathroom Planning Guidelines with Access Standards**, 2nd Edition
 - Available through UNT online Resources
- Mitton, Maureen & Nysteu, Courtney (2007) **Residential Interior Design: A Guide to Planning Spaces** 3rd Edition Wiley, New York ISBN 9780471684732

- Rengel, Robert (2007) **Shaping Interior Space** Fairchild, New York ISBN 9781563675188
- Marshall-Baker, Anna & Taylor, Lisa M. (2012) **Cradle to cradle home design: process and experience** Fairchild ISBN 9781609010751

Teaching Philosophy

ADES 3630 Space Planning 2 reinforces the basics of design, design processes, and design drawing. Students employ design methodologies within a process of interior design to investigate residential archetypes. Students select, text, and manipulate the built environment using design principles to control their organization and elements of form and space to transform those spaces.

Students will be responsible for all materials presented in class, and online lectures and other documents which are 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 computer programs.

The UNT fall schedule requires this course to have fully remote instruction beginning November 28th. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Additional required classroom materials for remote learning include a computer. <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>

[Learn more about how to be successful in a remote learning environment](#)

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 Canvas. You will be able to print reference material, handouts, assignments, and syllabi. You may access the 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.
- Microsoft Office products
- Revit

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 email.
- Include your name and section number in all correspondence.

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:**
 - *August 24, 2020* – Last day for a change of schedule other than a drop
 - *September 6, 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.
 - *November 20, 2020* – Last day to withdraw from the semester. The process must be completed by 5 pm 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 two components: quizzes and projects.

Component 1 – Quizzes (10% of grade):

- Quiz 1: Syllabus
- Quiz 2: TAS/ADA Basics & UD Principles
- Quiz 3: Kitchen Planning
- Quiz 4: Bath Planning
- Quiz 5: Opinion of Probable Cost

Component 2 –Projects (90% of grade):

- Introduction
- Historical Precedent
- TAS/ADA & UD
- Opinion of Probable Cost
- Residential Historical Precedent
- Residential Design Project

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
Survey 1 - Syllabus	0
Survey 2: Material Selection	0
Historical Precedents & Residential Analysis of Precedent	200
Historical Precedent Discussio	20
Residential Kitchen Project	200
Residential Design Project	500
Attribute-Based Material Selection	80
Total Points Possible	1000 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 = 2000

2000-1900 = A
A = Exceptional Work, Student, goes above and beyond to a superior level.
1899-1800 = B
B = Above Average Work, Student goes above and beyond to a good quality level.
1799-1700 = C
C = Average Work, Student meets the requirements to reach a competent level.
1699-1600 = D
D = Below Average Work, Student does not meet the requirements and is at a substandard level.
1599-0 = F
F = Failing Work, Everyone knows this one. 1599 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. Please be prepared for a critique, write your questions down, record the discussions, and do not waste valuable time.

<i>Week 1 – August 24</i>	SYLLABUS SCHEDULE
<i>Week 2 – August 31</i>	Historical Precedent Launch
<i>Week 3 – September 7</i>	Historical Precedent Studio Work Historical Precedent Presentations September 7 Residential Kitchen Launch September 9 PowerPoint – Project & Theory Readings – CLEAR, ePortfolio
<i>Week 4 – September 14</i>	Studio – September 16 Client Biography Presentations, geographic analysis, STEEP, Conceptual Framework
<i>Friday, September 17 – Optional showroom visit at 11:00 AM</i>	
<i>Week 5 – September 21</i>	Design Options Begin September 23
<i>Week 6 – September 28</i>	Studio September 28 Design Options Pin Up Studio September 30 Project 2 Step Three workshop
<i>Week 7 – October 5</i>	Project 2 Final Presentation October 7
<i>Week 8 – October 12</i>	Final Project & Reflective Journal PowerPoint
<i>Week 9 – October 19</i>	Studio - Client Biography & Presentation Design Options
<i>Week 10 – October 26</i>	Studio
<i>Week 11 – November 2</i>	Studio
<i>Week 12 – November 9</i>	Studio
<i>Week 13 – November 16</i>	Project 4 – Group Project
<i>Week 14 – November 23</i>	THANKSGIVING BREAK – November 26-27
<i>Week 15 – November 30</i>	Project 4 – Presentations December 2 LAST CLASS – December 3 READING DAY – December 4
<i>Week 16 – December 7</i>	Final Design Presentation

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 November 16.**

Course Policies

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 a single attempt at each quiz. If you fail to participate in a quiz, you will receive a grade of zero (0).

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. You will be given a grade of zero (0) for late assignments.

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 or enter the meeting 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.

Attendance is required and applies to both remote lecture sessions and individual consultations. The instructor and class members can offer constructive criticism only if you are present and receptive. Also, changes may occur in content or scheduling during the semester. If you are not present when information is discussed, you will not be able to make the necessary revisions.

During Face-to-Face sessions, attendance will be taken based on a Canvas seating chart during the first 15 minutes of class. 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. Students are responsible for tracking their absences and obtaining any missed material. 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, Suite 409. For more information on attendance policies, see <https://deanofstudents.unt.edu/fag> . Please contact the instructor via email in the event of extenuating circumstances.

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.*

COVID-19 impact on attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to COVID-19 including symptoms, potential exposure, pending or positive test results, or if you have been given specific instructions to isolate or quarantine from a health care provider or a local authority. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any [symptoms of COVID-19](#) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

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 ADES 3630 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

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at <https://studentaffairs.unt.edu/office-disability-access>. You may also contact ODA by phone at (940) 565-4323.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

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 Canvas 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 email [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.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

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.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)

- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [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)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

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/)

[Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)