



Interior Design: AutoCAD/ADES 3620/501 & 502

Instructor Information

Name: Bill Morgan

Pronouns: He/Him

Office Location: ART 262B

Phone Number: 940.565.2856

Office Hours: Tuesday, 2:00 PM – 5:00 PM

Email: bill.morgan@unt.edu

Course Description, Structure, and Objectives

Description

Basic AutoCAD software used in drafting and design applications. Software control for the production of industry standard drawings for both design presentation and construction documentation.

Structure

This is a studio-based course; you are expected to attend class and be professionally prepared. There are two major projects associated with the class, and each studio builds on the previous class.

This course is offered in a lecture/lab format with 6 contact hours per week. The approach to the studio is that of a professional office work environment. Course content, work habits, and studio etiquette are all consistent with the requirements of an interior design career. The course consists of professional-informed projects and in-class exercises. Students will work in the lab as required and participate in discussion and critiques during class hours. Projects require work outside of regular class hours.

Objectives

- Basics of Construction Documents (2020 CIDA Standards 15i)
- Basics of BIM
- Revit Architecture Interface
- Basic Toolbox
- Drawing Setup
- Modeling Techniques
- Circulation systems (2020 CIDA Standards 15g)
- Annotating
- Dimensioning
- Documenting
- Cost Analysis
- Printing & Plotting
- Technologically-based collaboration methods (2020 CIDA Standards 5c)

Required/Recommended Materials

Reference Material (not Required)

These books are for your reference and not required. The book prices may vary depends on seller.

REVIT: First book is good for a beginner and the last one is for an intermediate or advanced user.

Stine, D. (2021). *Interior design using Autodesk Revit 2022*. Mission, KS: SDC Publications. ISBN: 978-1630574260



Kim, M., Kirby, L., & Yori, R. (2019). *Mastering Autodesk Revit 2020*. Sybex Publisher, ISBN: 978-1119570127 (Approximately \$70 at Amazon.com).

AutoCAD: First book is good for a beginner and the last one is for an intermediate or advanced user.

Seidler, D. (2016). *Digital drawing for designers: A visual guide to AutoCAD 2017*. Bloomsbury Publishing. ISBN: 978-1501318122 (Approximately \$95 at Amazon.com).

Omura, G. & Benton, B. (2018). *Mastering AutoCAD 2019 and AutoCAD LT 2019*. Sybex Publisher, ISBN: 978-1119495000 (Approximately \$70 at Amazon.com).

Supplies (Required)

External Storage

UNT provides you with cloud storage through OneDrive. Use it.

A flash drive (Data size of one REVIT project: 50 – 100 MB. Recommend at least 128 GB, approximately \$15 at Amazon.com but the price may vary depends on seller) for electronic data storage or an equivalent equipment is necessary in each class period. Students are responsible for saving their data on this personal storage device. Students are extremely encouraged to have **at least two backups** of their data.

Laptop

UNT Interior Design program laptop policy requires every student coming into the interior design program after Entry Portfolio Review to own a laptop that meets the specifications for our program. The instructor may enforce the laptop policy and require use of laptop in class with necessary software. Different courses may require additional software to be announced by instructors. More information regarding the laptop requirements is available on CVAD website at <https://cvad.unt.edu/design/interior-design-downloadable-information>

How to Succeed in this Course

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 with the opportunity to acquire foundational knowledge that can benefit you in your chosen profession.

- Your responsibility is to ask questions, seek clarification, and participate.
- I'll make every effort to clearly articulate the assignments and expectations and depend on you to request clarification.

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.

I prefer that you communicate with me through UNT email. You will be using email professionally, and our class is an opportunity to practice skills.

Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Come visit me! I encourage you to connect with me. Additional office hours, in person and virtually, will be offered as the semester concludes. Your success is our goal.

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](http://www.unt.edu/oda) website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

Assessing Your Work

Grades will be determined by a weighted average of the grades earned for the attendance, participations, in-class exercises, assignments and/or projects. Students MUST demonstrate their mastery of techniques introduced in class to the instructor. Each project will be evaluated after the announced due date. Upon successful completion of all assignments and projects, total project scores and daily grades will be averaged and converted into a final letter grade using the following percentages.

Please note that failure of any one project will lead to failing this course. In other words, all projects must be successfully completed for passing this course.

Project 1:	40%
Project 2:	20%
Project 3:	40%
Total	100%

A letter grade will be submitted based on the weighted average as follows:

90% and above: A (Excellent work)
80% to 89.99%: B (Good work)
70% to 79.99%: C (Average work)
60% to 69.99%: D (Poor work: **No credit for Interior Design major**)
Anything below 60%: F (Failing work)



Course Requirements/Schedule

Week	Date	Topic	Assignment Due
Week 1	08/30	Course Introduction, policies, laptop requirements	
	09/01	Overview – BIM, Drawings, Interface, navigation Construction Drawing Overview Starting a new project – In studio exercise	Syllabus Quiz due 9/4 Retention Agreement due 9/4
Week 2	09/06	IDSA Speaker Basic Drawing, Edit, Modify, Levels, Grids Slabs – In studio exercise	Project 1 Issued
	09/08	Walls & Partitions – drawing, creating Walls & Partitions – In studio exercise	
Week 3	09/13	Doors & Windows, inserting, modifying Doors & Windows – In studio exercise	
	09/15	Views, View Templates, Callouts, Schedule, Annotation, Room Tags, dimensioning - PLOTTING	Plot for review
Week 4	09/20		Project 1 In-Studio Review
	09/22	Ceilings	
Week 5	09/27	Lights	
	09/29	Roof	
Week 6	10/04	Stairs	Project 1 Due
	10/06	Furniture Materials – Paint/Split Face	Project 2 Issued Code Review
Week 7	10/11	In-Studio – Hand Drawing	Project 2_A due
	10/13	Cost Estimate	Project 2_B due
Week 8	10/18	Walls & Partitions - Advanced, wall base, reveals	Project 2_C due
	10/20	Lighting	
Week 9	10/25	Doors & Windows	
	10/27	Room Tags, elevations	Project 2_D due
Week 10	11/01		Project 3 launch
	11/03		
Week 11	11/08	Endscape	
	11/10	Lighting - Advanced	
Week 12	11/15	Video Walkthroughs	
	11/17		
Week 13	11/22		
	11/24	Thanksgiving	
Week 14	11/29		
	12/01		Project 2 Drawings Due
Week 15	12/06		
	12/08		Project 2 Animation Due

Students will be notified by Eagle Alert if there is a campus closing that will impact a class.



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 Technology & Skills

Minimum Technology Requirements

All work will be produced using computer programs. Students will need access to reliable:

- Computer
- internet access
- Speakers
- Microsoft Office Suite
- Adobe Acrobat DC
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

Students must 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>.

Technical Assistance

Part of working in the professional 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 technology issues.

UNT IT Help Desk

Email: helpdesk@unt.edu

Live Chat:

<https://it.unt.edu/helpdesk/chatsupport>

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Hours and Availability: Visit <https://it.unt.edu/helpdesk> for up-to-date hours and availability

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

Attendance and Participation

Class Participation

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.

I will not repeat material missed due to absences. Multiple absences will invariably hurt your grade.



Collaboration

Because this course involves collaboration, participation is essential to learning. Our project-based activities require you to be actively engaged in discussions and group work. I understand tardiness and absences may occur. If you are late to class, please drop me an email to let me know the circumstances. If you must miss class, please let me know prior to your absence.

Attendance

I will take roll.

Research has shown that students who attend class are more likely to be successful. You should attend every class unless you have a university excused absence such as active military service, a religious holy day, or an official university function as stated in the [Student Attendance and Authorized Absences Policy \(PDF\)](https://policy.unt.edu/sites/default/files/06.039_StudAttandAuthAbsence.Pub2_.19.pdf) (https://policy.unt.edu/sites/default/files/06.039_StudAttandAuthAbsence.Pub2_.19.pdf). If you cannot attend a class due to an emergency, please let me know. Your safety and well-being are important to me.

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 will be available **Weeks 13, 14, and 15**.

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.]

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](http://www.unt.edu/oda) website (<http://www.unt.edu/oda>). 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 Canvas 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 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 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

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.

Download the [UNT System Permission, Waiver and Release Form](#)

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.

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) (https://registrar.unt.edu)
- [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/)