ADES 1625.001 Introduction to Interior Design

Instructor Contact

Name: Bill Morgan  
Pronouns: He/Him  
Office Location: ART 262B  
Phone Number: 940.565.2856  
Office Hours: Tuesday, 8:00 AM – 9:30 AM  
Email: bill.morgan@unt.edu

Communication Expectations: I request that all communication be in the form of an email, through my UNT email listed above, or through Canvas. I will provide a Question & Answer forum on the Discussion Board in Canvas. If you have a general question about the course or an assignment, please post it there. Either I or one of your colleagues will answer it. Posting your question on the forum allows all of us to benefit from the question. If your question is personal or private, use my email.

I will respond within 24 hours (usually) during the week. Please do not expect a response over the weekend. Evaluations of student work and progress will be posted as quickly as possible.

I also recommend setting up a group chat or find some way to partner with your fellow students.

Professional tone and language is the standard for all communications. Please identify yourself, the course, along with your question or concern.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

Basic understanding of concepts, principles and elements as they relate to the interior design profession.

Students will understand a design process, design vocabulary, professional practice, and trade resources through various lectures, readings, projects, and exams.

Course Structure

ADES 1625.001 is an online course. Modules are designed to support a week-to-week approach, but, students can progress at their own pace. Assignments and quizzes are timed to coincide with modules and the textbook. The materials in the modules are intended to clarify and expand on the textbook reading assignments. Assignments and quizzes will assess each students’ understanding of the history, vocabulary, and design concepts presented in the modules.
There are approximately 20 modules with content, three modules with assignments, and four modules with a quiz. Students will need to cover approximately two modules each week.

Course Prerequisites or Other Restrictions

There are no prerequisite courses. Students are expected to navigate an online environment.

Course Objectives

Through modules, assigned reading, assignments, and testing, students are expected to master the basic knowledge of the profession of Interior Design. A primary emphasis will be placed on the profession's history, design concepts, design theory, furnishings, design terminology, information resources, and the design process. Exposure to communication methods, building systems, building standards & codes, and design education will facilitate the student's progress in upper-level Interior Design courses.

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

1. Identify the multiple steps and output for a design process.
2. Identify the chronological projection of the interior design profession.
3. Identify and explain different evidence-based design theories.
4. Show evidence of understanding professional terminology.
5. Recognize the interdependency of building systems.
6. Assess the value of sustainable design

Materials

  The textbook is also available as an eBook.
- Supplementary readings are required and are posted in a module.

Teaching Philosophy

ADES 1625 Introduction to Interior Design introduces the basics of design, design processes, and design drawings.

Students will be responsible for all materials presented in this online class. Students are responsible for all material assigned in the text, even if it is not covered during the course.

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
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 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 technology issues.

UNT IT Help Desk
Email: helpdesk@unt.edu
Live Chat: https://it.unt.edu/helpdesk/chat
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)

Rules of Engagement
- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis 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 will not be tolerated.
- 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.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
• Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
• Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
• Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
• Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
• Avoid using “text-talk” unless explicitly permitted by your instructor.
• Proofread and fact-check your sources.
• Keep in mind that online posts can be permanent, so think first before you type.

Course Requirements

List all required assignments and graded activities for the course, along with a short description and the points possible. Best practice is to clearly indicate both points and percentages if you are using both in the course. Here is a table example below:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1 – Interior Design</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 2 – Design Analysis</td>
<td>200 points</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment 3 – Perception about Interior Design</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz 0 – Syllabus</td>
<td>Ungraded</td>
<td>0</td>
</tr>
<tr>
<td>Quiz 1 – Chapter 1&amp;2</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz 2 – Chapter 3-5</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz 3 – Chapter 6-8</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam – Chapter 1-9</td>
<td>300 points</td>
<td>30%</td>
</tr>
<tr>
<td>Total Points Possible</td>
<td>1000 points</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading

A = 900-1000
B = 800-899
C = 700-799
D = 600-699
F = 500-599

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.

Calendar

The calendar enables you to manage your time wisely. Take time to transfer important dates to your personal calendar so you have ample time to present your work.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>READING</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Course introduction, policies, textbooks</td>
<td></td>
<td>Quiz 0</td>
</tr>
<tr>
<td></td>
<td>UNT ID program overview, IDSA</td>
<td></td>
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<td></td>
<td>Care Team Student Resources</td>
<td></td>
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<tr>
<td>2</td>
<td>The Beginnings of Interior Design Profession</td>
<td></td>
<td>Chapter 1</td>
</tr>
<tr>
<td></td>
<td>Modern History of the Profession</td>
<td></td>
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<tr>
<td>3</td>
<td>Specialization, Teams, and Prof. Org.</td>
<td></td>
<td>Chapter 2 Assignment 1</td>
</tr>
<tr>
<td></td>
<td>Human Factors-Proxemics, Anthropometric &amp; Ergonomics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Human Factors-Special User Groups, UD, &amp; Aging in Place</td>
<td></td>
<td>Chapter 3 Quiz 1</td>
</tr>
<tr>
<td></td>
<td>Environmental Factors, Sustainability, WELL and LEED</td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>What is Good Design &amp; Principles and Elements</td>
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<tr>
<td></td>
<td>Design Theory and Evidenced-Based Design</td>
<td>Chapter 3</td>
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<tr>
<td>6</td>
<td>Design Theories</td>
<td></td>
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<tr>
<td></td>
<td>Design Elements &amp; Principles</td>
<td></td>
<td>Chapter 4</td>
</tr>
<tr>
<td>7</td>
<td>Color Theory &amp; Application</td>
<td></td>
<td>Chapter 5 Assignment 2</td>
</tr>
<tr>
<td></td>
<td>Color Research</td>
<td></td>
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<tr>
<td>8</td>
<td>Design Phases</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Programming and Schematic Design</td>
<td></td>
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<tr>
<td>9</td>
<td>Spring Break</td>
<td></td>
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<tr>
<td>10</td>
<td>Schematic Design &amp; Design Development</td>
<td></td>
<td>Chapter 6 Quiz 2</td>
</tr>
<tr>
<td></td>
<td>Contract Documents, Contract Administration, POE</td>
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<tr>
<td>11</td>
<td>Communicating the Vision</td>
<td></td>
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<tr>
<td></td>
<td>Ideation &amp; Design Concept</td>
<td></td>
<td></td>
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<tr>
<td>12</td>
<td>Orthographic Drawing &amp; Drafting Standards</td>
<td></td>
<td>Chapter 7</td>
</tr>
<tr>
<td></td>
<td>Technology in Design</td>
<td></td>
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<tr>
<td>13</td>
<td>Vision &amp; Light</td>
<td></td>
<td>Chapter 8</td>
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<tr>
<td></td>
<td>Lighting Overview</td>
<td></td>
<td>Chapter 9</td>
</tr>
<tr>
<td>14</td>
<td>Lighting Characteristics &amp; Strategies</td>
<td></td>
<td>Chapter 10 Quiz 3</td>
</tr>
<tr>
<td></td>
<td>Lighting Fixture Selection Matrix</td>
<td></td>
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<tr>
<td>15</td>
<td>Building Elements</td>
<td></td>
<td>Assignment 3</td>
</tr>
<tr>
<td></td>
<td>Interior Finishes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Final Exam</td>
<td></td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

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 April 18, 2022
Course Policies

Face Coverings
UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Attendance
This course is offered on-line and no attendance will be taken.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) 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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Class Participation
Include your classroom participation policy here.

Late Work
UNT instructors have the prerogative to accept or not to accept late work. Specify your policy in this section.

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 two attempts at each quiz. If you fail to participate in an examination, you will receive a grade of zero (0).

Assignment Policy
Assignment and quiz due dates are posted on Canvas. Instructions for each are also on Canvas. I recommend you allow yourself enough time to ask questions for clarification. Submission requirements are listed in each assignment. All assignments will be uploaded in Canvas and checked by a plagiarism program.

Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

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 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 articulate clearly the assignments and expectations and depend on you to request clarification.
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.

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

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) 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).

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/) 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/). 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).

**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)
• Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
• UNT Care Team (https://studentaffairs.unt.edu/care)
• UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
• 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 euIDs 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)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

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