ADES 3635/Detailing

Welcome to ADES 3635, an investigation into building detailing.

- ADES 3635 Detailing, Section 001
- Credit Hours – 3
  - Section 001 – TuTh 4:30 – 5:50 Remote

Instructor Contact

Name: Bill Morgan  
Office Location: ART 262B  
Phone Number: 940.565.2856  
Office Hours: TR 2:00 – 3:00  
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 Eaglemail account provided by the university. Eaglemail is the official e-mail account and e-mail contact for all students at UNT. An Eaglemail account can be activated on the web at my.unt.edu by clicking on [Activate my EUID]. Instructors may send an e-mail to students’ Eaglemail accounts via the official class roster generated in EIS.

I will endeavor to respond to your inquiries within 24 hours; evaluations of student work and progress will be posted as quickly as possible.

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

Course Description:

- As an Interior Designer, you can influence and impact the lives of children, elders, and adults across the world through design of interior space. This course examines how building materials are joined together. Some details are structural, some are decorative/aesthetic, some influence acoustic properties, lighting qualities, some are subtractive (reveals), some are additive (trims) and simple detailing is an art.
- At the conclusion of the course, students will have acquired an understanding of building materials and how to impact the design and integration of those materials as part of a sequential learning program that relates to the field of interior design. Students will be exposed to a variety of project types, residential, commercial, healthcare and hospitality.
• This class requires a significant amount of outside class work. As a lecture 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 class work to complete
assignments and will increase as the semester progresses.

Course Structure

• ADES 3635 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.
• Information is delivered during lectures and then each student, or student team will execute the
assignment.
• 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 3610, 3620, and 3630.

Course Objectives

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

• To develop the skills, ability, and judgment to conceive and execute details within an interior
design project from inception to completion.
• Emphasis will be on teaching students the impact details have on design and it’s effect on users.
• By developing an understanding of the detail methods inherent in the design industry, students
can understand sustainability principles and apply those principles to design solutions.
• Students also develop an understanding of architectural and interior design graphic standards
and how to understand and apply construction documentation techniques.

Materials

• Construction Detailing for Interior Design by PJ do Val, 2019, Fairchild Books ISBN# 978-1-5013-
5266-9

Teaching Philosophy

ADES 3635 Building Systems introduces students to detailing inherent in current building practices. This
course requires the student to develop independent thinking, time management skills and graphic
communication skills. The course leverages sequential studies to reinforce the theory and rationale
behind the design process as students’ layer in new knowledge into their studio projects. Students will
be responsible for all materials presented in class lectures and other materials given in the class.
Students who miss a class may ask classmates for a copy of handouts or class notes. Lecture notes will
not be posted on Canvas™ however, some handouts or reference material may be posted. Do not ask
the instructor for past handouts and lectures; it is your responsibility to ensure you receive these items
when provided during class. Students are responsible for all material assigned in the text, even if it is not covered during class.

Technical Requirements & Skills

Minimum Technology Requirements
The majority of work will be produced using a computer. 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 the Interior Design Blog at http://untintdes.blogspot.com/
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. A student license is available at student expense.
• Microsoft Office products
• AutoDesk - 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 e-mail.
• 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)

Student Support Services
  • Registrar (https://registrar.unt.edu/registration)
  • Financial Aid (https://financialaid.unt.edu/)
    o Financial Aid Satisfactory Academic Progress - Undergraduates
      o 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.
    o 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:
    ▪ February 15, 2021 – Last day for a change to pass/no pass grade option
    ▪ April 2, 2021 – 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.
    ▪ May 1, 2021 – Last day term.
  o 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)
- **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)
- **Student Affairs Care Team** (https://studentaffairs.unt.edu/care)
- **Student Health and Wellness Center** (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- **Pride Alliance** (https://edo.unt.edu/pridealliance)

### 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/)

  - **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/)
  - **MathLab** (https://math.unt.edu/mathlab)

### Course Requirements

The course will have three components: quizzes, proficiency projects, and a final project.

**Component 1 – Proficiency Projects (35% of grade):**

**Building Systems - Drawing**

These projects provide project-based learning. Lecture discussions are used to inform and the hand-drawn, AutoCAD and Revit projects allow you the opportunity to design, implement, and realize building systems in a three-dimensional framework.

**Building Systems - Specifications**

Students create a project specification for products and materials related to a particular building system.

**Building Systems - Research**

In this project, students examine the relationship between products and materials to building systems and environmental impacts.
Building System - Lighting

This series of projects introduce you to lighting through surveys, site visits, design, and Revit.

**Component 3 – Final Project (60% of Grade Total):**

**Section 1 – Research:**

Using the Well Building Standard Certification Matrix, students, working in teams, research various building systems.

**Section 2 – Design Impact:**

A Revit model is shared among teams and students create interactive informational modules to be used as a teaching aid for consumers.

**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.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailing Fundamentals</td>
<td>50</td>
</tr>
<tr>
<td>Flooring</td>
<td>50</td>
</tr>
<tr>
<td>Partitions/Opening</td>
<td>50</td>
</tr>
<tr>
<td>Ceilings</td>
<td>50</td>
</tr>
<tr>
<td>Millwork</td>
<td>50</td>
</tr>
<tr>
<td>Cabinetry</td>
<td>50</td>
</tr>
<tr>
<td>Mission Candle Holder</td>
<td>50</td>
</tr>
<tr>
<td>Final Project</td>
<td>650</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>1000 points</strong></td>
</tr>
</tbody>
</table>

**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 = 1000**
1000-9000 = A
A = Exceptional Work, Student, goes above and beyond to a superior level.

899-800 = B
B = Above Average Work, Student goes above and beyond to a good quality level.

7999-700
0 = C
C = Average Work, Student meets the requirements to reach a competent level.

699-600 = D
D = Below Average Work, Student does not meet the requirements and is at a substandard level.

599-0 = F
F = Failing Work, Everyone knows this one.

1619 and below (F) – Grade is achieved for submissions that are unacceptable, late work and work that reflects a lack of development and presentation merit.

CALENDAR
Some days may be left open to allow for flexibility and additional coverage of topics.
Every effort will be made to adhere to the schedule; however, due to different learning pace, it is not uncommon for the schedule to be altered to address areas where additional time is needed to learn the material.
It is natural that there will be variances in the instruction and information delivered between sections.
Learning differences occur between groups and the type of, and delivery of information may be modified to assist with this learning curve.
If you are unable to attend your class, you may attend a different section. However, you will not be given a drafting table, nor will you be allowed to participate in classroom exercises.
The best feedback you will receive is in the form of desk reviews, which will happen in many cases, for every student during most class periods. You are responsible for seeking a critique.
<table>
<thead>
<tr>
<th>WEEK 1</th>
<th>T 12-Jan</th>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R 13-Jan</td>
<td>Detailing Fundamentals</td>
</tr>
<tr>
<td>WEEK 2</td>
<td>T 19-Jan</td>
<td>M1-Photograph</td>
</tr>
<tr>
<td></td>
<td>R 20-Jan</td>
<td></td>
</tr>
<tr>
<td>WEEK 3</td>
<td>T 26-Jan</td>
<td>Flooring</td>
</tr>
<tr>
<td></td>
<td>R 27-Jan</td>
<td></td>
</tr>
<tr>
<td>WEEK 4</td>
<td>T 2-Feb</td>
<td>Partitions</td>
</tr>
<tr>
<td></td>
<td>R 3-Feb</td>
<td></td>
</tr>
<tr>
<td>WEEK 5</td>
<td>T 9-Feb</td>
<td>Openings - Doors</td>
</tr>
<tr>
<td></td>
<td>R 10-Feb</td>
<td></td>
</tr>
<tr>
<td>WEEK 6</td>
<td>T 16-Feb</td>
<td>Openings - Windows &amp; Hardware</td>
</tr>
<tr>
<td></td>
<td>R 17-Feb</td>
<td></td>
</tr>
<tr>
<td>WEEK 7</td>
<td>T 23-Feb</td>
<td>Ceilings</td>
</tr>
<tr>
<td></td>
<td>R 24-Feb</td>
<td></td>
</tr>
<tr>
<td>WEEK 8</td>
<td>T 2-Mar</td>
<td>Millwork &amp; Casework</td>
</tr>
<tr>
<td></td>
<td>R 3-Mar</td>
<td></td>
</tr>
<tr>
<td>WEEK 9</td>
<td>T 9-Mar</td>
<td>Stairs &amp; Handrails</td>
</tr>
<tr>
<td></td>
<td>R 10-Mar</td>
<td>Custom</td>
</tr>
<tr>
<td>WEEK 10</td>
<td>T 16-Mar</td>
<td>Mission Candle Holder</td>
</tr>
<tr>
<td></td>
<td>R 17-Mar</td>
<td>Final Project Launch</td>
</tr>
<tr>
<td>WEEK 11</td>
<td>T 23-Mar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R 24-Mar</td>
<td></td>
</tr>
<tr>
<td>WEEK 12</td>
<td>T 30-Mar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R 31-Mar</td>
<td>50% Review Set</td>
</tr>
<tr>
<td>WEEK 13</td>
<td>T 6-Apr</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R 7-Apr</td>
<td></td>
</tr>
<tr>
<td>WEEK 14</td>
<td>T 13-Apr</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R 14-Apr</td>
<td>Final Project Due</td>
</tr>
<tr>
<td>WEEK 15</td>
<td>T 20-Apr</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R 21-Apr</td>
<td>Pre-Finals Days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 24-May 1</td>
</tr>
</tbody>
</table>

University of North Texas | 8
**Course Evaluation**

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

**Course Policies**

**Statement on Face Covering**
Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

**Assignment Policy**
All class assignments and projects are due according to the problem statement. With each exercise or lab assignment, you will receive a problem statement outlining requirements and general information. If for any reason, you do not understand an assignment, it is your responsibility to see the instructor for clarification and assistance (class time or office hours). All studio projects must be completed to receive a passing grade in the class.

**Class Participation**

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

**Instructor Responsibilities and Feedback**
As your instructor, I will endeavor to reply to any question or query within 24 hours. My role in this course is to present you the opportunity to acquire foundational knowledge that can be of benefit to you in your chosen profession.

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

**Late Work**
No late assignments will be accepted without prior in-person approval. Late work will not be accepted, graded, or critiqued; no exceptions. 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 quietly and try not to disrupt the rest of the class. You will be marked late if you arrive late.
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/faq. 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.
  o 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
  o 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
  o 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.
  o 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 ADES2630 are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions, and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider Standard Syllabus Statements Related Policy 06.049 Course Syllabi Requirements obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.
Course Risk Factor:

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

UNT Policies

Academic Integrity Policy

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

Students are responsible for authenticating any assignments submitted to an instructor. If asked, you must be able to produce proof that the assignments you submitted are your work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, retain Writing Center receipts, keep logs or journals of your work on assignments and papers, and save work and drafts on a disk or cd. The inability to authenticate your work, should an instructor request it, is sufficient grounds for failing the assignment. In addition to requiring a student to authenticate his/her work, the instructor may employ various other means of ascertaining authenticity through engaging in internet searches, creating quizzes based on student work, requiring students to explain their work and process orally.

ADA Policy

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

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.
Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management, and Retention for additional information.

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

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

**Important Notice for F-1 Students taking Distance Education Courses**

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). 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
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.