A COURSE INFORMATION

- ADES 4615 Topics in Interior Design & ADES 4662, Section 501, Credit Hours - 3
- ART Building Room 265

Instructor Contact Information

- Bill Morgan AIA, Lecturer
- ART Building 262B
- 940.565.2856
- bill.morgan@unt.edu
- Office hours – MTWT 8:00 AM – 9:00 AM

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Consent of Instructor.

Course Description

- As a Project Manager, interior designers shepherd a project from inception to completion. Project Managers are responsible for managing the schedule, budget and outcome of the project, using empathetic communications skills to motivate and lead diverse individuals and teams to realize the project. Project Managers make decisions, delegate tasks, and act as the client’s advocate and agent.
- At the conclusion of the course, students will have acquired key skills required to successfully manage design projects.
- 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 class work to complete assignments and will increase as the semester progresses.

Critical Thinking

Students will engage in independent and collective inquiry and analysis to identify the strategic objectives within Project Management as a discipline and evaluate solutions.

Teamwork

Students will work within a group to develop skills as a means to enable positive project outcomes, tolerate and embrace ambiguity when resolving management challenges through opposing viewpoints.
Communication
Students will interpret and express their understandings and ideas through written, oral and visual communication.

Learning Objectives/Outcomes/Goals:
• To develop the skills, ability, and judgment to manage an interior design project from inception to completion.
• Emphasis will be on teaching students the process of managing and delivering projects.
• The course provides an introduction to scoping, budgeting, scheduling, relationships (owner, designer, contractor, consultants), project delivery methods, time management, critical path, project risk (and mitigation), project close out, and post-occupancy review.
• Lectures, readings, case studies, role-playing and written assignments are used to compliment other practice-related courses.

Materials
• Required:

• Reference:
  o The Architect’s Handbook of Professional Practice, 14th Edition, American Institute of Architects
  o Project Management Manual Simpson, Donald C. American Institute of Architects
  o General Project Management NCARB IDP Workbook

Teaching Philosophy
ADES 4615 Topics in Interior Design introduces students to the basics of design project management and is beneficial to students across disciplines who are interested in the process of managing and delivering projects. The course leverages actual case studies to reinforce the theory and rationale behind the process. My preferred teaching style is to facilitate inquiry-based learning. By that I mean I encourage you to ask what you want to know about project management. In this role, I am a resource so that you can manage your own learning. Based on this, the course is paced to give you time to research key project management principles that inform your (future) project’s outcomes. As you become more self-sufficient in your project management skills, you become a resource for your peers which fosters an inclusive environment.

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/ASSISTANCE
UIT Help Desk: http://www.unt.edu/helpdesk/index.htm

The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130

Hours are:
- Monday-Thursday 8am-midnight
- Friday 8am-8pm
- Saturday 9am-5p
- Sunday 8am-midnight

- Blackboard technical requirements: https://clear.unt.edu/supported-technologies/blackboard/blackboard-technical-requirements
- Canvas™ technical requirements: https://clear.unt.edu/supported-technologies/Canvas/requirements

Minimum Technical Skills Needed
Students are required to use the learning management system, email with attachments, creating and submitting files in commonly used word processing program formats, using spreadsheet programs, etc.

Student Academic Support Services
- 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
- Counseling and Testing Services: provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- UNT Libraries
- 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

COMMUNICATING WITH YOUR INSTRUCTOR
The primary communication tool will be through UNT’s email system. 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.

ASSessment & Grading
The course will have three components: foundational knowledge, term project, and class participation.

Component 1 – Foundational Knowledge (50% of grade):
Exercises and quizzes in this component of the course will focus on, but not be limited to various components of project management including, project definition, budgeting and scheduling, relationships, communications, responsibilities, available tools, risk and mitigation, and project phases. Upon completion of the Foundational Knowledge component, the student will have the necessary tools and vocabulary to manage design projects.

Please note that Quiz 1 covers the content in this syllabus and by taking the quiz you acknowledge your acceptance of the syllabus.

Component 2 – Final Examination (30% of grade):
The final examination component will be a comprehensive examination taken through the UNT Canvas™ system and is intended to prepare students for certification.

Component 3 – Class Participation (20% of grade):
The participation component is based on attendance, preparation and participation.

One more time: All 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.

Grading
Evaluation of student success will be based on preparation and participation (20%), written assignments and quizzes (50%) and final examination (30%). The student’s development of skills and amount of effort will be taken into consideration. Each student’s final grade will be based on a strict average of their projects, quizzes, and a final exam. Course grades will be calculated to the nearest tenth of a point. There are no extra credit assignments, and grades will not be curved.

Grading Table

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 1 – Syllabus</td>
<td>0 points</td>
<td>0%</td>
</tr>
<tr>
<td>Quiz 2 – Terminology</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz 3 – Scope &amp; Schedule Management</td>
<td>100 points</td>
<td>10%</td>
</tr>
</tbody>
</table>
Quiz 4 – Documents Management 100 points 10%
Quiz 5 – Quality & Resources Management 100 points 10%
Quiz 6 – Communication Management 100 Points 10%
Participation
  • Class Attendance (100 Points) 200 points 20%
  • Class Participation (100 Points)
Final Examination 300 points 30%
Total Points Possible 1000 points 100%

These standards detail the meaning and level of accomplishment for grading:
A = Exceptional Work  Student goes above and beyond to a superior level.
B = Above Average Work  Student goes above and beyond to a good quality level.
C = Average Work  Student meets the requirements to reach a competent level.
D = Below Average Work  Student does not meet the requirements, a substandard level.
F = Failing Work  Everyone knows this one.

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

Total Points Possible for Semester/Grading Scale = 1000

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>1000-900</td>
<td>A</td>
</tr>
<tr>
<td>899-800</td>
<td>B</td>
</tr>
<tr>
<td>799-700</td>
<td>C</td>
</tr>
<tr>
<td>699-600</td>
<td>D</td>
</tr>
<tr>
<td>599-500</td>
<td>F</td>
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</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Reading*</th>
<th>**Reference Readings</th>
<th>PowerPoint</th>
<th>Topic</th>
<th>D/C Topic</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AIA Professional Practice Handbook&lt;br&gt;Chapter 10 – Section 1 (584-602)&lt;br&gt;PMBOK pgs. 4-10; S42</td>
<td>CPGT267002014</td>
<td>L1</td>
<td>Introduction&lt;br&gt;Course Overview, discussion of topics, grading, syllabus review.</td>
<td>Quiz 1 - Syllabus</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>L2</td>
<td>What is a Project?&lt;br&gt;Forms of Project management, project organizations, inter-relationships</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PMI lexicon pm terms</td>
<td></td>
<td>Terms &amp; Exercise</td>
<td></td>
<td>A1 Speed Dating [Terms]</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>L3</td>
<td>PM Traits&lt;br&gt;Essential skills of a Project Manager, balancing opposing triads.</td>
<td>A2 Shared Values</td>
</tr>
<tr>
<td>2</td>
<td>raci_r_web3_1</td>
<td></td>
<td></td>
<td>Quiz 2 – Terminology</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>L5</td>
<td>Project Management Recap</td>
<td>A5 Breakfast</td>
</tr>
<tr>
<td>4</td>
<td>ADES4615 Field Trip</td>
<td></td>
<td>Taking Field Notes</td>
<td>Field Notes</td>
<td>A6 Negotiate</td>
</tr>
<tr>
<td>Date</td>
<td>Events</td>
<td></td>
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</tbody>
</table>
| Wednesday, May 15 | Field Trip  
Links Construction – Office Visit, Construction Site Visit, attend a project meeting  
Seeing PM from the Construction Side  
940.566.5465  
525 S Loop 288 #105, Denton, TX 76205 |
| Thursday, May 16 | 1. AIA Professional Practice Handbook  
Chapter 10 – Section 3 (621-640)  
PMBOK pgs. 69 - 72  
M. Amabile, Teresa. (1998). How to Kill Creativity.  
Harvard Business Review. 76. 76-87. 186.  
L6 Integration Management Tools to manage, PMI structure  
Project Budgets, Work Planning, and Monitoring  
A7 – Project Work Hours  
Full & Partial Excel |
| Thursday, May 16 | 2. AIA Professional Practice Handbook  
Chapter 10 – Section 5 (654-667)  
PMBOK pgs. 129-131; 147; 150 – 162; 569  
L7 Scope Management  
The Triad, defining and documenting the scope, quality, and schedule  
Design Phases |
| Monday, May 20 | 1. AIA Professional Practice Handbook  
Chapter 10 – Section 6 (668-688)  
PMBOK pgs. 571 - 576  
L8 Schedule Management  
Delivering design services and construction monitoring, Canit Charts, Critical path, software  
Project Scheduling, Fees  
A10 – Difficult People  
Quiz 3 – Scope & Schedule  
A11 – Making a Change |
| Tuesday, May 21 | 1. AIA Professional Practice Handbook  
Chapter 10 – Section 7 (689-700)  
PMBOK pgs. 231 – 268; 577 - 579  
L10 Cost Management  
The financial consideration of a construction project and a design practice  
Construction Specification  
A12 – Project Budget & Construction Cost  
Quiz 4 - Documents |
| Tuesday, May 21 | 2. AIA Professional Practice Handbook  
Chapter 10 – Section 8 (701-712)  
PMBOK pgs. 271 – 305; 580 - 582  
L11 Quality Management  
Bidding and Negotiation  
A13 Quality Management |
| Tuesday, May 21 | 3. AIA Professional Practice Handbook  
Chapter 10 – Section 8 (701-712)  
PMBOK pgs. 271 – 305; 580 - 582  
L11 Quality Management  
Bidding and Negotiation  
A13 Quality Management |
| Tuesday, May 21 | 4. AIA Professional Practice Handbook  
Chapter 10 – Section 8 (701-712)  
PMBOK pgs. 271 – 305; 580 - 582  
L11 Quality Management  
Bidding and Negotiation  
A13 Quality Management |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Location</th>
<th>Reading Material</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, May 22</td>
<td>Stantec 6080 Tennyson Parkway Suite 200 Plano, TX 75024</td>
<td>1. AIA Professional Practice Handbook Chapter 10 – Section 9 (713-729) PMBOK pgs. 307 – 357;</td>
<td>L12 Resource Management Construction Phase services</td>
<td></td>
</tr>
<tr>
<td>Thursday, May 23</td>
<td></td>
<td>2.</td>
<td>L13 Communications Strategies and tactics, Resolving Conflicts, Documentation</td>
<td>Project Completion and Post-Construction Services A15 Communication</td>
</tr>
<tr>
<td></td>
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<td>3.</td>
<td></td>
<td>Quiz 5 – Quality &amp; Resource Management</td>
</tr>
<tr>
<td>MEMORIAL DAY HOLIDAY – No Class</td>
<td></td>
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<tr>
<td>Monday, May 27</td>
<td></td>
<td>1. AIA Professional Practice Handbook Chapter 10 – Section 10 (729-739) PMBOK pgs. 359 - 392</td>
<td>L14 Risk Management Risks associated with design services</td>
<td></td>
</tr>
<tr>
<td>Tuesday, May 28</td>
<td>Balfour-Beatty Katie L. Humphries &amp; Mandy Squib Senior Project Managers</td>
<td>2.</td>
<td></td>
<td>Quiz 6 - Communication</td>
</tr>
<tr>
<td>Wednesday, May 29</td>
<td>9783642318023-c1 – Understanding the PMBOK Guide</td>
<td></td>
<td>Jamie Lewis US Gypsum 255 Regal Row, Dallas, TX 75247 Review Emotional Quotient Test – If Time</td>
<td></td>
</tr>
</tbody>
</table>


| Thursday, May 30 |   |   |   | Final Exam |

*Read before coming to class

**Recommended reading if you are planning on becoming a Project Manager
COURSE EVALUATION

STUDENT PERCEPTION OF TEACHING (SPOT):

The SPOT is a requirement for all organized classes at UNT and an important part of your class participation. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. Student feedback is invaluable for instructors in the improvement of teaching methods.

COURSE POLICIES

Assignment Policy
All class assignments and projects are due according to the problem statement. With each exercise or lab assignment, you will receive a problem statement outlining requirements and general information. If for any reason you do not understand an assignment it is your responsibility to see the instructor for clarification and assistance (class time or office hours). All studio projects must be completed to receive a passing grade in the class. No late assignments will be accepted without prior in-person approval. Students will utilize the UNT Canvas™ system for assignment submission. Assistance with UNT Canvas™ system can be obtained at: UIT Help Desk: http://www.unt.edu/helpdesk/index.htm

Examination Policy
Quizzes 1 through 4 are open-book tests. No late quizzes will be administered and, no assignments will be accepted without prior approval. Should a student lose Internet connection during an exam they are to contact the UIT Help Desk: http://www.unt.edu/helpdesk/index.htm immediately. Students are advised to contact the Student Helpdesk and document the remedy ticket number before contacting you.

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. I’ll make every effort to clearly articulate the assignments and expectations, and will depend on you to request clarification.

Late Work
No late assignments will be accepted without prior in-person approval.

Attendance Policy
The attendance policy for this course may be different from most you might encounter. You are adults; you have a responsibility to attend class. The course policy is as follows:

Attendance Record:
Attendance will be taken at the beginning of class using Canvas™. If you show up late, please take your seat quietly and try not to disrupt the rest of the class. You will be marked late if you arrive after attendance is completed. Attendance will be taken periodically throughout the course session so it would be wise to stay for the duration of the class.
Reward
One of the greatest assets to the successful completion of this course is your time spent with the instructor as well as the studio experience with your peers. As a reward for coming to class, you will have my 100% commitment to your success in this course. Nevertheless, the real reward is seeing your development and success with the sometimes-challenging course content, which hinges on your commitment to the pursuit of knowledge, and is achieved by your presence in class.

Absences
- Three (3) absences (excused or unexcused) will cost you 10% of your final grade.
  - For example, if you make an 85 for the course, your final grade would be a 77.
- Four (4) absences will cost you 15% of your final grade
  - For example, if you make an 85 for the course, your final grade would be a 72.
- Five (5) absences will cost you 20% of your final grade
  - For example, if you make an 85 for the course, your final grade would be a 68.
- Six (6) or more absences will result in automatic failure of the course.
  - For example, if you make an 85 for the course, you would still fail.

Religious Observance
A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if the student notified the instructor in each course of the date of the anticipated absence as early in the semester as possible. A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxations under Section 11.20, Tax Code. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to complete the assignment or examination satisfactorily.

Dropping/Withdrawing from the Course
**May 15, 2019** – Beginning this date a student may drop a course with a grade of W by completing the Request to Drop Class form and submitting it to the Registrar's Office. See link for complete instructions Dropping a Class.
**May 16, 2019** - Last day for change in pass/no pass status.
**May 23, 2019** – Last day for a student to drop a course. Last day to Withdraw (drop all classes). Grades of W are assigned.
**May 24, 2019** - Beginning this date, a student who qualifies may request an Incomplete, with a grade of I with their instructor.

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.

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 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 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 on-site construction observation. 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 how to proceed without danger to themselves or others.

**STUDENT RIGHTS AND RESPONSIBILITIES:**
Students are encouraged to go to [www.unt.edu/csrr](http://www.unt.edu/csrr) to review their rights and responsibilities within the academic community.

**STUDENT ACADEMIC PROGRESS:**

**Financial Aid Satisfactory Academic Progress - Undergraduates**
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility.

Please visit [http://financialaid.unt.edu/satisfactory-academic-progress-requirements](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.

**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.

Academic integrity is submitting one’s work and properly acknowledging the work of others. Cheating, plagiarism, or fabrication constitutes academic dishonesty and is subject to disciplinary action.
According to Webster, to plagiarize is “to steal or pass off the ideas or words or another as one’s own...to use created productions without crediting the source...to commit literary theft...to present new and original an idea or product derived from an existing source.”

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.

All violations will be forwarded to the proper college authorities for review. The college may, at its discretion, impose additional penalties including academic probation, suspension, or expulsion. Any form of disruptive behavior will not be tolerated.

**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 at disability.unt.edu.

The Design Department in CVAD is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline.
Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNT Policy 18.1.14, at [www.unt.edu/oda](http://www.unt.edu/oda), and by visiting the ODA in Room 321 of the University Union. You also may call the ODA at 940.565.4323.

**Course Safety Procedures (for Laboratory Courses)**

Students enrolled in [insert class name] 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.

**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.

In case of emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of a tornado (campus sirens will sound) or other weather-related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there until an all-clear signal is sounded. Follow the instructions of your teachers and act accordingly.

**Retention of Student Records**

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.
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 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 (CanvasTM) site for this class.

Student records pertaining to this course are maintained in a secure location by the instructor of record. 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. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

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: eagleconnect.unt.edu/

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 [insert administration dates] 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 at 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.

**Academic Success**

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here’s how to succeed at UNT: Show up. Find support. Get advised. Be prepared. Get involved. Stay focused.

To learn more about campus resources and information on how you can achieve success, go to www.succeed.unt.edu.