ADES 4625: Professional Practices  
SPRING 2019 TUESDAY 3:30 – 6:20PM LANG 310

COURSE SYLLABUS
Instructor: Christina Donaldson, RID, EDAC, LEED AP ID+C, Adjunct Instructor
Office Hours: Tuesdays 2:15-3:15 pm, by appointment only
Office: TBD, E-mail: Christina.Donaldson@unt.edu

COURSE DESCRIPTION:
3 hours. Business and office practices, fees and commissions, preparing estimates, contracts, professional discipline, professional ethics, allied businesses, and job opportunities. Student must submit work for senior portfolio review. Prerequisites: ADES 3630, 3640, 4630.

REQUIRED TEXTS:


+ Other required readings will be provided by the instructor.

COURSE CONTENT:
This course provides students with necessary to be successful in the interior design profession. This course serves as an introduction to business principles, ethics and procedures as well as complementary micro to macro life skills such as leadership, teamwork, and social responsibility.

COURSE OBJECTIVES:
Students enrolled in this course will gain the experiential knowledge necessary to work independently and in collaborative teams to achieve the following objectives:

• Consider different points of view and work effectively with others to support a shared purpose or goal. The course requires students to form committees to organize, develop, install and host a Senior Show Exhibition of portfolio project work.

• Demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities. Project work includes consideration of the social responsibility and equity implications of design solutions.

• Students will become knowledgeable of professional and business issues including business types and formation, legal considerations, ethics, billing and fees, etc.

• Students will demonstrate competency in written, verbal, and graphic communication and organizational skills; competency will be exhibited in classroom activities as well as a group project, portfolio review, and senior show.

• Through exams and group presentations, students will demonstrate understanding of interior design business issues and practices.

COURSE STRUCTURE:
This class meets in a seminar setting supporting lectures, reading assignments, and group project work. Course content will be supplemented with guest speakers. Speaker dates and topics are subject to change. Students will be given prior notice to accommodate any schedule revisions.
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The senior portfolio review and senior show are also held in the context of this class.

Group projects are designed to expand the material presented and give students a chance to explore creative ways to relay information relative to our profession. The group projects will all be presented in PowerPoint and uploaded to Canvas for class access. The group project presentations will be considered as testable material.

The senior portfolio review will be held in the context of a senior show. Each individual student will prepare his or her portfolio; student committees will implement the show. Interior Design Faculty will compile a checklist and critique of each student’s portfolio.

STUDENT EVALUATION:
Upon successful completion of all requirements, grades will be determined by a weighted average of the grades earned for the attendance, participations, assignments, projects, and senior show.

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Quizzes (3)</td>
<td>25%</td>
</tr>
<tr>
<td>Reflection Journals</td>
<td>10%</td>
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<tr>
<td>Group Project</td>
<td>25%</td>
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<tr>
<td>Portfolio</td>
<td>10%</td>
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<tr>
<td>Senior Show (Pass/Fail)</td>
<td>05%</td>
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<tr>
<td>Final Comprehensive Exam</td>
<td>25%</td>
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All work is due in the classroom no later than the date and time specified on the project schedule. No work will be considered after the due date unless an Absence Verification form has been submitted (see Attendance Policy). No email submission will be accepted unless specified.

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

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>90% and above</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>80% to 89.99%</td>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>70% to 79.99%</td>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>60% to 69.99%</td>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>59% and below</td>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

A: EXCELLENT achievement. Execution is at a professional level. Included work exceeds that requested in the project outline.
B: Good quality of creative solutions and execution. It may be lacking in polish or appropriateness of solution or it may lack sufficient information to communicate effectively, but above average.
C: Average (not inferior). Work has met all course requirements but may lack originality and appropriateness and/or execution is not professional.
D: Failure to meet minimum quality and informational standards, no credit for ID majors.
F: Failure to fulfill requirements of the course, no credit for ID majors.

ATTENDANCE POLICY:
Good attendance and punctuality are required for student success in this class, and will strongly affect your grades. Roll will be taken at the outset of every class. You will be considered late if you
arrive at class after roll has been taken. If you are late, it is your responsibility during that class period to make sure that the instructor has you added to the roll.

Only two (2) unexcused absences will be allowed per student over the course of the semester. The third unexcused absence will lower your final semester grade by one letter grade. The fourth unexcused absence will lower your grade by two letter grades. The fifth unexcused absence will lower your grade by three letter grades. A total of six absences, excused or unexcused, will result in you receiving a grade of F for the class. There are no excused absences for anything but a verifiable death in the immediate family or with a doctor’s note on his/her stationery with a telephone number and e-mail address. The doctor’s note must be presented at the class that immediately follows the one the student has missed. A receipt from a doctor’s office is unacceptable.

You will receive two (2) free tardies. Beyond that, every three tardies will equal one unexcused absence.

LATE WORK:
Unless otherwise noted, assignments and projects are due at the beginning of the class period designated. Late assignments and projects will be reduced one letter grade for each additional late class period. Students with unexcused absences will receive a score of “0”, and CANNOT turn in work that was due that day. No emails of work will be accepted unless specified. Students with excused absences may make up missed work within 2 class periods after returning to class, unless otherwise excused by the instructor.

INCOMPLETE:
An Incomplete is reserved solely for extenuating circumstances (such as a major illness or severe family crisis) and will be granted at the discretion of the instructor. If an Incomplete is granted, the student must complete the unfinished work on or before the date specified by the instructor when the Incomplete is granted. An Incomplete Contract must be completed prior to the end of the semester and filed in the Department Office. Failure to complete the entire work assignment on or before the specified completion date will result in a final grade of an “F” with no consideration given to partially completed work.

AMERICAN DISABILITIES ACT:
The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

DISABILITIES ACCOMMODATION:
Please notify the instructor if you have a disability that requires accommodation. It is also recommended that you register with the UNT Office of Disability Accommodation, Student Union,
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Room 318. The College of Visual Arts and Design policy on accommodation is available upon request in the CVAD Dean’s offices, ART 244. Further questions and problems on accommodation may be addressed to Associate Dean Eric Ligon, School Accommodation Liaison, Art Building, Student Advising, ART 345D.

COURSE RISK FACTORS:
According to University Policy, this course is classified as a category one course. Students in this course are not exposed to significant hazards and are not likely to suffer any bodily injury. Students will be informed of any potential health hazards or potential bodily injury connected with the use of any materials and/or processes and will be instructed how to proceed without danger to themselves or others.

PRECAUTIONS:
In consideration of the group, the environment, and the facilities, please be respectful. No food or drinks are allowed in the class. No mobile phones are to be audible during class hours unless permitted by the instructor. No radios, tape, CD, or mp3 players during class hours. No pets or guests are allowed in class.

BUILDING EMERGENCY PROCEDURES:
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 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.

CENTER FOR STUDENT RIGHTS AND RESPONSIBILITIES:
Each University of North Texas student is entitled to certain rights associated with higher education institutions. See www.unt.edu/csrr for further information.

STUDENT PERCEPTIONS OF TEACHING (SPOT):
The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. 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. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SPOT to be an important part of your participation in this class.

RETENTION/REPRODUCTION OF STUDENT WORK:
All students must read the Model Release Form and the Publication Release Form posted on the CVAD Website. (See pull-down menu, “CVAD Student Information.”) It is the student’s responsibility to document their work for personal purposes. Students will be allowed to photograph their work prior to retention.

SEXUAL DISCRIMINATION, HARRASMENT & ASSAULT
UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) have experienced or experience any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources. Renee LeClaire McNamara is UNT’s Student Advocate and she can be reached through e-mail
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at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648.

RIGHT OF CHANGE
The right to change this syllabus with or without notice remains at the discretion of the professor. Moreover, based on the fluid nature of the course, its ongoing classroom experiences and developing research activities, the professor may and will likely elect to change projects, learning experiences, outcomes, scheduling, assessment and in- and outside classroom activities during the semester. At his/her discretion, the professor will alert students to any changes if and when they are to occur and provide them with sufficient time to adjust their respective class and research activities.

STUDENT ACKNOWLEDGEMENT:
Please read the syllabus, Permission to Use Student Work, and UNT Legal Model Release Form thoroughly. As you understand information on the syllabus and the publication policies, sign the student acknowledgement form on next page and turn it in to the instructor.