ADES 4615 eINTERN

Instructor Contact

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Communication Expectations: This course is taught through the Canvas platform. You must know your UNT EUID and your password to log in to the course and you must check your email frequently to receive updates from the Canvas platform and from your instructor. The primary communication mode for this course is Canvas and the Canvas message tool and your UNT email. CLEAR has a webpage for students that provides Online Communication Tips (https://clear.unt.edu/online-communication-tips)

Course Description

This course substitutes face to face in-training programs with professional businesses in interior design and is taught as an online virtual internship. Students must receive faculty approval prior to the start of the course. Term reports are required of students. You must have competed for ADES 3640. This course may be repeated for credit.

Course Structure

This course is taught asynchronous online. You will find a suggested sequence of activities within four modules. All activities will have to be completed within the fourteen weeks outlined in the course schedule. Each module will span over 3 weeks and your final report will be completed in the last two weeks of the course. The course does not require a final test. Your final assignment will be a report.

Course Prerequisites or Other Restrictions

This course requires that you have completed ADES 3640 and have permission by the instructor prior to the start of the course.

Course Objectives

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

1. Communicate professionally in writing and speaking
2. Identify the roles of professional Interior Design organizations
3. Contrast various fields of practice in Interior Design
4. Verify Interior Design contract documents and create a budget
Materials

- All required material for this course will be provided through the course platform Canvas

Teaching Philosophy

Your success as a student depends primarily on your willingness to accept responsibility for your own learning. Much of the material provided in this course must be absorbed through self-study and writing. I can provide you with the opportunity to learn by providing material and guidance through online postings, motivation to learn (your grade), and support for your learning experience (through feedback and individual assistance.) I will be happy to assist you as you tackle the challenges in this class. It is your responsibility to work through all course modules in a timely manner, to complete each assignment, and to make the personal effort to master the concepts and information presented.

Technical Requirements & Skills

Minimum Technology Requirements

The minimum technology requirements to participate in this course are:

- Computer
- Reliable internet access
- Speakers (can be built into the computer)
- Microphone (can be built into the computer)
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

You must have the following technical skills to succeed in the course:

- Using Canvas
- Using email with attachments
- Using spreadsheet and word processing programs
- Using presentation and graphics programs

Rules of Engagement

You are expected to interact with each other and with your instructors online and follow these general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors’ proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
• You can refer to me by my first name.
• Use clear and concise language.
• Remember that all college-level communication should have correct spelling and grammar (this includes emails, postings and assignments.)
• Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
• Use standard fonts such as Arial, Calibri or Times New Roman and use a size 10 or 11 point font
• Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
• Avoid the use of emoticons.
• Be cautious when using humor or sarcasm as the tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive. Remain professional in your language, tone, and use of words.
• Be careful with personal information (both yours and others).
• Do not send confidential information via e-mail

See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.

Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that you may not be aware of. This link will provide you with a primer on success in online courses. “How to Succeed as an Online Student” (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

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

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)

Other student support services offered by UNT include

• Registrar (https://registrar.unt.edu/registration)
• 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/)
- [MathLab](https://math.unt.edu/mathlab)

### Course Requirements

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1 – Virtual introduction</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 2 – Resume</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 3 – Professional Association Presentation</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment 4 – Budget Exercise</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment 5 – Professional Practice</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 6– Final Paper</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Quiz 1</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>800 points</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### Grading

Grading scale (A-F)

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 50% - 59%

No make-up work, extra credit, or anything else of a similar nature will be assigned. Just do the work that is assigned, turn it in on time and you will earn your respective grade.
If you submit your work after the deadline you will receive a 15% deduction of points for each 24 hour period of submitting late. Assignments submitted later than 48 hours after the deadline will receive zero credit.

All of the communication for this course will be done by email and through Canvas. Make sure your email account for UNT is set to your primary account or make the UNT email account your primary account. I will not accept emails from an account other than my.unt.edu

I will not discuss grades by email.

I will not assign an incomplete for this course.

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 become available to you November 14th to December 4th, 2020.

Course Policies

Assignment Policy

Assignments and assignment due dates are listed under the Canvas assignment tab. Deadlines are listed with each assignment. Submit each assignment to the listed assignment dropbox in its native file type and in addition in a PDF file format. For example, if your assignment was crafted as a word document, submit your assignment as a word document and in addition as a PDF file.

I will be using Turnitin for written assignment submission. Consider submitting your assignments hours ahead of your deadline. This will enable you to contact me if server unavailability or other technical difficulties have occurred and it will allow me to discuss alternative submission modes. If you encounter technical difficulties just minutes before the midnight deadline, you will have to accept the consequences of the late submittal policy stated under Grading in this syllabus.

The University is committed to providing a reliable online course system for all users. However, in the event of an unexpected server outage or any unusual technical difficulty which prevents students from completing a time-sensitive assessment activity, I will extend the time windows and provide an appropriate accommodation based on the situation. 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

I pledge that I will help you grow and learn and that I will provide clear instructions for assignments and assessment, answering your questions about assignments within a 24 hour period, if necessary guide you to additional resources and provide you feedback on your submitted assignments within seven days of the due date.
Late Work
If you submit your work after the deadline you will receive a 15% deduction of points for each 24 hour period of submitting late. Assignments submitted later than 48 hours after the deadline will receive zero credit.

Please be aware that I will not be able to respond to “last minute” requests for assignment clarification, and you may encounter unforeseen problems with your Internet provider, software, or hardware. You must allow enough time to deal with these problems in order to make you submissions by the deadline.

Attendance Policy
Attending to the course modules within the posted timeframe and the assignment due dates is mandatory. Visit the University of North Texas’ Attendance Policy (http://policy.unt.edu/policy/15-2- ) to learn more.

Class Participation
Canvas provides me tools to see how often, when, and for how long you visit each course module and course material posting. The quality of your participation and attendance will be reflected in your assignment submittals.

You are encouraged to develop communication networks with other class peers. Half of your learning happens through your peers.

Syllabus Change Policy
There will be no changes to the syllabus, course information, due dates once the semester has started.

UNT Policies

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

ADA Policy
The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to
ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

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 records; 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 classrooms, 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, November 16th to December 4th 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)(G)(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 the 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

Some of the work produced in this class will be retained or copied to use by the department for accreditation purposes for a period of up to 3 years. No student name will be associated with the work for NASAD (National Association of Schools and Design) and CIDA (Council for Interior Design Accreditation) accreditation reviews.