

COURSE SYLLABUS

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Email communication preferred

WELCOME TO UNT

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

WELCOME TO INTERIOR DESIGN MAJOR PROGRAM

Congratulations on your admission to the Interior Design (ID) Program at UNT! Your successful completion of the competitive entry review is a significant achievement, officially making you an ID major. Moving forward, you’ll be evaluated based on an absolute grading system, meaning your performance in major courses will be assessed independently, without competition against your peers. As long as you meet the course criteria, you’re set to progress. We encourage you to embrace collaboration with your classmates, fostering a supportive and creative environment throughout your ID journey.

COURSE DESCRIPTION

This course introduces the CVAD interior design student to the techniques used in creating visual presentations including, diagramming, rendering methods, design board layout, graphics and public speaking. Through exercises and projects, the student will review a variety of techniques in differing media.

COURSE STRUCTURE

The course format and content delivery will be face-to face on campus through lecture and lab opportunities. Each student is expected to come to class with their laptop and required software installed. The coursework consists of in-class exercises, project assignments, presentations, etc. Assignments will be given in both oral and written form. The studio is informal and group interaction is encouraged.

COURSE PREREQUISITES

ADES 2630 and must have passed the Interior Design portfolio review.

COURSE OBJECTIVES

1. Use of multiple medias including computer software for presentations and design solutions.
2. Develop multiple techniques to aid in the presentation and communication of ideas.
3. Develop critical thinking related to presentation decision-making.
4. Apply digital and oral presentation skills through design projects.

By the end of this course, students will be able to: CIDA 2024 Standards

Student work demonstrates understanding of:

7a: theories related to the impact of the built environment on human experience, behavior, and performance.

7b: the relationship between the designed environment and human experience, wellbeing, behavior, and performance.

8a: Student work demonstrates the ability to apply space planning techniques throughout the design process.

Student work demonstrates the ability to apply knowledge and skills learned to:

8b: solve progressively complex design problems.

- 8c:** consider the interdependence of contextual elements related to a design solution and the holistic potential impact on the user(s).
- 8d:** synthesize information to generate evidenced-based design solutions.
- 8e:** use precedents to inform design concepts or solutions.
- 8f:** explore and iterate multiple ideas.
- 8g:** design creative and effective solutions.
- 8h:** execute the design process: pre-design, quantitative and qualitative programming, schematic design, and design development.
- 8i:** Students understand the importance of evaluating the relevance and reliability of information and research impacting design solutions.
Students are able to effectively:
 - 9a:** interpret and communicate data and research.
 - 9b:** express ideas and their rationale in oral communication.
 - 9c:** express ideas and their rationale in written communication.
 - 9d:** express ideas and their rationale developed in the design process through visual media: ideation drawings and sketches.
 - 9e:** express project solutions using a variety of visual communication techniques and technologies appropriate to a range of purposes and audiences.
- 11a:** Students understand the elements and principles of design and related theories, including spatial definition and organization.
- 11b:** Student work demonstrates the ability to explore design solutions through the use of a variety of media.
Students effectively apply the elements and principles of design and related theories throughout the interior design curriculum to:
 - 11c:** two-dimensional design solutions.
 - 12a:** Students are aware of the impact of illumination strategies and decisions.

REQUIRED/RECOMMENDED MATERIALS

We will be using a number of written and digital resources which will be made available to you. In addition, there are a few textbooks that will be provided as informative use.

Required:

- Sketch book
- Trace paper (rolls are best)
- Favorite pencils or pens with various line weights
- Favorite color pencils and markers
- An external drive (Data size of one REVIT project in next semester: 50 – 100 MB. Recommend at least 128 GB, approximately \$10 - 15 at Amazon.com but the price may vary depending on seller) for electronic data storage or an equivalent equipment is necessary in each class period.
- Additionally, each student will need to create an Adobe Creative Cloud in order to complete the assignments and projects. **UNT Students may subscribe for a discount to buy Adobe® Creative Cloud™** All the apps. All the time. 100GB of free storage! Purchase: <https://unt.edu/adobe>

LAPTOP REQUIREMENTS

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.

DATA BACKUP

Students are responsible for saving their data on this personal storage device. Students are highly encouraged to have **at least two backups** of their data every week.

COPYRIGHT NOTICE

Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to: documents, slides, images, audio, and video. Materials in this course are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit the [UNT policy office \(links to an external site.\)](#) Or [copyright.gov \(links to an external site.\)](#).

SUPPORTING YOUR SUCCESS AND CREATING AN INCLUSIVE LEARNING ENVIRONMENT

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.

STUDENT EVALUATION

Grades will be determined by a weighted average of the grades earned for the attendance, participations, in-class exercises, assignments and/or projects. Students **MUST** demonstrate their mastery of techniques or skills introduced in class to the instructor. Each exercise, assignment and project will be evaluated after the announced due date. Upon successful completion of all exercises, assignments and projects, total project scores and daily grades will be averaged and converted into a final letter grade using the following percentages. ***Grades cannot be discussed by email. Please note that failure of any one project will lead to failing this course. In other words, all projects must be successfully completed for passing this course.***

Exercises / Assignments / Participation:	20%
Project 1:	20%
Project 2:	20%
Project 3:	40%
Total	100%

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

A weighted average of: will earn a letter grade of:

90% and above:	A (Excellent work)
80% to 89.99%:	B (Good work)
70% to 79.99%:	C (Average work)
60% to 69.99%:	D (Poor work: No credit for Interior Design major)
Anything below 60%:	F (Failing work)

ATTENDANCE POLICY

Attendance plays a vital role in your success in this course, as consistent participation ensures you remain engaged with the material and the class discussions. ***Each student is permitted up to three (3) absences throughout the semester without penalty, which include both excused and unexcused absences.*** However, any absence beyond this limit will result in a penalty. Specifically, your final grade will be reduced by 10% for each additional absence. For example, if you miss four (4) classes, your final grade will drop by one letter grade. Once you have used the initial three absences, any subsequent excused absences will no longer count toward the limit.

Punctuality is also important. Attendance will be taken at the start of each class. If you arrive more than 15 minutes late, you will be marked tardy, and further delays may be recorded as an absence unless you provide a valid explanation. Being on time shows professionalism and respect for your classmates, the instructor, and the learning process.

If you find yourself exceeding the three initial absences allowed, you should contact the instructor as soon as possible to discuss how this may affect your ability to complete the course or its projects. Additionally, if you encounter extenuating circumstances that impact your attendance, please communicate with the Dean of Students and the instructor promptly. The best way to reach the instructor is via email. Remember, consistent attendance and participation not only contribute to your grade but also enrich your learning experience and foster a collaborative classroom environment.

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 "o", 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.

NOTE-TAKER

It is your responsibility to stay informed about any material missed due to absences. The instructor will not repeat or reteach missed content, so you are required to identify a designated note-taker from among your classmates. Please provide the instructor with the note-taker's name and contact information early in the semester to ensure you have access to critical course information if needed. Please demonstrate your sophistication by expressing genuine gratitude to your note-taker, as showing appreciation is a vital life skill.

CLASS RECORDINGS

Any (live) sessions in this course that are recorded, e.g., guest speakers, etc., are for students enrolled in this class. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

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.

TECHNICAL AND ADDITIONAL SUPPORT

Part of working in the digital age involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

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UIT Help Desk [UNT IT Helpdesk | University Information Technology](#)
Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Walk-In Availability: 8am-5pm

Telephone Availability (verify):

- Monday-Friday: 8am-5pm
- Friday: 8am-8pm
- Saturday & Sunday: 11m-3pm

Laptop Checkout available at Willis Library only: visit <https://library.unt.edu/services/laptop-checkout/> for more info

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Student Support Services

- [Registrar](https://registrar.unt.edu/) (<https://registrar.unt.edu/>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Student Affairs Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>) Academic Support Services
- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- Academic Success Center (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

COURSE RISK FACTOR

This class has been assigned a level 2 Risk Rating, a course in which students are exposed to some significant hazards but are not likely to suffer bodily harm. Risks associated with this class include but are not limited to spray adhesives, fixatives, x-acto knives or other presentation materials. 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.

Students who are pregnant or will become pregnant during the course of the semester are advised to check with their doctor immediately to determine if any additional risks are reason to postpone this course until a later semester. Upon request, your professor will provide a list of chemicals (Safety Data Sheets are available) and safety issues for your doctor to review. It will be up to you and your doctor to determine what course of action to take.

RETENTION/REPRODUCTION OF STUDENT WORK

The Department has the right to retain any and all student work for 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 exemplary student work to be retained for use in future classes or program promotion.

The CIDA review and interior design profession is 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.

ACADEMIC DISHONESTY AND PLAGIARISM POLICY

Each student's work will be generated independently unless otherwise noted. Electronic drawings, assignments, and examinations are considered original work and are not to be shared between students. All work assigned as part of this course is governed under University plagiarism policies.

Academic dishonesty includes cheating, fabricating or falsifying information or sources, improper collaboration, submitting the same paper/work for different classes without permission. Unfortunately, incidents of academic dishonesty, especially plagiarism, have been increasing throughout colleges and universities in the United States. Plagiarism occurs when you deliberately or unintentionally use another person's language, ideas, design, or materials and present them as your own work without properly acknowledging and citing the source. The University of North Texas considers plagiarism a serious form of academic dishonesty. Avoid plagiarism by carefully and correctly citing your sources whenever you use someone else's words, equations, graphics, or ideas. If you are unsure of something and are worried you may be plagiarizing, come see me. Cite sources carefully, completely, and meticulously; when in doubt, cite.

The university, college, department, and I expect you to conduct your own papers/design and to provide full and accurate citations for any specific ideas or language—words, phrases, sentences—that you take from outside sources, including the internet. 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. Any act of academic dishonesty in this class may result in receiving an F on the assignment/project/test, dismissal from class with a final grade of F, and even suspension or expulsion from the university, depending upon the severity of the violation.

Generative Artificial Intelligence (GenAI) Use

Generative Artificial Intelligence (GenAI) refers to software systems and platforms that create new content, such as text, images, audio or video using generative models. These models identify patterns from large datasets, enabling them to generate data in response to specific prompts, which in many ways can resemble human-created content. In this course, the use of GenAI tools is generally permitted, provided that:

- 1. All GenAI use is cited appropriately, and**
- 2. The final product reflects the student's own creative input and decision-making.**

This use will help us stay technically proficient and ethically grounded. However, GenAI should complement, not replace, your critical thinking or our course materials. In line with the UNT Honor Code, all work you submit must be your own. All AI use must be documented and cited (APA Style – American Psychological Society) in order to conform to UNT-CVAD, and Department of Design-mandated policies regarding academic honesty. Using GenAI tools without attribution or relying on them to complete assignments violates academic integrity and will be addressed according to university policy. If you are in doubt about permitted usage, please ask your instructor for clarification.

AMERICAN DISABILITIES ACT

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.

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, Room 318. The College of Visual Arts and Design policy on accommodation is available upon request in the CVAD Dean's offices. Further questions and problems on accommodation may be addressed to Associate Dean Eric Ligon, School Accommodation Liaison, Art Building, Student Advising.

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) (<https://deanofstudents.unt.edu/conduct>) to learn more.

SEXUAL DISCRIMINATION, HARASSMENT & 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) has experienced or experiences 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_o. Survivor student advocate can be reached through e-mail at [Survivor Advocate | Division of Student Affairs \(unt.edu\)](mailto:Survivor Advocate | Division of Student Affairs (unt.edu)) or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

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](#)
- [Counseling and Testing Services](#)
- [UNT Care Team](#)
- [UNT Psychiatric Services](#)
- [Individual Therapy](#)

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 the UNT Learning Management System (LMS) 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 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.

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.

FINAL DISCLAIMER

The instructor reserves the right to alter this syllabus if and when necessary.

STUDENT ACKNOWLEDGEMENT

Please read the syllabus, schedule, and Permission to Use Student Work 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.

Student Acknowledgement Form

I acknowledge that I have read the course syllabus. I understand the information on the syllabus such as course structure, grading and attendance policies, the risk factor rating, etc. I hereby agree to the syllabus and its provisions.

☐ ADES 2650 - Section 501 – Design Communications

☐ ADES 2650 - Section 502 – Design Communications

Course number, title, and section (please check your section)

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Risk Factor Rating

I ☐ agree ☐ do not agree to the terms and conditions outlined in the *Permission to Use Student's Work* contract posted on CVAD website (<https://cvad.unt.edu/design/did-downloadable-information.html>)

Student name: _____

Phone number: _____

E-mail address: (UNT Email Only) _____

Student signature _____

Date _____

Phillip Park

Instructor name

Instructor Signature

Date