

ADES 3640: SPACE PLANNING III, SPRING 2019

Section 501: TR 8:00 – 10:50am, Section 502: TR 2:00 – 4:50pm, ART 255

COURSE SYLLABUS

Instructor: Jin Gyu “Phillip” Park, PhD, Associate Professor

Office hours: Appointment only due to no faculty offices

Office: Art Building 206, E-mail: phillip.park@unt.edu

COURSE DESCRIPTION:

3 Hours. Design and documentation of non-residential environments.

Prerequisite: ADES 3610 (ART 2440), ADES 3630 (ART 3310), and ADES 3620 (ART 3340)

REQUIRED TEXT:

Rengel, R. J. (2014). *Shaping Interior Space*. 3rd edition, New York: Fairchild Publication, Inc. ISBN: 978-1609018962 (*Approximately \$85)

Harmon, S. K., & Kennon, K. (2018). *The Codes Guidebook for Interiors*. 7th edition. Hoboken, New Jersey: John Wiley & Sons. ISBN: 978-1119343196 (*Approximately \$60)

Harmon, S. K., & Kennon, K. (2018). *Study Guide for the Codes Guidebook for Interiors*. 7th edition. Hoboken, New Jersey: John Wiley & Sons. ISBN: 978-1119343172 (*Approximately \$40)

Kilmer, R., & Kilmer, O. (2016). *Construction Drawings and Details for Interiors: Basic Skills*. 3rd edition. Hoboken, New Jersey: John Wiley & Sons. ISBN: 978-1118944356 (*Approximately \$35)

* The price may vary depends on seller.

SUPPORTING TEXT:

AIA (2016). *Architectural Graphic Standards*. Hoboken, New Jersey: John Wiley & Sons.

McGowan, M. (2006). *Specifying Interiors*. New Jersey: John Wiley & Sons.

COURSE CONTENT:

This course expands on basic design competency areas and introduces the student to the components required to design and document non-residential projects. Through the context of studio assignments the student will develop design concepts and prepare the required documentation. The student will develop expertise in both content and methodology as required to execute non-residential projects.

COURSE OBJECTIVES:

Through the completion of course assignments, students will acquire competency in the following areas:

- Furniture planning and specification including “typical” layouts, systems furniture and ergonomic considerations
- Basic space planning techniques including square footage analyses, organizational strategies, block plans and circulation patterns
- Project documentation including floor plans, reflected ceiling plans, elevations, details, and schedules

Through the completion of course assignments, students will develop the following technical style reference materials in both “hard” and “soft” formats:

- Style manual including sheet layout, font styles, note rationale, and symbol library as required for construction documents
- Typical file of furniture layouts
- Typical file of interior details (reinforced by ID Detailing)
- Typical file of accessibility standards (based on TAS requirements)
- Source list including books, journals and websites for course topics

Through the completion of course assignments, students will review and continue to develop competency in the following areas:

- Design concept development and implementation

- The design process and process documentation
- Drawing series and documentation
- Oral, written and graphic presentation skills

Through the completion of course assignments, students will be introduced to the following areas:

- Non-residential interior project types including but not limited to corporate, hospitality, retail, and healthcare
- Non-residential interior project scope requirements including but not limited to tenant development and lease-space planning, site adapts, construction documents and working drawings (CD's), and furniture, furnishings, and equipment specifications (FF&E)
- Building codes and barrier-free requirements for non-residential interiors
- Interior building systems and components including but not limited to wall systems, lighting systems, and surface treatments (reinforced by ID Building Systems)
- Sustainability and green design issues

COURSE STRUCTURE:

This course is offered in a studio format with a lecture and lab component incorporated into 6 contact hours per week. The approach to the studio is that of a professional office work environment. Course content, work habits, and studio etiquette are all consistent with the requirements of an interior design career. Field trips and guest lecturers will be scheduled as scheduling allows. The coursework consists of multiple assignments, quizzes and several design projects. Students will work in studio and lab as required, and participate in discussion and critiques during class hours.

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 and guests are allowed in class. Lastly, university furniture and equipment are to be treated with care.

STUDENT EVALUATION:

Students will be evaluated based on process and product. In other words, not only is the final product important but also the students' design reviews with the instructor are critical. The majority of student work should be done in class. Students must complete their work independently unless specified. Each project will be evaluated after the announced due date. Upon successful completion of all assignments and projects, total project scores and daily grades will be averaged and converted into a final letter grade using the following percentages. ***Please note that failure of one project can lead to failing of this course.***

Higher than 90	(excellent)	= A	
80 – Lower than 90	(good)	= B	
70 – Lower than 80	(average)	= C	
60 – Lower than 70	(poor)	= D	(no credit for Interior Design major)
Lower than 60	(failure)	= F	(no credit for Interior Design major)
Project One	= 30%		
Project Two	= 40%		
Project Three	= 30%		

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).

ATTENDANCE POLICY:

The office format of the course requires attendance for the entire period. You would not show-up for work late or miss work without notifying your employer. Students must sign the attendance sheet in the first (15) minutes of class. No student may sign for another. Every absence over three, including both

excused and unexcused absences, will result in a 10% reduction of the final grade for each absence. Two tardy incidences in this course will be counted as one absence. A student is tardy after the first 15 minutes of class. The instructor reserves the right to use a second roll prior to the end of studio classes to ensure that students stay for the entire period.

No make-up presentations or quizzes will be given to any student unless that student presents the professor with a University Approved Absence Verification form within three days after the class session that was missed. The Absence Verification form is available in the Dean of Students Office suite 2161 in the Union. Evidences for an approved absence should be submitted to the professor within three days after the class session that was missed. Approved absences are those due to medical emergency or death in the immediate family. Both excused and unexcused absences affect your class experience.

Students are responsible for signing the role, tracking their absences, and obtaining any missed material from their classmates. Each student will be held individually responsible for responding to announcements regarding any and all aspects of this course, and for receiving and storing all handouts. Each student is also individually responsible for acquiring lecture notes from a classmate if he or she misses a given class session.

The instructor will not repeat material missed due to absence. Student with more than four absences should contact the instructor about completing the project or course. The best method of contacting the instructor is via email at phillip.park@unt.edu

LATE WORK:

Unless otherwise noted, assignments and projects are due at the beginning of the class period designated. Late assignments 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 the instructor requests. Students with excused absences may make up missed work within a class period after returning to class, unless otherwise excused by the instructor.

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 <http://deanofstudents.unt.edu>.

ACADEMIC DISHONESTY AND PLAGIARISM POLICY:

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. For the university's policy on Academic Integrity, please

refer to website at <https://facultysuccess.unt.edu/academic-integrity>. Any act of academic dishonesty in this class may result 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.

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, Room 318. The College of Visual Arts and Design policy on accommodation is available upon request in the CVAD Dean's offices, Room 107. Further questions and problems on accommodation may be addressed to Associate Dean Eric Ligon, School Accommodation Liaison, Art Building, Student Advising, Room 111.

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. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

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. More information

regarding the laptop requirements is available on the Interior Design Blog at <http://untintdes.blogspot.com/>

COURSE RISK FACTORS:

This class has been assigned a level 2 Risk Rating. Students in this course are exposed to significant hazards, but are not likely to suffer any bodily harm. Emergency measures for Level 2 risk ratings are covered by a brief lecture and/or printed handout. Items or risks that students may be exposed to during this course: X-acto Knives and blades or similar cutting device, Mat cutter, Xylene markers, and other similar equipment common to Art and Interior Design work.

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.

CONFIDENTIALITY STATEMENT:

Programmatic information, base building drawing and documentation, electronic files, and hard copies have been provided for this class by a professional design firm. These materials are for instructional use only and may not be mass-produced or distributed for any purpose other than to fulfill course requirements for this 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.

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.

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.

FINAL DISCLAIMER:

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

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.

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Student Acknowledgement Form

Please check and sign all of the 3 parts.

Please print your name. Your contact information should be primary so that the instructor can communicate you ASAP in emergent cases. Please clarify numbers and alphabets in your email address.

Student name: _____

Phone number: _____

UNT E-mail: _____

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 3640: Space Planning III, Section 501

☐ ADES 3640: Space Planning III, Section 502

Course number, title, and section (please check)

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Risk Factor Rating

Student signature

Date

I ☐ agree ☐ do not agree to the terms and conditions outlined in the *Publication Release Form*.

Student signature

Date

I ☐ agree ☐ do not agree to the terms and conditions outlined in the *Model Release Form*.

Student signature

Date

Jin Gyu “Phillip” Park

Instructor name

Instructor Signature

Date

ADES 3640: SPACE PLANNING III, SPRING 2019

COURSE SCHEDULE

Due to the nature of this class, the schedule is subject to change.

Week	Date	Topic	Remark
1	1/15	Course introduction	
	1/17	Project 1 introduction Typical work places; concept generation	Typical Work Place Development
2	1/22	Literature Review & Schematic design Design process, conference room configuration	
	1/24	Privacy; Circulation Analysis	
3	1/29	Pin-up review	
	1/31	Individual reviews	
4	2/5	Documentation	
	2/7	Project 1 Due & Presentations	
5	2/12	Project 2 Introduction	Office Project
	2/14	Schematic design Site analysis, concept sketches, bubble diagrams	
6	2/19	Schematic design Open/closed office plans, accessibility, building code	
	2/21	Schematic design Zoning analysis	Field trip (tentative)
7	2/26	Pin-up for schematic design	
	2/28	Individual reviews	IIDA Student Conference
8	3/5	Design development Circulation analysis, floor plans	
	3/7	Design development Elevations, perspectives	IDEC Conference
9	3/12	Spring Break	
	3/14		

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Due to the nature of this class, the schedule is subject to change.

Week	Date	Topic	Remark
10	3/19	Design development Lighting design, FF&E	
	3/21	Construction documentation, individual reviews	
11	3/26	Poster reviews	
	3/28	Construction documentation	
12	4/2	Project 2 Due & Presentations	
	4/4	Project 3 Introduction	Hospitality Project
13	4/9	Schematic design Restaurant design principles, prospect & refuse theory	
	4/11	Schematic design Concept sketches, site analysis, bubble diagrams	
14	4/16	Pin-up for schematic design	
	4/18	Design Development Circulation analysis, floor plans	
15	4/23	Design development Elevations, perspectives, lighting plan, FF&E	Senior Show
	4/25	Pin-up for design development	Earth Day event
16	4/30	Pin-up for poster layout Construction documentation	
	5/2	Construction documentation	
17	5/7	Project 3 Due & Presentations	
	5/9	Project 3 return	No acceptance after