

ADES 3640: SPACE PLANNING III, SPRING 2022

Section 501: TR 8:00 – 10:50am, Section 502: TR 12:00 – 2:50pm, Classroom: ART 255

COURSE SYLLABUS

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

Office hours: T/Th 11-12pm or by appointment

Office: ART 256C, E-mail: phillip.park@unt.edu

COURSE DESCRIPTION:

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

Prerequisite: ADES 2640, ADES 3620

REQUIRED TEXT:

Rengel, R. J. (2019). *Shaping Interior Space*. 4th edition, New York: Fairchild Publication, Inc. ISBN: 978-1501326592

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

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. Newest edition preferred.

Kilmer, R., & Kilmer, O. (2021). *Construction Drawings and Details for Interiors*. 4th edition. Hoboken, New Jersey: John Wiley & Sons. ISBN: 978-1119714347

SUPPORTING TEXT:

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

Augustin S. (2009). *Place Advantage: Applied Psychology for Interior Architecture*. New Jersey: John Wiley & Sons. ISBN: 978-0-470-42212-0

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
- Team collaboration 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)
- Design theories, human perception and behavior patterns
- Knowledge and design implications on ergonomics, color, wayfinding, etc.
- 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, presentations 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		= 20%	
Project Two		= 40%	
Project Three		= 40%	
Total		= 100%	

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:

Absences in excess of 3 will result in a final grade discount of 10% for each absence over 3. - Example, you miss 4 classes, your grade is dropped by one letter grade.

Attendance Record:

Attendance will be taken at the start of class. The attendance record in Zoom will be considered as official attendance so joining a live Zoom session on time is critical. A tardy will be recorded for anyone coming to class 15 minutes late. Arriving later than 15 minutes requires explanation, and may be counted as an absence.

The instructor will not repeat material missed due to absence. Student with more than 4 absences should contact the instructor about completing the project or course. Please contact the instructor in the event of extenuating circumstances. The best method of contacting the instructor is via email.

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any [symptoms of COVID](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

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 technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-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) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

LATE WORK:

No late work will be considered without a discussion prior to due date with the instructor. 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.

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 unless specified. 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. 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.

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. Further questions and problems on accommodation may be addressed to Associate Dean Eric Ligon, School Accommodation Liaison, Art Building, Student Advising.

INCLUSIVE LEARNING ENVIRONMENT

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 so we will work as a class to collaborate in ways that encourage inclusivity.

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.

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.

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.

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. 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.

ADES 3640: SPACE PLANNING III, SPRING 2022
Section 501: TR 8:00 – 10:50am, Section 502: TR 12:00 – 2:50pm, Classroom: ART 255

Student Acknowledgement Form

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)

2

Risk Factor Rating

Student signature

Date

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/interior-design-downloadable-information>).

Student signature

Date

Jin Gyu "Phillip" Park
Instructor name

Instructor Signature

Date