COURSE SYLLABUS
Instructor: Phillip Park, Ph.D., Associate Professor
Office Hours: TR 9:30–10:30 am or by appointment
Office: ART 256C, E-mail: phillip.park@unt.edu
Please do NOT message me through Canvas

COURSE DESCRIPTION AND PREREQUISITES:
Basic understanding of concepts, principles and elements as they relate to the interior design profession.
Prerequisite(s): There are no prerequisites for ADES 1625

CANVAS:
This course will be available on the UNT Canvas system. You’ll be able to print reference materials, handouts, assignments, and syllabi. Access login page at https://unt.instructure.com

REQUIRED TEXTBOOK:

COURSE OBJECTIVES:
Through lectures, assigned reading, assignments, and testing students are expected to master a basic knowledge of the profession of Interior Design. A primary emphasis will be placed on the history of the profession, design concepts, design theory, furnishings, design terminology, information resources, and the design process. An exposure to communication methods, building systems, building standards & codes and design education will facilitate the student’s progress in upper level Interior Design courses

COURSE STRUCTURE:
This is a lecture course closely linked to the textbook and assigned reading. Material covered in the lecture is intended to clarify and expand on the textbook reading assignments. Tests and assignments will be used to assess each students understanding of the history, vocabulary and concepts presented in the course. The size of the class requires that students be punctual and in their seats at the scheduled start of class.

Students are responsible for all material assigned in the class or presented in class lectures, even if the student misses a class.

TESTS AND ASSIGNMENTS:
Tests will be administered online via Canvas.

With each assignment you will receive a problem statement outlining requirements, general information, evaluation criteria and due date. If for any reason you do not understand an assignment it is your responsibility to communicate the instructor for clarification and assistance (class time or office hours).

Late work
Late work will receive a grade deduction of one letter grade per calendar day that the work is late. Tests are offered online and must be completed in the time window allowed.

Grade Calculation Percentages

<table>
<thead>
<tr>
<th>Assignments 1-3</th>
<th>10% ea.</th>
<th>30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes 1-3</td>
<td>10% ea.</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>40%</td>
<td>40%</td>
</tr>
<tr>
<td>Final Grade</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

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GRADING:
Evaluation Descriptions
A (100 – 90) = Excellent Work Above and beyond to a superior level.
B (89 – 80) = Good Work Above and beyond to a good quality level.
C (79 – 70) = Average Work Meets the requirements to reach a competent level.
D (69 – 60) = Below Average Work Does not meet the requirements and is at a substandard level.
F (59 and below) = Failing Work Unacceptable, late work and work that reflects a lack of development and presentation merit.

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-19 (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 Hotline at 844-366-5892 or 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.

CLASS MATERIALS FOR REMOTE INSTRUCTION:
The UNT fall schedule requires this course to have fully remote instruction beginning November 28th. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to Zoom to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

COURSE RISK FACTOR:
According to University Policy, this course is classified as a category one course; you are not likely to be injured.
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)
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)

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:
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.

RELIGIOUS OBSERVANCE:
A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if the student notified the instructor in each course of the date of the anticipated absence as early in the semester as possible. A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxations under Section 11.20, Tax Code. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

AMERICAN DISABILITIES ACT (DISABILITIES ACCOMMODATION):
The Design Department in CVAD is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline.

Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNT Policy 18.1.14, at www.unt.edu/oda. You may call the ODA at 940.565.4323.

STUDENT RIGHTS AND RESPONSIBILITIES:
Students are encouraged to go to: www.unt.edu/csrr to review their rights and responsibilities within the academic community.

STUDENT ACADEMIC PROGRESS:
Financial Aid Satisfactory Academic Progress - Undergraduates
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility.

Please visit http://financialaid.unt.edu/satisfactory-academic-progress-requirements for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.
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) to learn more.

PROHIBITION OF DISCRIMINATION, HARASSMENT, AND RETALIATION (POLICY 16.004):
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

EMERGENCY INFORMATION:
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.

CONTENT DISCLAIMER:
The instructor reserves the right to change the contents of the syllabus and/or schedule as needed to accommodate new material, guest speakers, and other educational factors that may improve class understanding, knowledge, and successful participation and completion of assignments with or without notice.

STUDENT ACKNOWLEDGEMENT:
Please read the syllabus, schedule and Permission to Use Student Work thoroughly. As you understand information on the syllabus and the publication policies, sign the student acknowledgement form on following page and turn it in to the instructor.
# COURSE SCHEDULE

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading</th>
<th>Due</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>8/25</td>
<td>Course introduction, policies, textbooks</td>
<td></td>
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<tr>
<td></td>
<td>8/27</td>
<td>UNT ID program overview, IDSA</td>
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<tr>
<td>2</td>
<td>9/01</td>
<td>Care Team Student Resources Presentation - TBD</td>
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<tr>
<td></td>
<td>9/03</td>
<td>Early History of the Profession</td>
<td>Chapter 1</td>
<td></td>
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<tr>
<td>3</td>
<td>9/8</td>
<td>Modern History of the Profession</td>
<td></td>
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<tr>
<td></td>
<td>9/10</td>
<td>Specialization, Teams, and Prof. Org.</td>
<td>Chapter 2</td>
<td>Assignment 1</td>
</tr>
<tr>
<td>4</td>
<td>9/15</td>
<td>Human Factors, standards and principles</td>
<td></td>
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<tr>
<td></td>
<td>9/17</td>
<td>Sensory Experience, Human Dimensions and Ergonomics</td>
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<tr>
<td>5</td>
<td>9/22</td>
<td>Special User Groups, ADA, TAS, UD, aging aspects</td>
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<tr>
<td></td>
<td>9/24</td>
<td>Environmental Factors, Sustainability, WELL and LEED</td>
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<tr>
<td>6</td>
<td>9/29</td>
<td>Design Theory and Aesthetics</td>
<td>Chapter 3</td>
<td>Quiz 1</td>
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<td></td>
<td>10/1</td>
<td>Evidence-based design, prospect &amp; refuge theory, etc.</td>
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<td>7</td>
<td>10/6</td>
<td>Design Elements &amp; Principles</td>
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<td></td>
<td>10/8</td>
<td>Color Theory, the Science of Color</td>
<td>Chapter 4</td>
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<tr>
<td>8</td>
<td>10/13</td>
<td>Color Systems &amp; research</td>
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<td></td>
<td>10/15</td>
<td>The Design Process; the Phases</td>
<td>Chapter 5</td>
<td>Assignment 2</td>
</tr>
<tr>
<td>9</td>
<td>10/20</td>
<td>Programming and Schematic Design</td>
<td></td>
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<tr>
<td></td>
<td>10/22</td>
<td>Design Development</td>
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<tr>
<td>10</td>
<td>10/27</td>
<td>Construction Documents and Contract Administration</td>
<td></td>
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<tr>
<td></td>
<td>10/29</td>
<td>Design Communication</td>
<td>Chapter 6</td>
<td>Quiz 2</td>
</tr>
<tr>
<td>11</td>
<td>11/3</td>
<td>Focus on Spaces</td>
<td></td>
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<tr>
<td></td>
<td>11/5</td>
<td>Ideation and the sketches</td>
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<tr>
<td>12</td>
<td>11/10</td>
<td>Drafting and Drawing Standards</td>
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<tr>
<td></td>
<td>11/12</td>
<td>Technology in Process and as a tool</td>
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<tr>
<td>13</td>
<td>11/17</td>
<td>Lighting Basics</td>
<td>Chapter 7</td>
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<tr>
<td></td>
<td>11/19</td>
<td>Building Elements</td>
<td>Chapter 8</td>
<td></td>
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<tr>
<td>14</td>
<td>11/24</td>
<td>Interior Finishes</td>
<td></td>
<td>Quiz 3</td>
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<tr>
<td></td>
<td>11/26</td>
<td>Thanksgiving – No class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>12/01</td>
<td>Furniture – residential</td>
<td>Chapter 9, 10</td>
<td>Assignment 3</td>
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<tr>
<td></td>
<td>12/03</td>
<td>Furniture - commercial</td>
<td></td>
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</tr>
<tr>
<td>16</td>
<td>12/8</td>
<td>Final exam</td>
<td></td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

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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 1625-Introduction to Interior Design, Section 001  
Course number, title, and section  
Risk Factor Rating  

☐ agree ☐ do not agree to the terms and conditions outlined in the Permission to Use Student Work contract.

Student name:  
Phone number:  
E-mail address (UNT Email Only):  

Student signature ___________________________________________  Date ____________

Phillip Park  
Instructor name  
Instructor Signature  
Date ____________

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