

ADES 4630 – INTD: Space Planning IV

Fall 2025

Instructor: Johnnie Stark, Associate Professor, ART 256B

Office Hours: T/TH 10:00-10:30 a.m.; 12:30 – 1:00 p.m., 3:00 – 3:30 p.m., or by appointment

Email: Johnnie.Stark@unt.edu

Lecture/001: T/TH 9:00 - 9:50 a.m. ART 260

Lab/501: T/TH 10:30 - 12:20 p.m. ART 260

Lab/502: T/TH 1:30 - 3:20 p.m. ART 260

REQUIRED TEXTS

Bakker, M. L. (2025). *Space planning for commercial office interiors*, 3rd Ed. New York: Fairchild Books

SUPPORTING TEXTS (from previous courses; available through **Gough Research Space library** and **UNT Library Catalogue, University Libraries - UNT**, click on **Course Reserves; 2nd Record, for Electronic Resources**

- *Sustainable commercial interiors*, 2nd Ed. (P. Bonda & K. Sosnowchik)
- *The codes guidebook and study guide for interiors*, 5th ed., 6th ed. or 7th ed. (S.K. Harmon & K.E. Kennon)*
- *Architectural graphic standards*, 12th Ed., 2016
- *Interior design and graphic standards* (S.C. Reznikoff)*
- *The graphic standard guide to architectural finishes (ARCOM, AIA)**
- *Interior graphic standards*, (M. McGowan & K. Kruse)
- *BuildingGreen database (UNT Library e-sources; Big Blue Box - Databases)*

COURSE DESCRIPTION

Interior Design: Space Planning IV. 3 hours (2; 4) Design of public/non-residential spaces: concept development, code analysis, systems furniture, ergonomics, lighting and building systems. Preparation of design presentation materials, design development and contract documentation. Prerequisites: ADES 3620, 3630, 3635 and 3645.

This comprehensive space planning studio simulates a commercial project design sequence through contract documentation. The purpose of the project activity is to synthesize knowledge gained through the academic program to this point, contribute to portfolio development, and prepare the student for advanced work. Course work will enhance and be enhanced by your internship experience. The physical parameters of the project will be provided, but each student will select a client and complete the required information gathering and programming.

A fundamental level of interior design skills competency is assumed to allow you to explore in-depth concept development and creative solutions on a large scale. The following topics will be addressed:

1. Data collection and analysis including site inventory of existing conditions
2. Concept and program data/information gathering and documentation
3. User needs, functional relationships, and space allocation (space planning)
4. Exposure to professional design studio through A&D mentor
5. Concept/design presentation
6. Sustainable design principles, strategies, and best practices
7. Design working drawing documentation utilizing schedules, specifications, contract documents
8. Building codes, ADA and TAS compliance
9. Building systems coordination, IAQ, IEQ
10. Finishes and furnishings selection and specification
11. Time management and project organization
12. Preparation of an integrated set of contract documents

COURSE OBJECTIVES

1. In the context of a commercial space planning project, students will demonstrate the ability to prepare comprehensive documentation representing the programming, schematic, design development and documentation phases of the design process.

2. Through project work, students will demonstrate graphic, written, and verbal communication skill competency.
3. Utilizing the prepared program and individual information gathering, students will analyze and extract information to formulate workspace planning, functional and aesthetic requirements.
4. Using information provided and individual information gathering, students will prepare a program report.
5. Through the completion of the project, students will demonstrate an understanding of organizing, analyzing & synthesizing information in the context of design concept development and problem-solving.
6. In the context of the class project, students will demonstrate an understanding of building codes, fire and life safety requirements, barrier-free design, and sustainable design issues.
7. In the context of the class project, students will demonstrate an understanding of LEED CI and WELL categories with an emphasis on *Materials and Resources* and *Indoor Environmental Quality* through the coordination of client selection, concept development, presentations, specifications, references, resources and working drawing content.

COURSE STRUCTURE

This studio course is offered with a lecture and lab component incorporated into 6 contact hours per week. This class also has an accompanying Canvas site for access to course information including handouts and drawing files. The coursework consists of one full-semester design project to be completed in 5 phases. Intermediate checkpoints are scheduled to assist you in meeting deadlines. A detailed project outline, production schedule and itemized list of required submittal materials will be provided.

Class will meet at the specified days and times including critiques, guest speakers, and field trips. Students will work in-studio and participate in critiques/reviews during class hours. Students may be asked to work in small teams to present specialized information to the rest of the class. Critiques are an essential component of design studio. Participation in critiques, guest lectures, and field trips is essential. Students must be present for all presentations. The final working drawing submittal must be prepared in AutoCAD or Revit. The use of the CVAD Computer Lab is available for work outside of scheduled class time. Assignments will be submitted in digital form. If a student elects to print their construction drawings, the CVAD Computer Lab is available or, the retail cost is \$75.00-100.00 for a hard copy set.

EVALUATION

A score sheet and evaluation checklist will be provided for each project phase sequence. Each sequence will be evaluated after the announced due date. Quizzes and exercises supporting project phases will be included throughout the semester. Total scores will be averaged and converted into a Final Letter Grade. Your grade will be determined based on the evaluation of the following assignment categories as follows:

Phases 1,2,3	Preliminary Presentation	25%
Phase 4	Design Development Presentation	45%
Phase 5	Contract Documents	25%
Quizzes/Exercises	Across all phases	5%

There is no final exam (see Schedule for Final Consultation times). The grading scale for this course is:

A = 100-90 (excellent)	D = 69-60 (poor; no credit for Interior Design major)
B = 89-80 (good)	F = 59-0 (failure; no credit for Interior Design major)
C = 79-70 (average)	

Read all syllabus documents carefully – in print, on Canvas, in emails, etc. - prior to signing the form provided for the class. The form must be signed by August 24, 2023.

COURSE EXPENSES

Anticipated costs include: textbook, New, Paper \$108.00, eBook \$108.00; field trip travel to Project site, options: carpooling, or individual transportation, designated parking TBD.

Printing Expenses – CVAD Lab AB375; Lab Office AB371

A great page to refer to regarding printing policies at UNT can be found on the Academic Technologies site at <https://academictechnologies.unt.edu/services/computer-labs/documentation/printing-policies>

Anyone who is enrolled in a CVAD course has a \$225 print credit in the CVAD Student Computer Lab. Every time they submit a print job, they log in with their credentials and their balance will decrease each time (there is not monetary exchange, it's just a "virtual" credit).

Printing is provided by the UNT SCL network at the following rates.

- Three cents (\$0.03) for one single-sided black-and-white-printed sheet.
- Five cents (\$0.05) for one double-sided black-and-white-printed sheet.
- Ten cents (\$0.10) for one single-sided color-printed sheet.
- Nineteen cents (\$0.19) for one double-sided color-printed sheet.

Students can keep track of their printing credits by logging into PaperCut at <http://printing.unt.edu/>.

They are welcome to print on the Epson large format printers for those sizes. We provide a plain matte 26" roll paper which can then be cut to size (we also have self-healing cutting mats and X-Acto knives for their use).

Alternatively, students can provide their own higher quality roll paper, *OR* they can use sheets on the large format printers as well. We do not provide sheet paper for the large format printers.

CIDA STANDARDS applicable to this course (Council for Interior Design Accreditation, <https://accredit-id.org/>)

Note: Although ADES 4630 builds on CIDA content categories addressed in previous classes, the following outline lists learning expectations that are specifically addressed in this course.

Standard 5. Collaboration

Interior designers collaborate and participate in interdisciplinary teams.

Students have **awareness** that:

- a) multiple disciplines and stakeholders are involved in creating an interior environment.
- b) collaborating with populations and communities impacted by a design is important to understand needs and build trust

Students **understand:** terminology, language, technology, teamwork required for communication with allied disciplines, stakeholders and clients

Standard 7. Human-Centered Design

Interior designers apply knowledge of human experience and behavior to designing the built environment. This standard ensures that graduates understand theories of human-centered design, identify, analyze, and apply information from a variety of stakeholders and sources to develop a successful response to user needs and to promote health and wellbeing.

Student work demonstrates **understanding** of:

- a) theories related to the impact of the built environment on human experience, behavior, and performance.
- b) relationships between the designed environment and human experience, wellbeing, behavior, etc.

Student work demonstrates the **ability** to:

- c) gather and apply human-centered evidence (includes citing evidence-based data and research)
- e) apply human factors, ergonomics, and universal design principles to design solutions.
- f) apply wayfinding techniques to design solutions

Standard 13. Products and Materials

Interior designers complete design solutions that integrate furnishings, products, materials, and finishes.

Intent: Graduates have knowledge to select/apply products and consider multiple properties as well as aesthetics.

Student work demonstrates understanding of:

- a) how furnishings, objects, materials, and finishes work together to support the design intent.
- b) typical fabrication, installation methods, and maintenance requirements.
- d) appropriate design or specification of products and materials in relation to project criteria and human wellbeing.
- e) Students select and apply products and materials on the basis of their properties and performance criteria, including ergonomics, environmental attributes, life safety, and life cycle cost.
- f) Students are able to design, and specify a broad range of appropriate products, materials, objects, and elements in support of the design intent.

Standard 14. Environmental Systems and Comfort

Interior designers use the principles of acoustics, thermal comfort, indoor air quality, plumbing systems, and waste management in relation to environmental impact and human wellbeing.

Intent: This standard ensures graduates are able to contribute to the development of appropriate strategies for achieving wellbeing, comfort, and performance within interior environments. Additionally, graduates are aware of the environmental impact of their design decisions

- a) Students understand that design decisions relating to acoustics, thermal comfort, and indoor air quality impact human wellbeing and the environment.

Students understand principles and strategies of:

- b) acoustical design and acoustical control.
- c) thermal design and systems
- d) plumbing
- e) waste management
- f) indoor air quality

Students understand: 2024/previous list

- d) the principles of thermal design.
- e) how active and passive thermal systems and components impact interior design solutions.

Students understand:

- f) the principles of indoor air quality.
- g) how the selection and application of products and systems impact indoor air quality.

Standard 15. Construction

Interior designers understand interior construction and its interrelationship with base building construction and systems.

Intent: This standard ensures graduates have an understanding of the documentation, specification, environmental impact, and application of non-load bearing interior construction methods, systems, and details. Graduates should consider the interrelationship of base-building construction to interior construction.

- a) Students have awareness of the environmental impact of construction.

Student work demonstrates understanding that design solutions affect and are impacted by:

- b) base-building structural systems and construction methods.

- c) interior systems, construction, and installation methods.
- d) detailing and specification of interior construction materials, products, and finishes.
- e) the integration of building systems including electrical (such as power, data, lighting, telecommunications, security, and audio visual) and mechanical (such as HVAC, plumbing, and sprinklers).
- f) building controls systems.
- g) vertical and horizontal systems of transport and circulation including stairs, ramps, elevators, or escalators.
- h) Students **understand** the formats, components, and accepted standards for an integrated and comprehensive set of interior construction documents.

Students are **able** to:

- i) read and interpret base-building construction documents.
- j) contribute to the production of interior contract documents including drawings, detailing, schedules, and specifications appropriate to project size and scope.

Standard 16. Regulations and Guidelines

Interior designers apply laws, codes, standards, and guidelines that impact human experience of interior spaces.

Intent: This Standard ensures graduates understand their role in protecting the health, safety and welfare of building occupants and the various regulatory entities that impact practice. Graduates should apply the laws, codes, standards, and guidelines impacting the development of solutions throughout the design process.

- a) Students have **awareness** of the origins and intent of laws, codes, and standards.

Student work demonstrates **understanding** of:

- b) standards and guidelines related to sustainability and wellness
- c) sector-specific regulations and guidelines related to construction, products, and materials.
- d) detection such as active devices that alert occupants including smoke/heat detectors and alarm systems.
- e) compartmentalization such as fire separation and smoke containment.
- f) suppression such as devices used to extinguish flames including sprinklers, standpipes, fire hose cabinets, extinguishers, etc.

Student work demonstrates the ability to **apply** federal, state/provincial, and local codes including:

- g) occupancy group and load calculations.
- h) movement, travel distance, and means of egress.
- i) barrier-free and accessibility regulations and guidelines.

CLASSROOM PROCEDURES AND ACADEMIC POLICIES

FACULTY/STUDENT COMMUNICATION

All online communication between faculty and students must use the student's my.unt.edu email account address. The class CANVAS site and email will be used extensively for communication. Faculty may not use a student's personal email account to distribute information, but students may elect to forward email received through my.unt.edu to their personal email. Students are responsible for checking/managing their my.unt.edu email to keep current on course information.

DISCLAIMER

The instructor retains the right to change the course syllabus and schedule without notice.

STUDENT HEALTH SERVICES

See [Student Health and Wellness Center | Division of Student Affairs \(unt.edu\)](https://www.unt.edu/student-health-wellness-center) , Chestnut Hall, second floor.

ATTENDANCE POLICY

Attendance is mandatory and applies to both lecture sessions and individual consultations. The instructor and class members can offer constructive criticism only if you are present and receptive. Also, changes may occur in content or scheduling during the semester. If you are not present when information is discussed, you will not be able to make the necessary revisions.

Students are responsible for communicating with the instructor regarding attendance, tracking their absences, and obtaining any missed material. The instructor will not use class time to repeat information missed due to absence. On consultation days, failure to attend your assigned appointment will constitute an absence.

No make-up opportunities will be given to any student unless that student presents the professor with documentation of a doctor's appointment, health test result, etc. Please contact the instructor via email in the event of extenuating circumstances.

As per University policy regarding food, drink, and smoking: there is to be none of the above in the classrooms and associated spaces. In consideration of the group, please do not use cell phones (including texting), during class. Laptops are to be used for class-supportive activity only. You are also expected to keep all work areas clean and all University equipment in good order.

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/conduct>

ACADEMIC DISHONESTY AND PLAGIARISM POLICY

Academic dishonesty includes cheating, fabricating or falsifying information or sources, improper collaboration, or submitting the same paper/work for different classes without permission. 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. Cite sources carefully, completely, and meticulously; when in doubt, cite. For the university's policy on Academic Integrity, please refer to <https://facultysuccess.unt.edu/academic-integrity>. Any act of academic dishonesty including unauthorized assistance in taking quizzes, tests; dependence upon aid of sources beyond those authorized by the instructor; a dual submission of a paper or project; or any other act designed to give a student an unfair advantage in this class will receive an F on the assignment/project/test, possible dismissal from the class with a final grade of F, and will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty depending upon the severity of the violation. See UNT Policy: Chapter 6 Faculty Affairs, 06.003 Student Academic Integrity for additional information.

AI POLICY STATEMENT

CVAD policy on "responsible AI usage" is in progress. These opportunities will develop and increase throughout our curriculum. At this time, you are not required to use AI, but if you include AI platforms in your work, follow these guidelines for "Acceptable" and "Unacceptable" use of Artificial Intelligence as our courses evolve.

You must still adhere to all the required sources outlined in the ADES 4640 course documents regarding programming information from your "client" source; regulatory issues, evidence-based and design research sourcing, etc.

Acceptable and Unacceptable Use of Artificial Intelligence as ADES 4630 evolves:

The use of generative AI tools (such as ChatGPT, ChatGPT-4, Dall-e 3, Midjourney, Adobe Firefly Stable Diffusion, etc.), is PERMITTED as you engage in the following activities:

- Initial brainstorming/ideation and the subsequent iterative refinement of your ideas.
- Finding information about topics, issues, and sets of circumstances that are pertinent to the project-based coursework you have been assigned.
- Drafting an outline to organize your thoughts regarding topics, issues, and sets of circumstances, pertinent to the project-based coursework assigned.
- Checking the organizational and/or argumentative structure, grammar, and style of your written work to ensure that it confirms to guidelines articulated by APA, and to ensure that your written work satisfies general, U.S. undergraduate-level scholarly writing standards.

The use of generative AI tools (such as ChatGPT, ChatGPT-4, Dall-e 3, Midjourney, Adobe Firefly Stable Diffusion, etc.), is NOT PERMITTED as you engage in the following activities:

- Impersonating you in classroom contexts (e.g., discussion board prompts assigned to you, etc.)
- Completing work that others in a given per-course-project group have assigned to you.
- Writing a draft during any stage or phase of a writing assignment pertinent to this course

You are responsible for the information you submit on any AI query (for example, it is entirely your responsibility to ensure that it does not violate intellectual property laws, or contain misinformation, or provide unethical content). Your use of AI tools must also be properly documented and cited (APA Style – American Psychological Society) in order to conform to UNT-CVAD, and Department of Design-mandated policies regarding academic honesty. Example of how this type of citation must be structured:

1. ChatGPT, response to “Explain why daily tooth flossing is essential for the maintenance of healthy teeth and gums among humans,” OpenAI, January 7, 2024.

Any assignment that is found to have used generative AI tools in unauthorized ways could result in disciplinary probation, suspension from the university, expulsion (permanent), or the revocation of your degree, and it will cause you to fail this course. If you are in doubt about permitted usage, please ask your instructor for clarification.

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.

CONFIDENTIALITY STATEMENT

Programmatic information, base building drawing and documentation, electronic files, and other support materials have been provided for this class by a professional design office. 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.

LATE WORK

All work is due in the classroom no later than the date/time specified on the project schedule. No work will be considered after the due date unless an absence form or doctor's appointment/note has been submitted (see Attendance Policy). A project will not be considered for a passing evaluation if any project phase is incomplete or not submitted.

INCOMPLETE

An Incomplete Grade is a non-punitive grade given only during the last one fourth of the semester and only if the student is passing the course and has a justifiable reason, beyond the control of the individual student. Students may request an Incomplete per the Registrar guidelines, see <http://registrar.unt.edu/grades/incompletes>. The student must complete the unfinished work on or before the date specified by the instructor when the Incomplete is granted. 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. Please note that an Incomplete is reserved solely for extenuating circumstances and will be granted at the discretion of the instructor.

SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. If a student

Does not maintain the required standards, the student may lose their financial aid eligibility.

A student must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total hours registered. 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 affect your current and future financial aid eligibility. 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.

[Satisfactory Academic Progress | Financial Aid and Scholarships \(unt.edu\)](#)

For this class, students will receive feedback on their grade status throughout the semester.

ADD/DROP POLICY

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. After the 12th class day, students must first submit a completed “Request to Drop” form to the Registrar’s Office. The last day for a student to drop a class in Fall 2024 is November 8 with a grade of W. Information about add/drop may be found at: See Academic Calendar (listed above) and Syllabus Calendar

STUDENT PERCEPTIONS OF TEACHING (SPOT)

The SPOT evaluation is a requirement for all organized classes at UNT and an important part of your class participation. 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. Student feedback is invaluable for instructors in the improvement of teaching methods.

STUDENT RIGHTS AND WELLBEING

CENTER FOR STUDENT RIGHTS AND RESPONSIBILITIES

Each University of North Texas student is entitled to certain rights associated with higher education institutions. See [Dean of Students | Division of Student Affairs \(unt.edu\)](#) for further information on all categories.

ACADEMIC DISHONESTY and INTEGRITY

According to [UNT Policy 06.003](#) academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. The University of North Texas promotes the integrity of learning and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. Cases of academic dishonesty will be referred to the University authorities.

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. With the extensive use of digital file management and presentation techniques, risks from presentation processes and materials that include but are not limited to spray adhesives, fixatives, x-acto knives, etc., are increasingly rare. 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.

ADA ACCOMMODATION AND ODA STATEMENT

The University of North Texas and CVAD makes reasonable academic accommodation for students with disabilities. In keeping with this commitment and to facilitate equality of educational access, faculty members in the College 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.

Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility, [Office of Disability Access | Division of Student Affairs \(unt.edu\)](#) 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 accommodation 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.

As a student, if you have a disability, it is your responsibility to obtain verifiable information from the Office of Disability Accommodation (ODA) and to inform your instructor of your need for accommodation. Requests for accommodation must be given to the instructor 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.

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_0. 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.

UNT POLICY ON DIVERSITY

UNT values diversity and individuality as part of advancing ideals of human worth, dignity, and academic excellence. Diverse viewpoints enrich open discussion, foster the examination of values and exposure of biases, help educate people in rational conflict resolution and responsive leadership, and prepare us for the complexities of a pluralistic society. As such, UNT is committed to maintaining an open, welcoming atmosphere that attracts qualified students, staff, and faculty from all groups to support their success. UNT does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status in its application and admission process, educational programs and activities, employment policies and use of university facilities.

ADDITIONAL STUDENT RESOURCES AND INFORMATION

The regular Art Building hours are as follows – for holidays, watch your email or check the CVAD website.

[Hours | College of Visual Arts and Design \(unt.edu\)](#)

- Monday–Thursday: 7 a.m.–10 p.m.
- Friday: 7 a.m.–5 p.m.
- Saturday: 8 a.m.–5 p.m.
- Sunday: 8 a.m. –10 p.m.

Note: Check the UNT CVAD website for more information on After-hours, holiday closures, Computer Lab, AB 375

Note: Hours are subject to change.

UNT Public Safety Officer Hours

There will be a Public Safety Officer in the Art Building during the following hours.

Beginning Mon., Aug. 21, their hours will be:

- Monday–Thursday: Midnight–7 a.m. and 4:30 p.m –11:59 p.m.
- Friday: Midnight–7 a.m.
- Saturday: 8 a.m.–11:59 p.m.
- Sunday: Midnight–11:59 p.m.
- No one is present from Friday, 5 p.m.–Saturday at 8 a.m.

Computer Lab, AB 375

[CVAD Information Technology | College of Visual Arts and Design \(unt.edu\)](#)

Printing, plotting, other services, e.g., check out cameras, etc.

In-person Help: Monday–Friday, 8 a.m.–5 p.m.

Virtual/Online Help

- web-based application: [Microsoft® Teams](#) or
- email: CVAD.ITServices@unt.edu or
- phone: **940-565-4522**

The student labs are equipped with state-of-the-art equipment and staffed by skilled and professional artists. For a video demonstration in the Fab Lab [visit CVAD's YouTube Channel](#).

Digital Fabrication Lab: Located on the third floor of the Art Building, Room 361. This lab is an open resource for undergraduate and graduate students to use the latest digital fabrication tools to produce their work. Equipment in the Digital Fab Lab includes 3D printers, 3D scanners, CNC routers, fabric printers, laser cutters and engravers, and plasma and waterjet cutters.

Note: Students must check out laptops from a [Willis Library Laptop Check Out](#) location.

- **Willis Library:** [Willis Library Services Desk](#), First Floor
- **Sycamore Library:** [Sycamore Service Desk](#)
- **Discovery Park:** [Library Service Desk](#), Room B112

Remote Access Student Computer Lab: The CVAD Student Computer Lab offers access to many of the same software packages that are available in the Student Computer Lab on campus. Software licensing restrictions do not allow us to offer every package, however. Adobe Creative Cloud, for example, is not accessible off-campus unless you have purchased your own software license through Adobe. While on campus, the use of Adobe Creative Cloud is free of charge in the Student Computer Lab, all Computer Classrooms, and the Classroom on Wheels laptops.

Student Help Desk that you can contact for help with Canvas or other technology issues.

UNT Help Desk [UNT IT Helpdesk | University Information Technology](#)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Check website for current Availability

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>)
- [Survivor Advocate | Division of Student Affairs \(unt.edu\)](#) or Dean of Students, 940-565-2648
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)

Academic Support Services

- Academic Calendar <https://registrar.unt.edu/registration/fall-registration-guide>
- Final Exam Schedule <https://registrar.unt.edu/exams/final-exam-schedule/fall>
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)

CARE TEAM

The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.

Link: <https://studentaffairs.unt.edu/care-team>

EMERGENCY PROCEDURES

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: [EagleConnect | Administrative IT Services \(unt.edu\)](http://EagleConnect|AdministrativeITServices(unt.edu))

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.

In case of a building 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 a 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.

RETENTION/REPRODUCTION OF STUDENT WORK

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer keys, written papers and projects submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via Canvas is also stored in a safe electronic environment for one year. Students have the right to view their individual records; however, information about students' 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. <http://ferpa.unt.edu/>

Some of the work produced for this class may be retained or copied for future use by the college, department or program. Students are required to read the policy and determine if they give permission for their work and personal image to be reproduced.

See the *Permission to Use Student Work* Form in your syllabus documents. A signature sheet will be provided.

Additional clarification: The Design Department has the right to retain any and all individual student work assignments for NASAD (*National Association of Schools and Design*) and CIDA (*Council for Interior Design Accreditation*) accreditation reviews. It is the student's responsibility to document their work for personal purposes. Students will be allowed to photograph their work prior to retention.

Read all syllabus documents carefully – in print, on Canvas, in emails, etc. - prior to signing the form provided for the class. The form must be signed by August 21, 2025.