ADES 4640– INTD: Space Planning V

Instructor: Johnnie Stark, Associate Professor
Office: ART 256B
Office Hours: TH 3:00 – 5:00 p.m. or by appt.
Phone: 940.565.3621 Design Dept.
Email: Johnnie.Stark@unt.edu

Semester: Spring 2026
Time: T/TH
Lab 501   8:00-10:50 a.m. ART 260
Lab 502 12:00 – 2:50 p.m. ART 260
AB 260 available all day outside class hours
for students' work on capstone projects

SUPPORTING TEXTS as required for individual topics; available through INTD resources & UNT Main Library.

COURSE DESCRIPTION
Interior Design: Space Planning V. 3 hours (2: 4). Advanced space planning topics/independent study/documentation. Prerequisites: ADES 3620, 3630, 3635, 3645 and 4630 (Note: Implementation of revised ID Degree Plan in progress).

This course expands on design competency areas achieved through all prior courses and requires the student to identify specialized project types for investigation. Through the context of studio assignments, the student will develop design solutions and prepare advanced level documentation. A research approach will be used emphasizing historical precedents, industry standards, concept development, and evidence-based design. The student will develop expertise as required to analyze and communicate advanced topic areas.

COURSE OBJECTIVES
Through the completion of course assignments, **students will acquire competency in the following areas**:
- Identification of advanced solutions and options related to project type selected. Project specialties include but are not limited to corporate, hospitality, education, healthcare, retail.
- Detailed documentation/specification analysis and writing relative to project type selected
- Comparative project studies/presentation materials/documentation including but not limited to floor plans, reflected ceiling plans, elevations, details, and schedules

Through the completion of course assignments, **students will develop the following reference materials**:
- Source file of third-party source reviews and standards agencies used to evaluate interior materials and provide basis for specifications
- Source list including books, journals and websites based on research source qualification techniques
- Contact list for multidisciplinary mentors whose practice supports project specialty

Through the completion of course assignments, **students will continue to develop competency in the following:**
- Design concept development and implementation
- The design process and process documentation
- Drawing series and documentation
- Oral, written, graphic, 2-D and 3-D presentation skills
- Interior project types including but not limited to corporate, hospitality, retail, healthcare, and residential
- Interior project scope requirements including but not limited to construction documents and working drawings (CD's), and furniture, furnishings, and equipment specifications (FF&E)
- Building codes and barrier-free requirements
- Interior building systems and interior environmental quality components including but not limited to wall systems, lighting systems, acoustics, wayfinding and surface treatments
- Collaborative discussions about and continued discussions of considerations of human health and wellness in the design project proposal for both student and client populations; not limited to universal design.
- Sustainability and green design; personal ethics, social responsibility and environmental responsibility.

Through the completion of course assignments, **students will be introduced to the following areas**:
- Recognized research methods and qualified informational sources
- Detailed information on specification writing and project documentation
- Detailed information on third party source reviews and standards agencies used to evaluate materials
- Presentation formats and methods focusing on comparative analysis. Topics include but are not limited to history, context, archetypes, society/culture, sustainability, global/local communities
- Project budgeting methods as project type and timeframe allow

COURSE STRUCTURE
This course is offered in a studio format with a lecture and lab component incorporated into 6 contact hours per week. Course content and studio etiquette are all consistent with the requirements of an interior design career. Students will schedule individual interviews and field work as required to complete their project. Students will work independently and participate in discussions and critiques during class hours. Students will submit their project work in phases. The CVAD Computer Lab is available for work outside of scheduled class time. Out-of-pocket costs for students will be determined as presentation/exhibit venues are finalized.

STUDENT ACTIVITIES
IIDA SHIFT 2026 Conference, Dallas, February 11-13, 2026; IDSA Product Fair, CVAD, Friday, February 6. Participation in these events offer students engagement with design practitioners and networking opportunities for the student's job search after graduation this May. More information is available through IDSA.

STUDENT COSTS
There is no single textbook required for this class. Students are responsible for researching their identified research categories. Students are encouraged to use the UNT Library resources, and the class includes a tutorial session on customizing Library resource searches. Regarding printing banners for the Senior Show exhibit: Costs typically range from $100 - $125 each, with additional costs for reprints.

EVALUATION
A score sheet and evaluation checklist will be provided for each project phase formatted in four submissions (see list below). Each submission/project phase will be evaluated after the announced due date. There is no Final exam. Total project scores and daily grades will be averaged and converted into a Final Letter Grade using the following percentages:

90-100	= A	Superior performance in all aspects of the course; excellent quality
80-89	= B	Superior performance in most aspects of the course; satisfactory in the remainder
70-79	= C	Evidence of some learning but generally marginal performance
60-69	= D	Minimal learning; very low-quality performance in all aspects (no ID credit)
59/below	= F	Absence of evidence of learning (no ID credit)

Phase I	**Pre-program and scope outline**	**5%**	
Phase II	**Program and concept development**	**10%**	
Phase III	**Schematic design**	**15%**	
Phase IV	**Design development**	**25%**	
Phase V	**Contract documentation**	**10%**	
Phase VI	**Final presentation**	**35%**	

CLASSROOM PROCEDURES AND ACADEMIC POLICIES

FACULTY/STUDENT COMMUNICATION
All online communication between faculty and students must use the student's my.unt.edu email address. The ADES 4640 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) , 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, mentors' or students' opportunity to learn, present, etc., is unacceptable 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 or source'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. This includes AI platforms. 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 submitting all formats assigned for a grade which includes slide show or banner presentations, 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.

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 (guidelines below initially proposed by Michael Gibson, IX UX Faculty, January 10, 2024, slightly edited for application to ADES 4640).

You must still adhere to all the required sources outlined in the ADES 4640 course documents regarding regulatory issues, evidence-based and design research sourcing, etc.

Acceptable and Unacceptable Use of Artificial Intelligence as ADES 4640 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 from others in another course or 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 citied (APA Style – American Psychological Society) 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
Typically, students work with professional design industry mentors, office or offices to provide programmatic information, base building drawing and documentation, electronic files, and hard copies. 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. A disclaimer letter stating these terms is available if needed.

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. Technical issues with your computer are not an acceptable excuse for late submissions.

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. An Incomplete in ADES 4640 for an Interior Design senior student will affect May 2026 graduation eligibility.

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 the required number of credit hours based on total hours registered. Students cannot exceed the 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 without a W in Spring 2026 is January 24. 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 with a chance to comment on how this class is taught. Student feedback is invaluable for instructors in the improvement of teaching methods.

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STUDENT RIGHTS AND WELLBEING

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CENTER FOR STUDENT RIGHTS AND RESPONSIBILITIES
Each University of North Texas student is entitled to certain rights associated with higher education institutions. See https://studentaffairs.unt.edu/dean-of-students/index.html for further information. Cases of academic dishonesty will be referred to University authorities.

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, mounting an exhibit, 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 make 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) have 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 https://studentaffairs.unt.edu//dean-of-students/programs-services/survivor-advocate/index.html or by calling the Dean of Students' office at 940-565-2648. We are here to help.

ADDITIONAL STUDENT RESOURCES

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

UIT 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

Laptop Checkout available at Willis Library only: visit https://library.unt.edu/services/laptop-checkout/

Student Support Services
- Registrar (https://registrar.unt.edu/)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Student Affairs Care Team (https://studentaffairs.unt.edu/care)
- 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
- UNT Libraries (https://library.unt.edu/)

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)

CARE TEAM
The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to students, 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.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 all student work 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.

Read these documents carefully, sign the acknowledgement form provided, then return form by January 15, 2026.

ADES 4640 – 2026 Project Timeline

Week of:

Jan 13 – 15
Finalize proposals/scope/program; begin to identify cohort groups

Jan 20 – Main Library Research Techniques Overview, Rebecca Barham Concept/schematics; 9:00 –
10:30/11:00; 12:00 – 1:30/2:00
Jan 22 – Concepts/schematics

Jan 27 - 29 - Concept/schematics

Feb 3 – 5
Present preliminary overview, pre-program & scope, program & concept development, schematic plans
IDSA Product Fair, Friday, Feb 6

Feb 10 - Revise Schematic Plans/Design Development; SHIFT, **Feb 11 – 13**
Feb 12 - Continue Schematic Plans/Design Development

Feb 17 - 19
Design development

Feb 24 – Feb 26
Design development presentation prep
Show Image for CVAD monitors, due to Monica Feb 26

Mar 3 – 5
Design development presentation/begin discussing presentation prep, CDs

Mar 9– 15
Spring Break, No Classes

Mar 17 –19 Image due; DD Feedback/Revisions; Senior Show Presentation prep; develop pin-up's

Mar 24 - Banner Pin-up
Mar 26 – Banner prep; review support materials requirements

Mar 31- Revised Banner Pin-up
Apr 2 – Banner revisions; support materials checkpoint

April 10 – Last day to drop a course or all courses with a grade of W

Apr 7 – Banner Pin-up/spellcheck
Apr 9 – Banner Final Check/Spellcheck

Apr 14 – Banners to printer
Apr 14- 16 Final draft; support materials

Apr 21 –
Apr 23 - All remaining materials, CDs, specifications, essay, to be graded must be turned in on Canvas by 6:00 p.m.

Senior Show Schedule, Week of 4/27- Install 4/28; 4/29 Exhibit Opens; 5/2 (Sat) Reception/Exhibit Ends/Tear Down complete 5/2) 4/30 Last regular class day

May 5 – 7 Final Consultations; May 8-10 Commencement

May 11 – Monday, Grades due