ADES 4630 – INTD: Space Planning IV  

Instructor: Johnnie Stark, Associate Professor  
Office: ART 205  
Office Hours: T/TH 3:30 – 4:30 p.m. or by appointment  

Phone: 940.565.4015  
Email: Johnnie.Stark@unt.edu  

Lecture/001:  T/TH 9:00 - 9:50 a.m. ART 219  
Lab/501:  T/TH 10:30 - 12:30 p.m. ART 238  
Lab/502:  T/TH 1:30 - 3:20 p.m. ART 238  

REQUIRED TEXTS  

SUPPORTING TEXTS (from previous courses; available through INTD resource library and *UNT Library Reserves)  
- Sustainable commercial interiors. (P. Bonda & K. Sosnowchik)  
- The codes guidebook and study guide for interiors, 5th ed. (S.K. Harmon & K.E. Kennon)*  
- Interior design and graphic standards, student edition (Binggeli)*  
- Interior design and graphic standards (S.C. Reznikoff)*  
- The graphic standard guide to architectural finishes (ARCOM, AIA)*  
- Specifying interiors: a guide to construction and fl&e, 2nd ed. (M. McGowan)  
- BuildingGreenSuite database (UNT Library e-sources)  

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 development  
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 documentation utilizing schedules, specifications, contract documents  
8. Building codes, ADA and TAS compliance  
9. Building systems coordination  
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 the completion of the class project, students will demonstrate competency in graphic, written and verbal communication skills.
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3. Utilizing the prepared program and individual information gathering, students will analyze and extract information in order 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.

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 Blackboard page, click on ADES 4630 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 critiqués, guest speakers, and field trips. Students will work in studio and participate in critiqués/reviews during class hours. Students may be asked to work in small teams to present specialized information to the rest of the class. Critiqués are an essential component of design studio. Participation in critiqués, 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. Estimated baseline presentation cost is $75.00-100.00. Actual cost may vary depending on student choices for project presentation materials.

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 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     | Across all phases | 5% |

There is no final exam. 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)

LATE WORK
All work is due in the classroom no later than the date/time specified on the project schedule. Work turned in after the due time will be penalized 10% per calendar day. No late work will be considered for full credit unless an Absence Verification form 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
Students may request an Incomplete per the guidelines stated in the current course catalog. 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 than an Incomplete is reserved solely for extenuating circumstances and will be granted at the discretion of the instructor.
ATTENDANCE POLICY
Attendance is mandatory. The instructor and class members can offer constructive criticism only if you are present and receptive. Also, changes may occur as work progresses on the design project. If you are not present when information is discussed, you will not be able to make the necessary revisions.

Students will sign the attendance sheet in the first (15) minutes of class. No student may sign for another. Every absence over (3) will result in a letter grade reduction of the final grade for each absence. Two tardy incidences in this course will be counted as one absence. A student is tardy after the first 15 minutes of class. Students are responsible for signing the roll, 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 a University Approved Absence Verification form within three days after the class session that was missed. The form is available in the Dean of Students Office in the Union (during construction of the new Union, check the UNT website for updated information of office locations). Approved absences are those due to medical emergency or death in the immediate family. 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), pagers, etc., 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.

DISABILITIES ACCOMMODATION
The College of Visual Arts and Design 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 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.

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 http://unt.edu/oda and by visiting the ODA in the University Union (see UNT website for updated location information). You also may call the ODA at 940.565.4323.

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. Risks associated with this class include but are not limited to spray adhesives, fixatives, x-acto knives or other presentation materials. 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.

Students who are pregnant or will become pregnant during the course of the semester are advised to check with their doctor immediately to determine if any additional risks are reason to postpone this course until a later semester. Upon request, your professor will provide a list of chemicals and safety issues for your doctor to review. Material Safety Data Sheets are available on all chemicals. It will be up to you and your doctor to determine what course of action to take.
STUDENT ACADEMIC PROGRESS
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. It is the student’s responsibility to manage registered credit hours, GPA levels and course completion for 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 being doing so.

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.

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

CONFIDENTIALITY STATEMENT
Programmatic information, base building drawing and documentation, electronic files, and hard copies 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.

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 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
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 and determine if they give permission for their work and personal image to be reproduced. Go to: art.unt.edu, select ‘CVAD Student Information’ and carefully read the permission forms prior to signing the attached form. The form must be returned at or before the first of class on September 3.
<table>
<thead>
<tr>
<th>Week</th>
<th>Phase 1 – Introduction and Pre-Programming</th>
<th>Phase 2 – Concept Development/Programming</th>
<th>Phase 3 – Schematic Design</th>
<th>Phase 3 Schematics; Phase 4 – Design Development</th>
<th>Phase 5 – Contract Documents</th>
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<tbody>
<tr>
<td>1</td>
<td>August 26</td>
<td>September 2</td>
<td>September 9</td>
<td>September 30</td>
<td>October 28</td>
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<td>Course overview; introduce project; small team topics; workbook assignment</td>
<td>Prelim criteria; Teams #1 and #2</td>
<td>Square footage analysis; workbook quiz due</td>
<td>Revise Preliminary Plan; feedback sessions; workbooks</td>
<td>Revise DD; CD exercise</td>
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<td>Spaceplanning – read Chapters 2 and 13</td>
<td>Discuss building codes, LEED CI checklists</td>
<td>Spaceplanning – Chapters 3 and 14</td>
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<td>August 28</td>
<td>September 4</td>
<td>September 11</td>
<td>October 2</td>
<td>October 30</td>
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<td>Existing conditions; finalize business selection; pin-up</td>
<td>Site visit to 10100 North Central Expressway, Dallas</td>
<td>Square footages; Teams #3 and #4; Bubble and block pin-up’s</td>
<td>Complete revisions; review DD criteria</td>
<td>Complete DD revisions; Construction plan views</td>
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<td>Phase 3</td>
<td>Team #6; FF &amp; E exercise; sustainable strategies</td>
<td>Gough Lecture Series Charrette</td>
<td>Design Development pin-up’s</td>
<td>November 11</td>
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<td>Schematic Design</td>
<td>Team Report #5; discuss elevations, circulation</td>
<td>Design Development in-class workday</td>
<td>Design Development presentation workday</td>
<td>CD Checkpoint #1</td>
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