ADES 4615 Topics in Interior Design: Green Materials (08.25.2020)

University of North Texas Fall 2020
T/Th 3:30 – 4:50 p.m., ART 280 & 288; Perch space, ART 269 T/Th 8:00 – 5:00 p.m.

Johnnie Stark, Associate Professor of Interior Design
Office hours T/Th 10:00-10:30 a.m.; 12:30-1:00 p.m., or by appointment
Johnnie.Stark@unt.edu

COURSE DESCRIPTION
3 hours. Research on selected topics or projects in Interior Design. Course includes classroom lectures, speakers, as scheduled. Prerequisites: Consent of instructor. May be repeated for credit as topics vary. Satisfies advanced Topics requirement for Interior Design degree program.

REQUIRED TEXT

SUPPORTING TEXTS
The graphic standard guide to architectural finishes (ARCOM, AIA; UNT Library e-sources)
BuildingGreen database (UNT Library e-sources)

COURSE OBJECTIVES
1. Present sustainable design principles and strategies emphasizing green and environmentally-conscious materials, products and systems appropriate for commercial design projects as demonstrated through class activities, guest speakers, fact finding and documentation.

2. In the context of green materials, students will be introduced to certifications and standards used in evaluating performance and establishing criteria including life cycle thinking and assessment.

3. In the context of green materials, students will prepare product specifications in a standard contract document format and product profiles using an attribute-based approach.

4. In the context of green materials and sustainable strategies, students will examine environment and behavior connections including but not limited to biophilic design, health, wellness and placemaking.

5. Students will demonstrate competency in written, verbal, and graphic communication and organizational skills in daily classroom activities and assignments.

6. Through assigned projects, group presentations, and quizzes, students will demonstrate an understanding of the green design movement, and sustainable design principles and strategies with emphasis on green materials.

COURSE STRUCTURE
This class meets in a seminar setting which supports lectures, reading assignments, discussion, and group project work. Course content will be supplemented with guest speakers. Speaker dates are subject to change. Students will be given prior notice to accommodate any schedule revisions.
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Your assignments for this course will include a group project presentation(s) to be identified in class, biography reports, product profiles and specifications to be developed by each student, and scheduled quizzes on assigned readings and/or lecture material. Detailed outlines and grading criteria will be provided for each assignment.

Grading Scale:
- A = 100–90
- B = 89–80
- C = 79–70
- D = 69–60; failure to meet minimum quality/informational standards; no credit for ID majors
- F = 59–0; failure to fulfill requirements; no credit for ID majors

Your final grade will be computed as follows:

- Bio reports: 10%
- Quizzes: 30% (includes Quizzes on readings and one CEU online format)
- Group Work: 20%
- Products/Specs: 40%

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 messages 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.

CLASS MATERIALS FOR REMOTE/HYBRID INSTRUCTION

In addition to the remote sessions administered beginning in August, 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 technology/software required to complete upper division Interior Design coursework and technology (e.g., webcam and microphone) to participate in fully remote portions of the class. See Canvas Technical Requirements, (https://clear.unt.edu/supported-technologies/canvas/requirements) and software required to complete upper division Interior Design coursework.

NOTE: To access Adobe Creative Suite (ACS) students will not be able to remote in from off campus; will on campus, you are still able to work in the Lab, etc., as you have done on previous semesters. Negotiations are in progress to determine what the cost would be to students; monthly costs are $19.99 per mo.; it is not known if students can subscribe monthly or if there is minimum of 6 months, a year, etc. Plan accordingly If the class has periods of self-isolation during the semester which require Remote learning.

CLASS RECORDINGS

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. 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.
FACE COVERINGS
1. Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

SOCIAL DISTANCING AND CLASSROOM PROTOCOLS
Social distancing, maintaining a distance of 6'-0" between individuals will be in effect in all areas across campus unless you are in a room by yourself with a floor-to-ceiling door. All classrooms have been reconfigured to achieve this goal with furniture removed as required. Students are not allowed to move or reconfigure desks and chairs even to reach power receptacles (keep your laptop charged). Social distancing will also be required in “perch” areas designated for student use between classes and when circulating through the building the building corridors. Cleaning supplies are located in each classroom and multiple hand sanitizer stations are located throughout the building.

ATTENDANCE POLICY
Attendance is required and applies to both remote 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.

During Face-to-Face sessions, attendance will be taken based on a Canvas seating chart. Accumulating over (3) absences may affect your grade. Students are responsible for 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, Suite 409. For more information on attendance policies, see https://deanofstudents.unt.edu/faq. 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.

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 COVID-19 including symptoms, potential exposure, pending or positive test results, or if you have been given specific instructions to isolate or quarantine from a health care provider or a local authority. 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 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.

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
ACADEMIC INTEGRITY STANDARDS AND CONSEQUENCES
According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Specific sanction will be determined based on specific academic integrity violation.

LATE WORK
All work is due in the classroom (both remote and face-to-face) no later than the date/time specified on the project assignment schedule. No work will be considered after the due date unless an Absence Verification form has been submitted (see Attendance Policy).

INCOMPLETE
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 than 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. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed maximum timeframes established based on the published length of the graduate program. 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. 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.

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 www.unt.edu/csrr for further information. Cases of academic dishonesty will be referred to University authorities. See UNT Policy 06.003 on Student Academic Integrity.

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.

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide 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 accommodations at any time, however, ODA notices of
accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class.

As a student, if you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform your instructor of your need for an 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.

Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found at [http://unt.edu/oda](http://unt.edu/oda) and by visiting the ODA in Sage Hall, room 167. To find out more about the new AIM database, see [https://disability.unt.edu/faq#b](https://disability.unt.edu/faq#b). You also may call the ODA at 940.565.4323. For additional ADA information, See [UNT Policy 04.015](http://unt.edu/ada).

**SEXUAL 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](http://deanofstudents.unt.edu/resources). Survivor student advocate can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. 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** ([http://www.unt.edu/helpdesk/index.htm](http://www.unt.edu/helpdesk/index.htm))
**Email:** helpdesk@unt.edu
**Phone:** 940-565-2324
**In Person:** Sage Hall, Room 130
**Walk-In Availability:** 8am-5pm

**Telephone Availability:**
- Monday-Friday: 8am-5pm
- Friday: 8am-8pm
- Saturday & Sunday: 11m-3pm

**Laptop Checkout available at Willis Library only:** visit [https://library.unt.edu/services/laptop-checkout/](https://library.unt.edu/services/laptop-checkout/) for more info

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)

**Student Support Services**
- [Registrar](https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-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)
- [Pride Alliance](https://edo.unt.edu/pridealliance)
Academic Support Services

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)
- MathLab (https://math.unt.edu/mathlab)

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.

COVID 19, Health and Safety protocols and campus culture
https://vpaa.unt.edu/return

Classroom Cleaning and Disinfecting
Classroom Culture That Promotes Health and Safety
Classroom Layout
Classroom Seating Chart and Taking Attendance
Close Contacts and Self-Isolation
COVID 19 Hotline 844-366-5892
Face Coverings: Campus Locations to Obtain Disposable Masks
Face Coverings: During Class
Face Coverings: Non-Compliance
Ill Student in Class
Remote Learning Spaces – Perch Points: On campus; in CVAD

RETENTION/REPRODUCTION OF STUDENT WORK

STUDENT RECORDS

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s 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.

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 the policy and determine if they give permission for their work and personal image to be reproduced.
To review the Permission to Use Student Work form, go to: https://cvad.unt.edu/design/interior-design-downloadable-information

Additional clarification: the Design Department has the right to retain any and 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. Students will be allowed to photograph their work prior to retention.

**SIGNATURES**

Read these documents carefully prior to signing the forms included in your syllabus information.

The form must be signed at or before the first of class, August 27, and uploaded to your Canvas site, Discussions>Course Acknowledgement and Permission to Use student work signature sheets
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Assignment</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>August 25</strong>  &lt;br&gt; Course overview; Online resources; introduce Sustainable Commercial Interiors  &lt;br&gt; Begin Chapter 1  &lt;br&gt; Assign Bio reports; checkout materials as needed; read SCI Chapters 1 and 2</td>
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<td>2</td>
<td><strong>September 1</strong>  &lt;br&gt; Bio reports (3)  &lt;br&gt; Introduce LEED and WELL categories  &lt;br&gt; Review for Quiz #1</td>
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<td>3</td>
<td><strong>September 8</strong>  &lt;br&gt; Quiz #1 - check  &lt;br&gt; Bio reports (2)  &lt;br&gt; Read Chapter 3, begin Study Notes  &lt;br&gt; Guest Speaker – TBC</td>
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<tr>
<td>4</td>
<td><strong>September 15</strong>  &lt;br&gt; Bio reports (2)  &lt;br&gt; Complete Chapter 4, Part One  &lt;br&gt; Spec Template exercise; Review for Quiz #2</td>
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<td>5</td>
<td><strong>September 22</strong>  &lt;br&gt; Complete Chapter 4, Part Two</td>
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<td>6</td>
<td><strong>September 29</strong>  &lt;br&gt; Quiz #3  &lt;br&gt; Bio reports (3)  &lt;br&gt; Life Cycle exercise</td>
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<td>7</td>
<td><strong>October 6</strong>  &lt;br&gt; Bio reports (3)  &lt;br&gt; Begin Chapter 5  &lt;br&gt; Sign up for Group Project</td>
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<tr>
<td>8</td>
<td><strong>October 13</strong>  &lt;br&gt; Bio reports (3)  &lt;br&gt; Review for Quiz #4</td>
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</tbody>
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October  Check Academic Calendar for last day for change in pass/no pass status.  
November Check Academic Calendar for last day to drop a class; to request an “I” if requirements met.  
November Check Academic Calendar for last day to Withdraw for the semester (Drop all classes).
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<thead>
<tr>
<th>Week</th>
<th>Topic/Assignment</th>
<th>Assignment</th>
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<td>9</td>
<td><strong>October 20</strong></td>
<td><strong>October 22</strong></td>
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<td></td>
<td>In-class Q&amp;A</td>
<td>Workday</td>
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<td>10</td>
<td><strong>October 27</strong></td>
<td><strong>October 29</strong></td>
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<td></td>
<td>Guest Speaker (TBC)</td>
<td>LEED and WELL – Apply to template</td>
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<td>11</td>
<td><strong>November 3</strong></td>
<td><strong>November 5</strong></td>
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<td></td>
<td>Product Profiles pin-up/Finalize Group Project Schedule</td>
<td>Group Project/Product Profiles Workday</td>
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<tr>
<td>12</td>
<td><strong>November 10</strong></td>
<td><strong>November 12</strong></td>
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<td></td>
<td>Group Project Presentations (6); Upload all to Canvas</td>
<td>Group Project Presentations (6)</td>
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<tr>
<td>13</td>
<td><strong>November 17</strong></td>
<td><strong>November 19</strong></td>
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<td>Product Profiles Q&amp;A</td>
<td>What’s next in Green Materials? In-class discussion</td>
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<td>14</td>
<td><strong>November 24</strong></td>
<td><strong>November 26</strong></td>
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<td>Product Profiles Final Checkpoint</td>
<td>Thanksgiving Holiday</td>
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<td>15</td>
<td><strong>December 1</strong></td>
<td><strong>December 3</strong></td>
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<td></td>
<td>All activities scheduled remotely</td>
<td>Product Profiles Workday</td>
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<td>Product Profiles Workday</td>
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<td>16</td>
<td><strong>December 8</strong></td>
<td><strong>December 8</strong></td>
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<td>FINALS Week, verify UNT Exam Schedule</td>
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<tr>
<td></td>
<td>Remote delivery: Class Product Profiles, Final Presentation; upload all to CANVAS</td>
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