

ADES 4625 – INTD: Professional Practice

Semester: Spring 2021

Instructor: Johnnie Stark, Associate Professor

Office: ART 256B

Office Hours: Online; by appointment

Phone: 940.565.3621

Email: Johnnie.Stark@unt.edu

Time: Tuesday, 3:00 – 5:50 p.m.

Remote

REQUIRED TEXTS:

- *Professional Practice for Interior Designers*, Fifth Edition – ISBN 9781118090794; Piotrowski

RECOMMENDED TEXTS:

- *Professional Practice for Interior Designers in the Global Marketplace*, 13th Edition – ISBN 9781609011383; Winchip

SUPPORTING TEXTS (as required for individual topics; available through INTD resources & UNT Main Library; Access Code for Course Reserves: INTDSpr2021)

COURSE DESCRIPTION

Interior Design: Professional Practice. 3 hours; Remote delivery

Prerequisites: ADES 3630, 3640, and 4630.

COURSE CONTENT

This course provides students with the knowledge and skills necessary to be successful in the interior design profession. This course serves as an introduction to business principles, ethics and procedures as well as complementary micro to macro life skills such as leadership, teamwork, and social responsibility.

COURSE OBJECTIVES

Students enrolled in this course will gain the experiential knowledge necessary to work independently and in collaborative teams to achieve the following objectives:

Consider different points of view and work effectively with others to support a shared purpose or goal. The course requires students to form committees to organize, develop, present and host a Senior Show Exhibition of portfolio project work.

Demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

Students will become knowledgeable of professional and business issues including business types and formation, legal considerations, ethics, billing and fees, etc.

Students will demonstrate competency in written, verbal, and graphic communication and organizational skills; competency will be exhibited in classroom activities as well as a group project, portfolio review, and senior show.

Through exams and group presentations, students will demonstrate understanding of interior design business issues and practices.

COURSE STRUCTURE

This semester this class is meeting as a remote seminar supporting lectures, reading assignments, and group project work. Course content will be supplemented with guest speakers. Speaker dates and topics are subject to change. Students will be given prior notice to accommodate any schedule revision. The senior portfolio review and senior show are also held in the context of this class.

Group projects are designed to expand the material presented and give students a chance to explore creative ways to relay information relative to our profession. The group projects will all be presented in PowerPoint and uploaded to Canvas for class access. The group project presentations will be considered as testable material. The senior portfolio review will be held in the context of a senior show. Each individual student will prepare his or her portfolio; student committees will implement the show.

STUDENT EVALUATION

Upon successful completion of all requirements, grades will be determined by a weighted average of the grades earned for the attendance, participation, assignments, projects, and senior show.

Quizzes (3) 25%
Daily Writings/Reflections 10%
Group Project/Presentation 25%
Portfolio 10%
Senior Show (Pass/Fail) 05%
Final Comprehensive Exam 25%

EVALUATION

Scores will be 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	Complete absence of evidence of learning (no ID credit)

CIDA STANDARDS

Standard 4. Global Context

Interior designers have a global view and consider social, cultural, economic, and ecological contexts in all aspects of their work.

Student work demonstrates **understanding** of:

- b) how social, economic, and cultural contexts inform interior design.
- c) how environmental responsibility informs the practice of interior design.

Standard 5. Collaboration

Interior designers collaborate and also participate in interdisciplinary teams.

Students have **awareness** of:

- a) the nature and value of integrated design practices.
- b) the terminology and language necessary to communicate effectively with members of allied disciplines.
- c) technologically-based collaboration methods.

Students **understand**:

- d) team work structures.
- e) leadership models and the dynamics of collaboration.

Standard 6. Business Practices and Professionalism

Interior designers understand the principles and processes that define the profession and the value of interior design to society.

Students have **awareness** of the:

- a) contexts for interior design practice.
- b) impact of a global market on design practices.
- c) breadth and depth of interior design's impact and value.
- d) components of business practice.

Students **understand**:

- e) types of professional business formations.
- f) elements of project management.
- g) instruments of service: contract documents, transmittals, schedules, budgets, and specifications.
- h) professional ethics and conduct.

Standard 9. Communication

Interior designers are effective communicators.

Students are **able** to effectively:

- e) **apply** a variety of communication techniques and technologies appropriate to a range of purposes and audiences.
- f) The interior design program provides opportunities for students to develop active listening skills in the context of professional collaboration.

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 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 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.

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. Students are responsible for tracking their absences and obtaining any missed material. On consultation days, failure to attend your assigned appointment will constitute an absence. For more information on attendance policies, see <https://deanofstudents.unt.edu/faq> . Please contact the instructor via email in the event of extenuating circumstances. Due to the fact that this is your last studio course, there will be critical deadlines regarding Final grades, graduation, etc. Individual students must meet incremental project deadlines and communicate with instructor. 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 <http://deanofstudents.unt.edu>

ACADEMIC INTEGRITY STANDARDS AND CONSEQUENCES

According to UNT Policy 18.1.16, *Student Academic Integrity*, academic dishonest 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.

CONFIDENTIALITY STATEMENT

Typically, students work with a professional design industry 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. Work turned in after the due time but by 5:00 p.m. on the due date will be considered late and penalized 10%. No work will be considered after the due date 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 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. 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/csr for further information. Cases of academic dishonesty will be referred to University authorities. See [UNT Policy 06.003](#).

COURSE RISK FACTOR

Although class activities are primarily digital, some students may elect to construct physical models, etc. For a typical studio experience, 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 (Material Safety Data Sheets are available) and safety issues for your doctor to review. It will be up to you and your doctor to determine what course of action to take.

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 in UNT Policy 18.1.14, at <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>. You also may call the ODA at 940.565.4323. For additional ADA information, See [UNT Policy 04.015](#)

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_0. 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>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Walk-In Availability: M-Th 8am-9pm; F 8am– 5pm; Sat/Sun 11am-3pm

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

Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [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>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-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>)
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)

Academic Support Services

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

EMERGENCY PROCEDURES

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 Blackboard/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* and the *Model Release* forms, go to:

https://art.unt.edu/sites/default/files/u45/permission-to-use-student-work_interior-design.pdf

and <https://art.unt.edu/sites/default/files/u31/Model%20Release%20Form.pdf>

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.

Read these documents carefully prior to signing the form included in your syllabus packet.

The form must be returned/uploaded to your Canvas site at or before the first of class, January 19, 2021.

2021 PROPOSED COURSE SCHEDULE

- 1/12** Course Requirements | The Profession, Goal Setting | Report Groups Sign-up
Chapters 1, 2, 5, 29
Firm Research (Due 01.19)
- 1/19** Firm Research Discussion | Portfolio Guidelines | Report Group & Senior Show Discussion
Chapters 3, 30
- 1/26** Professional Ethics: Assignment/Discussion
Chapters 6, 16, 21, 27
- 2/2** Report Group #1: Business Formations/Business Plans
Report Group #2: Office Organization/Start-up
Senior Show Planning Time
Chapters 15-19
- 2/9** Report Group #3: Employment Mgmt.
Report Group #4: Financial Accounting & Mgt.
Chapters 21, 27
- 2/16** **Quiz #1 Due [All material through 2/9]**
Senior Show Committee Checkpoint
Portfolio Checkpoint & Critique
- 2/23** Report Group #5: Career Strategies; Interviews & Portfolios
Report Group #6: Marketing and Business Development
Speaker TBA
Chapters 6, 8; 18-22
- 3/2** Report Group #7: Global Markets
Report Group #8: Billings and Fees
Additional sources; Chapters 4, 7, 9-11
- 3/9** Senior Show Committee Checkpoint
Report Group #9: Contracts and Legal Issues
Chapters 4, 7, 9-11
Speaker TBA – Social Media and Networking
- 3/16** **Quiz #2 Due [All material from 2/23 – 3/9]**
Report Group #10: Product Pricing; Discount Structures
Report Group #11: Project Management; Project Budgets
Chapters 25-27; 28, 29
- 3/23** **Portfolio Critique**
- 3/30** Report Group #12: Contract Doc's and Contract Admin.
Report Group #13: FF&E and Procurement
Extra Credit Reports Due
Chapters 30, 31; 30-32
- 4/6** **Quiz #3 Due [All material from 3/16-3/30]**
Speaker TBA; Interviewing strategies
- 4/13** Senior Show prep; Portfolio Workday [**4/17 Senior Show**]
- 4/20** **Final Exam Review; All remaining due**
- 4/27** **Final Comprehensive Exam**
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