ADES 4630 – INTD: Space Planning IV  

Instructor: Johnnie Stark, Associate Professor, ART 256B  
Office Hours: T/TH 10:00-10:30 a.m.; 12:30 – 1:00 p.m., or by appointment  
Email: Johnnie.Stark@unt.edu; Phone: 940.565.3621  

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

REQUIRED TEXTS  

SUPPORTING TEXTS (see previous courses; available through INTD resource library and *UNT Library Reserves*)  
- *Sustainable commercial interiors, 2nd Ed.* (P. Bonda & K. Sosnowchik)  
- *The codes guidebook and study guide for interiors, 6th ed.* (S.K. Harmon & K.E. Kennon)*  
- *Architectural graphic standards, 12Th Ed., 2016*  
- *Interior design and graphic standards* (S.C. Reznikoff)*  
- *The graphic standard guide to architectural finishes (ARCOM, AIA)*  
- *Construction drawings and details for interiors: Basic skills, 3rd ed.* (Kilmer, R. & Kilmer, O.)  
- *BuildingGreen 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 project work, students will demonstrate graphic, written and verbal communication skill competency.
3. Utilizing the prepared program and individual information gathering, students will analyze and extract information 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.

7. In the context of the class project, students will demonstrate an understanding of LEED CI and WELL categories with an emphasis on Materials and Resources and Indoor Environmental Quality through the coordination of client selection, concept development, presentation materials, specifications, references, resources and working drawing content.

**COURSE STRUCTURE**

This studio course is offered with a lecture and lab component incorporated into 6 contact hours per week. This class also has an accompanying Canvas site, 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 critiques and presentations. Guest speakers and field trips will be experienced remotely. Students will work in studio and participate in critiques/reviews during class hours. Students may be asked to work in small teams to present specialized information to the rest of the class. Critiques are an essential component of design studio. Participation in all activities is essential. The final working drawing submittal must be prepared in AutoCAD or Revit and will be submitted for grading as a digital file. Preparing a hard copy for the individual student’s portfolio is highly recommended. This semester, due to social distancing requirements, CVAD will designate reserved “perch” spaces for students to use between classes, for remote sessions, etc.

**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% |
| Workbook & Quizzes | Across all phases | 5% |

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

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

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

**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.

**Standard 7. Human-Centered Design**

*Interior designers apply knowledge of human experience and behavior to designing the built environment.*

Student work demonstrates **understanding** of:

a) the impact of the built environment on human experience, behavior, and performance.

Student work demonstrates the **ability** to:

e) apply human factors, ergonomics, and universal design principles to design solutions.

**Standard 13. Products and Materials**

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

a) Students are **aware** of the influence of furnishings, objects, materials, and finishes on human wellbeing.

Student work demonstrates **understanding** of:

b) how furnishings, objects, materials, and finishes work together to support the design intent.

c) typical fabrication, installation methods, and maintenance requirements.

d) appropriate design or specification of products and materials in relation to project criteria and human wellbeing.

e) Students select and **apply** products and materials on the basis of their properties and performance criteria, including ergonomics, environmental attributes, life safety, and life cycle cost.

f) Students are **able** to lay out, design, and specify a broad range of appropriate products, materials, objects, and elements in support of the design intent.

**Standard 14. Environmental Systems and Comfort**

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

a) Students are **aware** that design decisions relating to acoustics, thermal comfort, and indoor air quality have an environmental impact.

Students **understand**:

b) the principles of acoustical design.

c) appropriate strategies for acoustical control.

Students **understand**:

d) the principles of thermal design.

e) how active and passive thermal systems and components impact interior design solutions.

Students **understand**:

f) the principles of indoor air quality.

g) how the selection and application of products and systems impact indoor air quality.
Standard 15. Construction

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

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

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

- b) base-building structural systems and construction methods.
- c) interior systems, construction, and installation methods.
- d) detailing and specification of interior construction materials, products, and finishes.
- e) the integration of building systems including power, mechanical, HVAC, data/voice telecommunications, and plumbing.
- f) monitoring systems including energy, security, and building controls systems.
- g) vertical and horizontal systems of transport and circulation including stairs, elevators, and escalators.
- h) Students understand the formats, components, and accepted standards for an integrated and comprehensive set of interior construction documents.

Students are **able** to:

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

**Standard 16. Regulations and Guidelines**

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

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

Student work demonstrates **understanding** of laws, codes, and standards that impact health, wellness, security, and fire and life safety, including:

- b) sustainable environment guidelines.
- c) compartmentalization: fire separation and smoke containment.
- d) movement: access to the means of egress including stairwells, corridors, exitways.
- e) detection: active devices that alert occupants including smoke/heat detectors and alarm systems.
- f) suppression: devices used to extinguish flames including sprinklers, standpipes, fire hose cabinets, extinguishers, etc.

Students **apply**:

- g) industry-specific regulations and guidelines related to construction.
- h) industry-specific regulations and guidelines related to products and materials.
- i) federal, state/provincial, and local codes and guidelines.
- j) barrier-free and accessibility regulations and guidelines.

**CLASSROOM PROCEDURES AND ACADEMIC POLICIES**

**FACULTY/STUDENT COMMUNICATION**

All online communication between faculty and students must use the student’s my.unt.edu email account address. The class CANVAS site and email 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 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 http://deanofstudents.unt.edu

**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.

**CONFIDENTIALITY STATEMENT**

Programmatic information, base building drawing and documentation, electronic files, and other support materials for this class have been provided by a professional design office. These materials are for instructional use only and may not be mass-produced or distributed for any purpose other than to fulfill course requirements for this class.

**LATE WORK**

All work is due in the classroom (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 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. 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 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/ 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
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>Phase 1 – Introduction and Pre-Programming</td>
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<td></td>
<td><strong>August 25</strong></td>
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<td></td>
<td>Course overview; introduce project; small team topics; workbook assignment</td>
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<tr>
<td></td>
<td><em>Spaceplanning</em> – read Chapters 2 and 13</td>
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<td><strong>August 27</strong></td>
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<td>Existing conditions; finalize business selection; pin-up</td>
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<td><em>Spaceplanning</em> - scan Chapters 5, 6 and 12</td>
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<td>2</td>
<td>Phase 2 – Concept Development/Programming</td>
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<td><strong>September 1</strong></td>
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<td>Prelim criteria; Teams #1 and #2</td>
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<td>Discuss building codes, LEED CI checklists</td>
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<td><strong>September 3</strong></td>
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<td>Project Site Visit and Inventory</td>
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<td>Phase 3 – Schematic Design</td>
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<td><strong>September 8</strong></td>
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<td>Square footage analysis; workbook quiz due</td>
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<td><em>Spaceplanning</em> – Chapters 3 and 14</td>
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<td><strong>September 10</strong></td>
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<td>Square footages; Teams #3 and #4; Bubble and block pin-up’s</td>
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<td>4</td>
<td><strong>September 15</strong></td>
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<td>Team Report #5; discuss elevations, circulation</td>
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<td><strong>September 17</strong></td>
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<td>Schematic plans in-class workday</td>
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<td>5</td>
<td><strong>September 22</strong></td>
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<td>Preliminary presentation in-class workday</td>
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<td><strong>September 24</strong></td>
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<td>Preliminary Presentations due Guest reviewers</td>
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<td>6</td>
<td>Phase 3 Schematics; Phase 4 – Design Development</td>
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<td><strong>September 29</strong></td>
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<td>Revise Preliminary Plan; feedback sessions; workbooks</td>
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<td><strong>October 1</strong></td>
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<td>Complete revisions; review DD criteria</td>
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<td>EBD topics; <em>Place Advantage</em> discussion</td>
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<td>7</td>
<td><strong>October 6</strong></td>
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<td>Team #6; FF &amp;E exercise; sustainable strategies</td>
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<td></td>
<td><strong>October 8</strong></td>
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<td>In-class workday; FF&amp;E Quiz</td>
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<td>8</td>
<td><strong>October 13</strong></td>
</tr>
<tr>
<td></td>
<td>Design Development pin-up’s</td>
</tr>
<tr>
<td></td>
<td><strong>October 15</strong></td>
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<tr>
<td></td>
<td>Design Development in-class workday</td>
</tr>
<tr>
<td>9</td>
<td><strong>October 20</strong></td>
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<tr>
<td></td>
<td>Design Development presentation workday</td>
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<tr>
<td></td>
<td><strong>October 22</strong></td>
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<tr>
<td></td>
<td>DD Presentations due Guest reviewers</td>
</tr>
<tr>
<td>10</td>
<td>Phase 5 – Contract Documents</td>
</tr>
<tr>
<td></td>
<td><strong>October 27</strong></td>
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<tr>
<td></td>
<td>Revise DD; feedback sessions; CD exercise</td>
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<td></td>
<td><strong>October 29</strong></td>
</tr>
<tr>
<td></td>
<td>Complete DD revisions; Construction plan views</td>
</tr>
<tr>
<td>11</td>
<td><strong>November 3</strong></td>
</tr>
<tr>
<td></td>
<td>Teams #7 &amp; #8; Discuss RCP, P &amp; C</td>
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<td></td>
<td><strong>November 5</strong></td>
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<tr>
<td></td>
<td>CD workday</td>
</tr>
<tr>
<td>12</td>
<td><strong>November 10</strong></td>
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<td></td>
<td>Elevations/sections/details</td>
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<td></td>
<td><strong>November 12</strong></td>
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<tr>
<td></td>
<td>CD Checkpoint #1</td>
</tr>
<tr>
<td>13</td>
<td><strong>November 17</strong></td>
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<td></td>
<td>Schedules; Checkpoint #2</td>
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<td></td>
<td><strong>November 19</strong></td>
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<tr>
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<td>CD In-studio Workday</td>
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<tr>
<td>14</td>
<td><strong>November 24</strong></td>
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<tr>
<td></td>
<td>CD Final Checkpoint (all sheets, 90% complete)</td>
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<tr>
<td></td>
<td><strong>November 26</strong></td>
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<tr>
<td></td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>15</td>
<td><strong>December 1 – all activities scheduled remotely</strong></td>
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<td>CD’s due</td>
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<td></td>
<td><strong>December 3</strong></td>
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<tr>
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<td>Peer review</td>
</tr>
<tr>
<td>16</td>
<td><strong>December 8</strong></td>
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<tr>
<td></td>
<td>Verify UNT Final Exam Schedule</td>
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<tr>
<td></td>
<td><strong>December 10</strong></td>
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<tr>
<td></td>
<td>Verify UNT Final Exam Schedule</td>
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</table>

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