ADES 4640–INTD: Space Planning V

Instructor: Johnnie Stark, Associate Professor

Office: ART 256B
Office Hours: TH 3:00 – 5:00 p.m., online; by appointment
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Semester: Spring 2021

Time: T/TH
Lab 501 8:00-10:50 a.m. ART 280/288
Lab 502 12:00 – 2:50 p.m. ART 280/288

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

Course Description
Interior Design: Space Planning V. 3 hours (2; 4). Hybrid delivery; schedule as required to maintain Covid 19 health and safety protocols. Advanced space planning topics/independent study/documentation.
Prerequisites: ADES 3620, 3630, 3645, 4630.

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

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

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

Through the completion of course assignments, students will review and continue to develop competency in the following areas:
- Design concept development and implementation
- The design process and process documentation
- Drawing series and documentation
- Oral, written, graphic, 2-D and 3-D presentation skills
- Interior project types including but not limited to corporate, hospitality, retail, healthcare, and residential
- Interior project scope requirements including but not limited to construction documents and working drawings (CD’s), and furniture, furnishings, and equipment specifications (FF&E)
- Building codes and barrier-free requirements
- Interior building systems and interior environmental quality components including but not limited to wall systems, lighting systems, acoustics, wayfinding and surface treatments
- Sustainability and green design issues; universal design; sensory design
- Personal ethics, social responsibility and environmental responsibility.

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

**COURSE STRUCTURE**

This semester this course is offered in a Hybrid studio format with a lecture and lab component incorporated into 6 contact hours per week divided between in-person and remote delivery. Conditions may vary throughout semester, and ratio of remote to in-person contact hours will be adjusted accordingly. Course content and studio etiquette are all consistent with the requirements of an interior design career. Students will schedule individual interviews and field work as required to complete their project. Students will work independently, and participate in discussion and critiques during class hours. Students will submit their project work in phases. The CVAD Computer Lab is available with a reservation for work outside of scheduled class time. No out-of-pocket cost for students is anticipated this semester since all presentations will be online/virtual.

**EVALUATION**

A score sheet and evaluation checklist will be provided for each project phase. Each project phase will be evaluated after the announced due date. There is no Final exam. Total project scores and daily grades will be averaged and converted into a Final Letter Grade using the following percentages:

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

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<tr>
<th>Phase</th>
<th>Project and scope outline</th>
<th>Program and concept development</th>
<th>Schematic design</th>
<th>Design development</th>
<th>Contract documentation</th>
<th>Final presentation</th>
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**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.*

a) Students are aware that building technology, materials, and construction vary according to geographic location.

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.

Students understand:

e) Student work demonstrates the ability to effectively collaborate with multiple disciplines to develop solutions.

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

Students have **awareness** of the:

- c) breadth and depth of interior design’s impact and value.

Standard 8. Design Process

*Interior designers employ all aspects of the design process to creatively solve a design problem.*

a) Student work demonstrates the ability to **apply** space planning techniques throughout the design process.

Student work demonstrates the ability to **apply** knowledge and skills learned to:

- b) Solve progressively complex design problems.
- c) Identify and define issues relevant to the design problem.
- d) Execute the design process: pre-design, schematic design, and design development.
- e) Synthesize information to generate evidence-based design solutions.
- f) Explore and iterate multiple ideas.
- g) Design original and creative solutions.
- h) Students **understand** the importance of evaluating the relevance and reliability of information and research impacting design solutions.

Standard 9. Communication

*Interior designers are effective communicators.*

Students are **able** to effectively:

- c) Distill and visually communicate data and research.
- d) Express ideas and their rationale in oral communication.
- e) Express ideas and their rationale in written communication.
- f) Express ideas and their rationale developed in the design process through visual media: ideation drawings and sketches.
- g) Express project solutions using a variety of visual communication techniques and technologies appropriate to a range of purposes and audiences.

Standard 16. Regulations and Guidelines

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

Student work demonstrates **understanding** of:

- b) standards and guidelines related to sustainability and wellness.
- c) sector-specific regulations and guidelines related to construction, products, and materials.

Student work demonstrates the ability to **apply**:

- d) federal, state/provincial, and local codes including fire and life safety.
- e) 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 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 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.

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. 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)

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

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
III 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 14, 2021.
ADES 4640 – 2021 Project Timeline (subject to revision during semester)

Week of:

Jan 12 – 14
Finalize proposals/scope/program; identify cohort groups

Jan 19 – Concept/schematics

Jan 21 - Main Library Research Techniques Overview, Rebecca Barham

Jan 26 - 28 Concept/schematics

Feb 2 - 4
Schematics

Feb 9 – 11
Present preliminary overview, schematics, research methods

Feb 16 Revise Schematic Plans/Design Development
Feb 18 Continue Schematic Plans/Design Development

Feb 23 - 25
Design development

Mar 2 – 4
Design development presentation

Mar 9 – 11
Design development revisions/begin pres prep, CDs

Mar 16 – 18
Senior Show Presentation prep

Mar 23 – 25
Senior Show Presentation prep; pin-up on 3/25

Mar 30 - Apr 1
Presentation prep; submit for formatting

Apr 6 – 8
Presentation prep; submit for formatting

Apr 13 – 15
Finalize Presentation prep

Apr 17 – Saturday; Senior Show

Apr 20 - 22 [Last class day]
All remaining materials to be graded turned in by end of day, April 22

Apr 26 – 30 [Finals week] Individual consultations

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