ADES 4640–INTD: Space Planning V

**Instructor:** Johnnie Stark, Associate Professor  
**Semester:** Spring 2022

**Office:** ART 256B  
**Time:** T/TH

**Office Hours:** TH 3:00 – 5:00 p.m. or by appt.  
**Lab 501**  
8:00-10:50 a.m. ART 260

**Phone:** 940.565.3621 Design Dept.  
**Lab 502**  
12:00 – 2:50 p.m. ART 260

**Email:** Johnnie.Stark@unt.edu

**SUPPORTING TEXTS** as required for individual topics; available through INTD resources & UNT Main Library; also Course Reserves for Interior Design

**COURSE DESCRIPTION**

Interior Design: Space Planning V. 3 hours (2: 4). Advanced space planning topics/independent study/documentation. Prerequisites: ADES 3620, 3630, 3635, 3645 and 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:
- 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 continue to develop competency in the following:
- 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 studio format with a lecture and lab component incorporated into 6 contact hours per week. 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 for work outside of scheduled class time. Out-of-pocket costs for students will be determined as presentation/exhibit venues are finalized.

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:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>Superior performance in all aspects of the course; excellent quality</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>Superior performance in most aspects of the course; satisfactory in the remainder</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>Evidence of some learning but generally marginal performance</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>Minimal learning; very low quality performance in all aspects (no ID credit)</td>
</tr>
<tr>
<td>59/below</td>
<td>F</td>
<td>Absence of evidence of learning (no ID credit)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase</th>
<th>Project Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I</td>
<td>Pre-program and scope outline</td>
<td>5%</td>
</tr>
<tr>
<td>Phase II</td>
<td>Program and concept development</td>
<td>10%</td>
</tr>
<tr>
<td>Phase III</td>
<td>Schematic design</td>
<td>15%</td>
</tr>
<tr>
<td>Phase IV</td>
<td>Design development</td>
<td>25%</td>
</tr>
<tr>
<td>Phase V</td>
<td>Contract documentation</td>
<td>10%</td>
</tr>
<tr>
<td>Phase VI</td>
<td>Final presentation</td>
<td>35%</td>
</tr>
</tbody>
</table>
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 the class group email will be used 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 during the semester to accommodate situations as they arise.

DISABILITIES ACCOMMODATION
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. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access (ODA) http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

ATTENDANCE POLICY
Attendance is required and applies to in-class 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.

ATTENDANCE DURING COVID
Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any symptoms of COVID (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) 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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

For current information, continue to check the UNT Health Alerts website COVID Guidelines | Health Alerts (unt.edu)

ACADEMIC INTEGRITY STANDARDS AND CONSEQUENCES
According to UNT Policy 18.1.16, 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.

CLASS RECORDINGS
Class recordings from the Canvas Learning Management System 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.

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. 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 for the criteria needed for an Incomplete request. 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.

FINANCIAL AID
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/ 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.

CENTER FOR STUDENT RIGHTS AND RESPONSIBILITIES
Each University of North Texas student is entitled to certain rights associated with higher education institutions. The UNT Dean of Students Office website offers a wide range of services for resources, advocacy, etc. See www.unt.edu/csrr for further information.

COURSE RISK FACTOR
Although class activities are primarily digital, some students may elect to construct physical models, or exhibit, 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. 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. See UNT Policy for additional clarification, follow the link, or access pdf on Canvas site.

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. See UNT Policy for additional clarification, follow the link, or access pdf on Canvas site.

(https://policy.unt.edu/sites/default/files/06.049_Syllabus%20Policy%20Statements_supplement.pdf)

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 provided on the first day of class.

The form must be returned at or before the beginning of class, January 20, 2022.
ADES 4640 – 2022 Project Timeline

Week of:

Jan 18 – 20
Finalize proposals/scope/program; identify cohort groups

Jan 25–
Concept/schematics
Jan 27 - Main Library Research Techniques Overview, Rebecca Barham

Feb 1-3 - Concept/schematics

Feb 8 – 10
Present preliminary overview, pre-program & scope, program and concept development, schematic plans

Feb 15 Revise Schematic Plans/Design Development
Feb 17 Continue Schematic Plans/Design Development

Feb 22 - 24
Design development

Mar 1 – 3
Design development presentation prep

Mar 8 – 10
Design development presentation/begin discussing pres prep, CDs

Mar 14– 18
Spring Break, No Classes

Mar 22 – 24
DD Feedback/Revisions; Senior Show Presentation prep; pin-up on 3/29

Mar 29 - 31
Final Presentation prep

Apr 5 – 7
Presentation prep; submit for formatting
April 8 – Last day to drop a class; Last day to withdraw for the semester

Apr 12 – 14
Finalize Presentation prep; pin-up

Apr 19– 21
Finalize Presentation prep

Apr 26 - 28
All remaining materials, CDs, specifications, etc., to be graded must be turned in by end of day, April 28

5/2 (Mon) Senior Show Set-up; 5/3 Exhibit Start; 5/7 (Sat) Reception/Exhibit Ends; 5/8 (Sun) Teardown
5/5 Last regular class day

May 10 – 12 Final Consultations; May 13-15 Commencement

May 16 – Monday, Grades due

©2022 Johnnie Stark, all rights reserved