ADES 4640 – INTD: Space Planning V

Instructor: Johnnie Stark, Associate Professor  
Semester: Spring 2024

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.

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 specialities 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
- Collaborative discussions about and continued discussions of considerations of human health and wellness in the design project proposal for both student and client populations; including but not limited to universal design, sensory design, etc.
- Sustainability and green 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>Description</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>
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CLASSROOM PROCEDURES AND ACADEMIC POLICIES

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

CORONAVIRUS UPDATES
Current and updated information can be found at http://healthalerts.unt.edu Current information from the UNT site will supersede information printed in this document.

ATTENDANCE POLICY
Attendance is mandatory and applies to both 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.

Students are responsible for communicating with the instructor regarding attendance, 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 documentation of a doctor's appointment, health test result, etc. 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), 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.

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/conduct

ACADEMIC DISHONESTY AND PLAGIARISM POLICY
Academic dishonesty includes cheating, fabricating or falsifying information or sources, improper collaboration, or submitting the same paper/work for different classes without permission. Plagiarism occurs when you deliberately or unintentionally use another person's language, ideas, design or materials and present them as your own work without properly acknowledging and citing the source. The University of North Texas considers plagiarism a serious form of academic dishonesty. Avoid plagiarism by carefully and correctly citing your sources whenever you use someone else’s words, equations, graphics, or ideas. Cite sources carefully, completely, and meticulously; when in doubt, cite. For the university’s policy on Academic Integrity, please refer to https://facultysuccess.unt.edu/academic-integrity. Any act of academic dishonesty including unauthorized assistance in taking quizzes, tests; dependence upon aid of sources beyond those authorized by the instructor; a dual submission of a paper or project; or any other act designed to give a student an unfair advantage in this class will receive an F on the assignment/project/test, possible dismissal from the class with a final grade of F, and will be reported to the Dean of Students (Office of Academic Integrity), who may
impose further penalty depending upon the severity of the violation.

CLASS RECORDINGS
Any (live) sessions in this course that are recorded, e.g., guest speakers, etc., are for students enrolled in this class. 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.

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 form or doctor’s appointment/note 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
An Incomplete Grade is a non-punitive grade given only during the last one fourth of the semester and only if the student is passing the course and has a justifiable reason, beyond the control of the individual student. 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. If a student Does not maintain the required standards, the student may lose their financial aid eligibility. A student must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total hours registered. Students cannot exceed attempted credit hours above 150% of their required degree plan. 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. 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.

ADD/DROP POLICY
Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. After the 12th class day, students must first submit a completed “Request to Drop” form to the Registrar’s Office. The last day for a student to drop a class in Fall 2022 is November 18. Information about add/drop may be found at: See Academic Calendar (listed above) and Syllabus Calendar

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.

COURSE RISK FACTOR
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. With the extensive use of digital file management and presentation techniques, risks from presentation processes and materials that include but are not limited to spray adhesives, fixatives, x-acto knives, etc., are increasingly rare. 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.

ODA STATEMENT
The University of North Texas and CVAD makes reasonable academic accommodation for students 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. Office of Disability Access | Division of Student Affairs (unt.edu) 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.

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 Survivor Advocate | Division of Student Affairs (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.

UNT Help Desk UNT IT Helpdesk | University Information Technology
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 330 Check website for current Availability
Laptop Checkout available at Willis Library only: visit https://library.unt.edu/services/laptop-checkout/

Student Support Services

- Registrar (https://registrar.unt.edu/)
- 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)

Academic Support Services

- Academic Calendar https://registrar.unt.edu/registration/fall-registration-guide
- Final Exam Schedule https://registrar.unt.edu/exams/final-exam-schedule/fall
- UNT Libraries (https://library.unt.edu/)

CARE TEAM
The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others. See: Care Team Link: https://studentaffairs.unt.edu/care-team

UNT POLICY ON DIVERSITY
UNT values diversity and individuality as part of advancing ideals of human worth, dignity and academic excellence. Diverse viewpoints enrich open discussion, foster the examination of values and exposure of biases, help educate people in rational conflict resolution and responsive leadership, and prepare us for the complexities of a pluralistic society. As such, UNT is committed to maintaining an open, welcoming atmosphere that attracts qualified students, staff, and faculty from all groups to support their success. UNT does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status in its application and admission process, educational programs and activities, employment policies and use of university facilities. See: Diversity and Inclusion Link: https://idea.unt.edu/diversity-inclusion

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.

RETENTION/REPRODUCTION OF STUDENT WORK
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer keys, written papers and projects submitted during the duration of the course are kept for at
least one calendar year after course completion. Course work completed via Canvas is also stored in a safe electronic environment for one year. Students have the right to view their individual records; however information about students’ record 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. [http://ferpa.unt.edu/](http://ferpa.unt.edu/)

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.

See the *Permission to Use Student Work Form* in your syllabus documents. A signature sheet will be provided.

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 18, 2024.
ADES 4640 – 2024 Project Timeline

Week of:

Jan 16 – 18
Finalize proposals/scope/program; identify cohort groups

Jan 23– Main Library Research Techniques Overview, Rebecca Barham
Jan 26 – Concepts/Schematics

Jan 30 – Feb 1 - Concept/schematics

Feb 6 – 8
Present preliminary overview, pre-program & scope, program & concept development, schematic plans

Feb 13 Revise Schematic Plans/Design Development
Feb 15 Continue Schematic Plans/Design Development

Feb 20 - 22
Design development

Feb 27 – Feb 29
Design development presentation prep

Mar 5 – 7
Design development presentation/begin discussing pres prep, CDs

Mar 11– 17
Spring Break, No Classes

Mar 19 - 21
DD Feedback/Revisions; Senior Show Presentation prep; pin-up on 3/29

Mar 26 - 28
Final Presentation prep

Apr 2 – 4
Presentation prep; submit for formatting
April 5 – Last day to drop a course or all courses with a grade of W

Apr 9 –11
Finalize Presentation prep; pin-up

Apr 16– 18
Finalize Presentation prep

Apr 23 – 25 (April 26, last day to drop with a W)

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

Senior Show Schedule  Week of 4/29 (Mon) Install Exhibit; 5/3 Exhibit Opens; 5/4 (Sat) Reception/Exhibit Ends/Tear Down begins; 5/5 (Sun) Teardown Complete; (5/3 Last regular class day)

May 7 – 9 Final Consultations; May 10-12 Commencement

May 13 – Monday, Grades due

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