

ADES 3610/Presentation Techniques

Section 501 – T/TR 8:00am to 10:50am, Room: ART 265

Section 502 – T/TR 3:00pm to 5:50pm, Room: ART 265

Instructor Contact

Name: Jeannine Vail, Assistant Professor, AIA, NCARB, LEED AP

Office Location: ART 262A

Office Hours: T/TR 11:00pm-12:00pm or by appointment.

Email: Jeannine.Vail@unt.edu

Communication Expectations: The primary tool that will be used to communicate directly with students, will be the learning management system. Students should send personal concerns or questions to me through the canvas email tool <https://unt.instructure.com/>. CLEAR has a webpage for students that provides [helpful guidance](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>) that can be adapt for your use.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Copyright Notice

Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to: documents, slides, images, audio, and video. Materials in this course are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit the [UNT Policy Office \(Links to an external site.\)](#) or [Copyright.gov \(Links to an external site.\)](#).

Course Description

This course introduces the CVAD interior design student to the techniques used in creating visual presentations including rendering methods, design board layout, graphics. Through exercises and projects the student will review a variety of techniques in differing media.

Course Structure

The course format and content delivery will be face-to face on campus over 16 weeks through lecture and lab opportunities. Each student is expected to come to class with their laptop and required software installed. Accommodations for students unable to have a laptop will be handled on a case by case basis. The coursework consists of project assignments, presentations, and a competition design project. Assignments will be given in both oral and written form. The studio is informal and group interaction is encouraged.

Project and Assignment Requirements: Students are responsible for collecting and saving all material assigned in the class, even if the student misses a class. DO NOT ASSUME ANYTHING, get clarifications from your instructor if you are confused about assignments or due dates.

Course Prerequisites or Other Restrictions

Prerequisite(s): ADES 2630, 2640, and must have passed the Interior Design portfolio review.

Course Objectives

1. Use of multiple medias including computer software for presentations and design solutions.
2. Develop multiple techniques to aid in the presentation and communication of ideas.
3. Develop critical thinking related to presentation decision-making.
4. Apply digital presentation skills through design projects.

By the end of this course, students will be able to: CIDA 2022 Standards

9B and 9C: Express ideas in oral and written communication.

9D: Express ideas and their rationale developed in the design process through visual media: ideation drawings and sketches.

9E: Express project solutions using a variety of visual communication techniques and technologies appropriate to a range of purposes and audiences.

11C: Students *effectively apply* the elements and principles of design and related theories throughout the interior design curriculum to two-dimensional design solutions.

13A: Student work demonstrates understanding of how furnishings, objects, materials, and finishes work together to support the design intent.

13F: Students are able to design and specify a broad range of appropriate products, materials, furniture, fixtures, equipment, and elements in support of the design

Required/Recommended Materials

We will be using a number of written and digital resources which will be made available to you. In addition, there are a few textbooks that will be provided as informative use.

Additionally, each student will need to create an Adobe Creative Cloud in order to complete the assignments and projects.

UNT Students may subscribe for a discount to buy Adobe® Creative Cloud™

All the apps. All the time. 100GB of free storage!

Cost: \$50.00 plus the processing fee year round

Purchase: <https://unt.edu/adobe>

Communication

Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Come visit me! I encourage you to connect with me for support. During busy times, my inbox becomes rather full, so if you contact me and do not receive a response within two business days, please send a follow up email. A gentle nudge is always appreciated. Design clarifications are more successful in a discussion during office hours rather than in an email. Your success is our goal.

Supporting Your Success and Creating an Inclusive Learning Environment

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable 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 reasonable 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 their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](http://www.unt.edu/oda) website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

Assessing Your Work

Evaluation of student work in a studio class is challenging for the faculty as well as the student. All work must be seen in progress and no work will be accepted that is completed entirely out of class. Please be aware that interior design work necessitates subjective as well as objective evaluation. The student's development of skills and amount of effort will be taken into consideration. These standards detail the meaning and level of accomplishment for grading:

A = 100 to 90% | Exceptional Work: Student goes above and beyond to a superior level.

B = 89 to 80% | Above Average Work: Student goes above and beyond to a good quality level.

C = 79 to 70% | Average work: Student meets the requirements to reach a competent level.

D = 69 to 60% | Below average work: Student doesn't meet the requirements and is at a substandard level.

F= Below 60% | Failing grade: Grade achieved for submissions were unacceptable, late or didn't reflect complete development and presentation merit.

Course Requirements

The following exercises and projects will be made available to you in the course learning site, Canvas.

Requirements		Points Possible	Percentage of Final Grade
Exercise	Hand Rendering Techniques	50	5%
Exercise	Photopshop	50	5%
Assigned Readings	3 Assigned Readings/Videos	75	5%
Project 1	Concept Through Design Development	300 points	25%
Project 2	Portfolio and Presentation	200 points	20%
Project 3	IDEC Competition: Project & Presentation	300 points	25%
Project 4	Professional Website and Resume	100 points	10%
Class Participation	5 pts/week	75 points	5%
Total Points Possible		1,150 points	100%

Course Technology & Skills

Minimum Technology Requirements

- Computer to meet department specifications.
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Adobe Creative Suite (Personal license and available outside of class in the University computer labs)
- Other software deemed desirable to complete work and to the student cohort's needs.
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Team instructional learning and presentations
- Using spreadsheet programs
- Using presentation and graphics programs

Technical Assistance

Part of working in the digital age involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

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[UIT Help Desk](#) [UNT IT Helpdesk](#) | [University Information Technology](#)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Walk-In Availability: 8am-5pm

Telephone Availability (verify):

- 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) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Student Support Services

- [Registrar](https://registrar.unt.edu/) (https://registrar.unt.edu/)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Student Affairs Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance) Academic Support Services
- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)

Classroom Procedures and Academic Policies

Detailed UNT Student Support Services and Policies may be found at <https://clear.unt.edu/student-support-services-policies>

Attendance and Participation

Participation and engagement will be part of the overall grade consideration, but shall not be confused with only your physical appearance at class. The factors to be considered in studio participation include:

- **Presence** (showing interest in and receptiveness to course materials, be sufficiently prepared in terms of reading, researching of the project topic and have all material available at studio for discussion and to further work on your project)
- **Reaction** (elasticity of thinking and responsiveness to project critique, ask questions and respond to questions, engage in discussion with other classmates and the instructor)

- **Delivery** (appropriate project development and delivered as due dates and class schedule suggests)

Project/Assignment deadlines are enforced by a grade penalty of 10 points per late day. Assignments shall be submitted in a neat and clear, complete, readable, and understandable (to the Professor) manner. If I cannot understand what you have done, then you have not been successful. Submittals are typically due to the Canvas assignment-box with due-dates and submittal requirements indicated in the assignment-box and assignment handout notes. Canvas submittals are mandatory, email submittals will not be accepted. Assignment-boxes on Canvas indicate the assignment due date, submission details and file formats. Submitting to an assignment-box in a file format other than indicated in the assignment instructions will be graded "0". For example, use the file name **"YourName_nameOfTheAssignment_ADES3610.doc"**

Grades are posted through Canvas midterm and after the completion of dead week or when grades are due to the UNT records office. Feedback on your design efforts continues in studio during studio critiques. If you have been in studio, but have not been able to receive feedback on your assignment or project progress during every week, you have to make an appointment with me and meet with me to go over your design progress. If you have difficulties to identify your academic standing or need specifics on an assignment grade, particularly if you cannot find answers on Canvas through the posted assignment rubrics, make arrangements to see me in my office to discuss this matter. Asking for feedback on your academic standing the last week of the semester is not a good practice and will not be accommodated.

No make-up work, extra credit, or anything else of a similar nature will be assigned. Just do the work that is assigned, turn it in on time and you will earn your respective grade. Focus on the assignment feedback and how that feedback will enable you to grow your knowledge.

Let me know, as early as possible, if you have trouble with the material, assignments etc. Contact me for meeting outside of class to discuss your matters. Ask questions during class desk critique. See me after class or during office hours. In short, if you are doing the work but struggle and need help, get it! I cannot help you if I am not aware of the problem. I tend to be unsympathetic if you share your struggles at the end of the semester and never attempted to get help during the semester.

Class attendance is mandatory. If you must miss class, it is your responsibility to find out what material, home assignments, schedule changes etc. you missed through discussion with your peers and checking the course management on Canvas. Do not send an email asking "Tell me what I have missed" without attempting a personal discussion. I have great respect for students who are balancing the demands of their coursework with outside responsibilities. If you run into challenges that require you to miss a class, please contact me. There may be some flexibility we can offer to support your academic success. This is good practice, keep your constituencies "in the loop." It will be a good model for your career as an interior designer where you would inform your employer that you are not able to come to work that day.

I encourage you to submit work regardless how late you submit in order to get feedback and corrections on the work.

I do not discuss scores or grades over the phone or via email. You will have to make an appointment in my office. The topics and dates as outlined in the course schedule and the information provided in the course syllabus are subject to change (changes will be posted in "news/announcements" on the Canvas website). You are responsible to check the course management website. I encourage you to activate the "notification" feature on Canvas.

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.

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 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. Unfortunately, incidents of academic dishonesty, especially plagiarism, have been increasing throughout colleges and universities in the United States. 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. If you are unsure of something and are worried you may be plagiarizing, come see me. Cite sources carefully, completely, and meticulously; when in doubt, cite. For the university's policy on Academic Integrity, please refer to <https://faculty.success.unt.edu/academic-integrity>. Any act of academic dishonesty in this class may result receiving an F on the assignment/project/test, dismissal from class with a final grade of F, and even suspension or expulsion from the university, depending upon the severity of the violation.

Confidentiality Statement

Programmatic information, base building drawing and documentation, electronic files, and other support materials have been provided for this class 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.

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.

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 <https://financialaid.unt.edu/sap.html> 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 <https://financialaid.unt.edu/student-rights-and-responsibilities.html> 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. 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 (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.

Sexual Discrimination, Harassment & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Survivor student advocate can be reached through e-mail at [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.

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

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.

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 in the quiz in Canvas. The must be completed at or before the August 25, 2023.