ADES 4625 INTD Professional Practice (01.18.2022)

Semester: Spring 2022
Time: Tuesday, 3:00 – 5:50 p.m., BLB 075

Instructor: Jeannine Vail, Adjunct Professor of Interior Design
Office Hours: Online; by appointment
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Email: Jeannine.Vail@untsystem.edu

COPYRIGHT NOTICE
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REQUIRED TEXTS:
- Professional Practice for Interior Designers, Fifth Edition – ISBN 9781118090794; Piotrowski (e-book available online through UNT Library)

RECOMMENDED TEXTS:

COURSE DESCRIPTION
Interior Design: Professional Practice. 3 hours, Lecture
Prerequisites: ADES 3630, 3640, and 4630.

COURSE CONTENT
This course provides students with the knowledge and skills necessary to be successful in the interior design profession. This course serves as an introduction to business principles, ethics and procedures as well as complementary micro to macro life skills such as leadership, teamwork, and social responsibility.

COURSE OBJECTIVES
Students enrolled in this course will gain the experiential knowledge necessary to work independently and in collaborative teams to achieve the following objectives:
1. Consider different points of view and work effectively with others to support a shared purpose or goal. The course requires students to form committees to organize, develop, present and host a Senior Show Exhibition of portfolio project work.
2. Demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively with inclusivity in regional, national and global communities.
3. Students will become knowledgeable of professional and business issues including business types and formation, legal considerations, ethics, billing and fees, etc.
4. Students will demonstrate competency in written, verbal, and graphic communication and organizational skills; competency will be exhibited in classroom activities as well as a group project, portfolio review, and senior show.
5. Through exams and group presentations, students will demonstrate understanding of interior design business issues and practices.
**COURSE STRUCTURE**
This semester this class is meeting as a seminar supporting lectures, reading assignments, and group project work. Course content will be supplemented with guest speakers. Speaker dates and topics are subject to change. Students will be given prior notice to accommodate any schedule revision. The senior portfolio review, senior website and senior show are also held in the context of this class.

Group projects are designed to expand the material presented and give students a chance to explore creative ways to relay information relative to our profession. The group projects will all be presented in PowerPoint and uploaded to Canvas for class access. The group project presentations will be considered as testable material. The senior portfolio review will be held in the context of a senior show. Each individual student will prepare his or her portfolio; student committees will implement the show.

**STUDENT EVALUATION**
Upon successful completion of all requirements, grades will be determined by a weighted average of the grades earned for the attendance, participation, assignments, projects, and senior show.

Quizzes (3) 30% (10% each)
Group Project/Presentation 25%
Portfolio 15%
Senior Show (Pass/Fail) 15%
Final Comprehensive Exam 15%

**EVALUATION**
Scores will be 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)

**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.*

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.

b) the terminology and language necessary to communicate effectively with members of allied disciplines.

c) technologically-based collaboration methods.

Students understand:

d) team work structures.

e) leadership models and the dynamics of collaboration.

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

Students have awareness of the:

a) contexts for interior design practice.

b) impact of a global market on design practices.
c) breadth and depth of interior design's impact and value.
d) components of business practice.

Students understand:
e) types of professional business formations.
f) elements of project management.
g) instruments of service: contract documents, transmittals, schedules, budgets, and specifications.
h) professional ethics and conduct.

Standard 9. Communication
Interior designers are effective communicators.
Students are able to effectively:

e) apply a variety of communication techniques and technologies appropriate to a range of purposes and audiences.
f) The interior design program provides opportunities for students to develop active listening skills in the context of professional collaboration.

CLASSROOM PROCEDURES AND ACADEMIC POLICIES

FACULTY/STUDENT COMMUNICATION
All online communication between faculty and students must use the student’s my.unt.edu email account address. The class CANVAS site and email messages will be used extensively for communication. Faculty may not use a student’s personal email account to distribute information, but students may elect to forward email received through my.unt.edu to their personal email. Students are responsible for checking/managing their my.unt.edu email to keep current on course information.

DISCLAIMER
The instructor retains the right to change the course syllabus and schedule without notice.

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. The First Day of Class video covers safety, contract tracing, quarantine, and how to report COVID cases.

FACE COVERINGS
UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

REMOTE INSTRUCTION
If community health conditions change and remote instruction is required, additional required classroom equipment, materials will be identified at that time.

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.

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 a University Approved Absence Verification form within three days after the class session that was missed. The form is available in the Dean of Students Office in the Union, Suite 409. For more information on attendance policies, see https://deanofstudents.unt.edu/faq. Please contact the instructor via email in the event of extenuating circumstances.

As per University policy regarding food, drink, and smoking: there is to be none of the above in the classrooms and associated spaces. In consideration of the group, please do not use cell phones (including texting), pagers, etc., during class. Laptops are to be used for class-supportive activity only. You are also expected to keep all work areas clean and all University equipment in good order.

COVID-19 impact on attendance
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-19 (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.

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://facultysuccess.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.

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. 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.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may affect your current and future financial aid eligibility. Please visit http://financialaid.unt.edu/satisfactory-academic-progress-requirements for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

STUDENT PERCEPTIONS OF TEACHING (SPOT)

The SPOT evaluation is a requirement for all organized classes at UNT and an important part of your class participation. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. Student feedback is invaluable for instructors in the improvement of teaching methods.

STUDENT RIGHTS AND WELLBEING

CENTER FOR STUDENT RIGHTS AND RESPONSIBILITIES

Each University of North Texas student is entitled to certain rights associated with higher education institutions. See www.unt.edu/csrr for further information. Cases of academic dishonesty will be referred to University authorities. See UNT Policy 06.003 on Student Academic Integrity.

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.

ADA 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. 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.

**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: 11am-3pm
Laptop Checkout available at Willis Library only: visit https://library.unt.edu/services/laptop-checkout/ for more info

For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Student Support Services
- Registrar (https://registrar.unt.edu/)
- 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://edou.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://edou.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/)

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
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.

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 included in your syllabus packet. The form must be returned at or before the first of class, January 25, 2022.

PERMISSION TO USE STUDENT WORK

Interior Design program at CVAD would like to keep and use your work for accreditation review by the Council for Interior Design Accreditation (CIDA) and to promote our program.

I hereby grant permission to UNT and CVAD to use, copy, reproduce, publish, distribute or display any and all works created in my classes while at UNT. Additionally, I consent to the use of my name to coincide with images of my artwork.

1. **Scope of Permission.** This permission extends to the use of the described work and images of such work: (3) for accreditation review purposes; (2) for academic purposes in order to demonstrate examples of student work to current and future UNT students; (3) for public display in the galleries or on the campus of the UNT or on the UNT website; (4) for promotional materials created by UNT in all forms of media now known or later developed, including but not limited to exhibition catalogues, direct mail, websites, advertising, social media, and classroom presentations. My permission is on-going, but can be revoked by giving the professor of record for this course written notice of my wish to revoke permission and use of any images of my artwork. UNT will have three months from the date of my notice to stop all use agreed with this permission.

2. **Certificate of Ownership.** I am the owner of all work submitted and the work is not subject to any restriction that would prevent its use consistent with this permission. All aspects of the work are original to me and have not been copied. I understand that as owner of the work I have the right to control all reproduction, copying and use of the work in accordance with U.S. copyright laws.

3. **Privacy Release.** I hereby authorize and consent to the release, maintenance and display of my name if necessary and any other personally identifiable information that I have provided in connection with the work and its use described in this Agreement.

4. **Signature.** By signing below, I hereby grant the permissions indicated above. I understand that this grant of permission relates only to the use of the described work. This is not an exclusive right and I may sell, give or otherwise transfer the rights to such work to others on a non-exclusive or exclusive basis. However, in the event that I do sell, give or otherwise transfer ownership or the exclusive right to use my work to another party, I will notify UNT immediately in writing through the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.
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<thead>
<tr>
<th>DATE</th>
<th>TOPIC OF DISCUSSION</th>
<th>Reading/Assignment</th>
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<tbody>
<tr>
<td>1/18</td>
<td>Course Requirements&lt;br&gt;The Profession, Goal Setting&lt;br&gt;Sign-up for Report Groups</td>
<td>Chapters 1, 2, 5, 29&lt;br&gt;Firm Research (Due 01.25)</td>
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<td>1/25</td>
<td>Firm Research Discussion&lt;br&gt;Portfolio/Resumes Guidelines&lt;br&gt;Report Group Questions/Strategies&lt;br&gt;Senior Show Discussion/Committees Assignments</td>
<td>Chapter 3, 30</td>
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<tr>
<td>2/1</td>
<td>Professional Ethics;&lt;br&gt;Ethics In-Class Assignment/Discussion&lt;br&gt;Senior Show Planning Time</td>
<td>Chapter 6, 16, 21, 27</td>
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<td>2/15</td>
<td>Report Group #3: Employment Mgmt.&lt;br&gt;Report Group #4: Financial Accounting &amp; Management&lt;br&gt;RFQ/RFP Exercise</td>
<td>Chapters 27&lt;br&gt;Chapter 21</td>
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<td>2/22</td>
<td><strong>Quiz #1</strong>&lt;br&gt;Senior Show Committee Checkpoint&lt;br&gt;Portfolio Checkpoint &amp; Critique</td>
<td>All chapters through 2/15</td>
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<tr>
<td>3/1</td>
<td>Report Group #5: Career Strategies; Interview &amp; Portfolio&lt;br&gt;Report Group #6: Marketing and Business Development&lt;br&gt;Guest Speaker TBD</td>
<td>Chapters 6, 8&lt;br&gt;Chapters 18-22</td>
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<td>3/8</td>
<td>Report Group #7: Global Market&lt;br&gt;Report Group #8: Billings and Fees&lt;br&gt;Guest Speaker TBD</td>
<td>(Additional Sources)&lt;br&gt;Chapters 4, 7, 9-11</td>
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<td>3/15</td>
<td>Spring Break – no class</td>
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<td>3/22</td>
<td>Senior Show Committee Checkpoint&lt;br&gt;Report Group #9: Contracts and Legal Issues&lt;br&gt;Lecture: Social Media and Networking</td>
<td>Chapters 4, 24, 27</td>
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<td>3/29</td>
<td>Professional Office Visit (PGAL)&lt;br&gt;Portfolio Review</td>
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<td>4/5</td>
<td>Report Group #10: Product Pricing; Discount Structures&lt;br&gt;Report Group #11: Project Management; Project Budgets&lt;br&gt;Quiz #2</td>
<td>Chapters 25-27&lt;br&gt;Chapters 28, 29&lt;br&gt;All chapters from 2/22-3/22</td>
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<tr>
<td>4/12</td>
<td>Report Group #12: Contract Doc’s and Contract Admin&lt;br&gt;Report Group #13: FF&amp;E and Procurement&lt;br&gt;Extra Credit Presentations&lt;br&gt;Guest Speaker TBD</td>
<td>Chapters 30, 31&lt;br&gt;Chapters 30-32&lt;br&gt;Extra Credit Reports Due</td>
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<td>4/19</td>
<td>Quest Speaker TBD&lt;br&gt;Interviewing Strategies&lt;br&gt;<strong>Quiz #3</strong></td>
<td>All chapters from 3/29-4/12</td>
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<td>4/26</td>
<td>Senior Show prep; Portfolio Workday</td>
<td>5/2-5/8 Senior Show</td>
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<td>5/3</td>
<td><strong>FINAL EXAM REVIEW</strong>: All remaining work due</td>
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<td><strong>TUESDAY 5/10</strong></td>
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<td><strong>FINAL COMPREHENSIVE EXAM 1:30 – 3:30</strong></td>
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