ARTH 4841-001 Interiors History I
Monday/Wednesday 2-3:20
Fall 2022
Room: Art 223

Gu Hongzhong, detail of *The Night Revels of Han Xizai*, handscroll, 12th-century (Song dynasty)

Professor Paula Lupkin
e-mail via Canvas
Zoom Office Hours: Wednesdays 9:30am-11am and by appointment
Preferred Contact Method: Message via Canvas

Teaching Assistant: Abby Drake
e-mail via Canvas

Course Description
This course introduces students to the historic design of interiors, architecture, furniture, and material culture from the beginning of recorded history through the mid-nineteenth century. Through lectures, readings, discussion, and video, we will trace historic transformations in the production, arrangement, experience and use of interiors in diverse cultures, with a focus on Western and Asian traditions. The course will have both synchronous and asynchronous elements, which will include online meetings that fall in the scheduled time of the course and independent work that can be completed according to deadlines. Please consult the course calendar for details.

Course Objectives
If you work carefully through the modules of the course, engage with both the synchronous Zoom meetings and asynchronous readings and assignments, and creatively and diligently work through the progressive stages of the research project, at the end of the semester you should:

- gain familiarity with noted designers and key works of architecture, interior design, and furniture before the twentieth century.
- acquire the skills to identify and interpret the stylistic diversity and cultural role of historic architecture, interiors, and furniture.
- understand the role of changing technology and materials in design innovation.
- develop research and writing skills using library and online resources.

Course Structure
This course, with 14 weeks of content, will take place primarily in the classroom, with one required field trip and two required film viewings with breakout discussion on Zoom.

Course Requirements

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td><strong>Participation</strong></td>
<td></td>
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<tr>
<td>2 film discussions and 2 reflection posts/25 points each (100 points total)</td>
<td>20% or 200 points</td>
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<tr>
<td>4 peer review posts/25 points each (100 points total)</td>
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<tr>
<td><strong>Two Noncumulative Exams</strong></td>
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<tr>
<td>Exam 1@200 points</td>
<td>40% or 400 points</td>
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<td>Exam 2 @200 points</td>
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<tr>
<td><strong>Interiors Museum Research Project</strong></td>
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<tr>
<td>I. Topic Selection: Complete/Incomplete</td>
<td>40% or 400 points</td>
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<td>II. Research Quiz and Annotated Bibliography: 200 points</td>
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<tr>
<td>III. Presentation Script and Video Recording: 200 points</td>
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Assessment and Course Requirements

- **Participation**
  Participation grade will be based on attendance to each scheduled class meeting, quality of engagement in breakout and discussion post activities, and good citizenship in the class community.

- **Exam 1**
  1.5 hour online exam (held during course meeting time) via Canvas covering all of the course material in the first half of the course. This exam will be open book, allowing you to access your class notes and readings.

- **Exam 2**
  1.5 hour online exam (held during course meeting time) via Canvas covering all of the course material in the second half of the course. This exam will be open book, allowing you to access your class notes and readings.

**Discussion and Peer Review Posts**

Throughout the first half of the semester, four online discussion board assignments will provide a forum for written engagement with course material and discussion with your classmates. Each assignment will prompt you to respond to an assigned reading or film. Typically you’ll be asked to write about 250 words, or provide annotations for a film clip.
You will post your response to a pre-assigned Canvas Group Discussion Board, and then, within 24 hours, and provide a substantive response to one other post from your group.

**Interior Representation Research Assignment**

Throughout the second half of the semester you will work on stages of an individual research project. Its purpose is to develop research and presentation skills, and assess what knowledge can be gleaned from a “representation” of a historic interior.

First, from a list of suggested examples, you will choose a single image of a historic interior to research and analyze. Next, you will gather a bibliography of library and museum resources relevant to your study, format them in proper Chicago Style, and provide annotations for each one. Finally, you will develop a presentation of your topic, creating a written script and a recorded oral presentation to be posted online in Canvas.

The grade for the assignment will include all of these elements, as well as a peer review of one classmate’s oral presentation.

**Grading**

Grading will be evaluated out of a possible 1000 points.
- A = 900-1000
- B = 800-899
- C = 700-799
- D = 600-699
- F = 0-599

**Assignment Policy**

All assignments, as posted on Canvas, will include specific instructions, an official due date, and the required formats, (e.g., .DOC or .RTF). I will be using Turnitin for assignment submission. All assignments must be completed to pass the course, and submitted on the due dates through previously arranged electronic submission.

Unexcused late assignments will be penalized, with a drop of ½ letter grade (ex. A to A-) per day, including weekend days.

Incomplete course grades will be awarded only in instances of medical or severe family emergencies, or other unusual situations beyond the student’s control. Documentation will be required.

**Exams**

All exams will be open-book, meaning you will be able to access all class notes and course materials as you complete the exam questions. Exams will be timed to fall within the scheduled class time period, and will be limited to that time period. Should a student lose internet connection during an exam, please contact the Student Helpdesk and document the remedy ticket number before contacting me for assistance.

**Course Readings and Materials**

[Smarthistory](#) online essays and videos
[Heilbrunn Timeline of Art History](#), Metropolitan Museum of Art
Chicago Manual of Style Online via Willis Library
Werner Herzog, Cave of Forgotten Dreams, 2010, available via Youtube

additional reading selections as specified on the syllabus

Attendance Policy
Your success in this course will depend, in part, upon your attendance and active engagement. You are expected to be in attendance at every class meeting. After four unexcused absences your final grade will be reduced 5 points for each absence.

An illness or emergency may cause you to miss class. Please do your best to inform your instructor if you will be absent, ideally beforehand but afterwards if necessary. If you experience serious personal or academic problems that interfere with your attendance please let me know before it affects your learning and grade.


Communication Expectations
While I want to make myself as available as possible to each of you, I do have to place some limitations on when I can be contacted. I would prefer that most general questions go through the Q&A forum in the Discussion Board area. If you have a general question about the course or assignments, please post it there. Either I will answer it or one of your classmates will. This way we can all benefit from questions asked, and they can be answered in a venue that the whole class can see. You may also want to find someone in class to be a "buddy" with. This will give you at least one other person who you can email with questions.
If you have a private question, please contact me via email and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend.

Canvas Issues and Late Assignments
Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Please back up your work at all times. The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation.

Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu (mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Helpdesk Telephone Availability:
Sunday: noon-midnight
Monday-Thursday: 8am-midnight
Friday: 8am-8pm
Saturday: 9am-5pm
Laptop Checkout: 8am-7pm

In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm

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

Instructor Responsibilities and Feedback

- Help you to grow and learn through course material, feedback, and a supportive class community.
- Provide clear instructions and rubrics for projects and assessments.
- Offer office hours and email access to answer questions and offer advice.
- Answer emails via Canvas within 24 hours.
- Provide grading feedback and comments within a week. If grading will take longer, I will communicate when students will receive grades as soon as possible.

Zoom Discussions: Suggestions and Etiquette

We will be holding a few online class meetings this semester, primarily for discussion of films. While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that you may not be aware of. UNT offers some tips here: How to Succeed as an Online Student
https://clear.unt.edu/teaching-resources/online-teaching/succeed-online

My own suggestions for Zoom meetings:

- Have your camera on whenever possible. Populate your Zoom profile with an image so I can see “you,” even if a camera is not possible. This helps me and your classmates to connect with each other and helps to promote a sense of community within this class group.

- Keep your microphone on mute if you are not speaking to prevent background noise. Use the raise hand feature to keep our conversations open. To use this feature click the raised hand button in the participants area or add a reaction to contribute to our class discussion. Reactions help me understand how to guide the conversation.

- Contribute via chat: Raise new topics, respond to others’ comments, ask a question, post relevant links. The chat is a great tool to deepen our discussion.

- Participate in Breakout Rooms: Serve as facilitator, note taker, time keeper, or reporter. Engage in the given activity, and prepare to share your discussion with the whole class.

Tips for success in this course

- Ask for help: reach out to your instructor/teaching assistant and/or classmates with questions or concerns about content, assignments, or course management. You can email your instructor, post to the course Q&A discussion board, or book an online Zoom office hours meeting.
• Complete class readings: dig into posted readings. Note major themes, and make connections with ongoing class discussions.

• Watch assigned films and class videos: for best results, take handwritten notes while viewing. Complete any related quizzes.

• Engage via online discussion boards: explore material further by adding your own discussion topics, and commenting on posts made by your classmates.

Technical Requirements & Skills
Minimum Technology Requirements

• Computer
• Reliable internet access
• Speakers
• Microphone
• Microsoft Office
• Adobe Acrobat Reader
• Timelinely
• Google Account/Google Docs
• Canvas Technical Requirements: https://clear.unt.edu/supported-technologies/canvas/requirements

Computer Skills & Digital Literacy
Technical Skills

• Using Canvas
• Using email with attachments
• Downloading and installing software
• Using presentation and graphics programs such as PowerPoint and Timelinely.

Online Rules of Engagement
Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

• Treat your instructor and classmates with respect in email or any other communication.
• Always use your professors’ proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
• Unless specifically invited, don’t refer to your instructor by first name.
• Use clear and concise language.
• Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
• Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
• Use standard fonts such as Arial, Calibri or Times New Roman and use size 12 point font
• Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
• Limit and possibly avoid the use of emoticons like :)
• Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
• Be careful with personal information (both yours and other’s).
• Do not send confidential information via e-mail
• See these Engagement Guidelines [https://clear.unt.edu/online-communication-tips](https://clear.unt.edu/online-communication-tips) for more information.

**Student Support Services**

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

• Student Health and Wellness Center [https://studentaffairs.unt.edu/student-health-and-wellness-center](https://studentaffairs.unt.edu/student-health-and-wellness-center)
• Counseling and Testing Services [https://studentaffairs.unt.edu/counseling-and-testing-services](https://studentaffairs.unt.edu/counseling-and-testing-services)
• UNT Care Team [https://studentaffairs.unt.edu/care](https://studentaffairs.unt.edu/care)
• UNT Psychiatric Services [https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
• Individual Counseling [https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

**Other student support services offered by UNT include:**

• Registrar [https://registrar.unt.edu/registration](https://registrar.unt.edu/registration)
• 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)
• Pride Alliance [https://edo.unt.edu/pridealliance](https://edo.unt.edu/pridealliance)
• UNT Food Pantry [https://deanofstudents.unt.edu/resources/food-pantry](https://deanofstudents.unt.edu/resources/food-pantry)

**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](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/)
UNT Policies

Academic Integrity Policy
Academic Integrity Standards and Consequences. According to UNT Policy 06.003, 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.

ADA Policy
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. For additional information see the ODA website (https://disability.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 Blackboard for contingency plans for covering course materials.

Retention of 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.

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. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct).
to learn more.

Access to Information - Eagle Connect
Students’ access point for business and academic services at UNT is located at: my.unt.edu (Links to an external site.). 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 Eagle Connect: 
https://it.unt.edu/eagleconnect

Student Evaluation Administration Dates
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

Sexual Assault Prevention
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Use of Student Work
A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
• The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

**Transmission and Recording of Student Images in Electronically-Delivered Courses**

No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

**Example:** This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.