ADES 1625.001 • INTRODUCTION TO INTERIOR DESIGN • SYLLABUS

Tracey Filbeck, RID
Professional Lecturer
CVAD (College of Visual Arts and Design)
TA Office Hours: Tuesdays/ Thursdays TBD or by a
scheduled ZOOM appointment TBD

Teacher Assistant (TA) - TBD

Tracey.Filbeck@unt.edu
Office: CVAD ART 262B

**Scheduled Class Times
TU/TH 3:30 pm to 4:50 pm**

Classroom ART 223

Teaching Philosophy and Background

I believe in a holistic approach to both teaching and design in our human environments. Critical thinking skills will be a focus in all design classes so that as a student, you will be better prepared to pivot professionally and respond in the real world. My passion for design revolves around thinking about the whole person and all their needs (physical, mental, and emotional.) I use this same approach in teaching because each student is unique in how they interpret information and make cognitive connections. *No question is stupid, but not asking is not learning, and silence is not considered communication.*

With over 25 years of professional practice in Architectural and Interior Design, I have worked primarily in the commercial design sector. I received a Bachelor of Arts in Interior Design from Baylor University and a Master of Arts in Architecture from the University of Texas at Arlington. I also studied abroad in the Architecture Exchange Program from The University of Innsbruck in Austria. I have been teaching for five years in various design programs across the metroplex as an adjunct faculty and now I am in my second year as a full-time professional lecturer here at UNT.

Course Description, Structure, and Objectives

Basic understanding of concepts, principles and elements as they relate to the interior design profession. This in-person class meets three (3) hours a week for structured class learning. Self-directed work will be required for class presentations and project checkpoints outside normal class time. This *is a 3-hour credit course during the fall semester.* There are no prerequisites for this course.

The course includes classroom lectures, student directed exercises, and quizzes over the textbook and course material provided on Canvas. There will be six (6) modules of learning for this course.

Course Objectives

A student will learn general information about the profession of Interior Design, how the human form relates to the geometry of a space, a visual understanding of the elements and principles of design, and what the design process is for designing spaces. Below are the learning objectives for ADES 1625:

- Understanding of the various roles and jobs an interior designer might have
- A general understanding of design history as it relates to the practice of Interior Design
- Application of geometry and proportion to the built space based on the human form
- Introduction to evidenced-based design examples
- Explanation of various design theories related to Interior Design
- Application of the design process to a project
- Familiarity with the fundamental elements and principles of design

How to Succeed in this Course

Success in Introduction to Interior Design will be achieved by a student who actively listens during class lectures and works on related exercises to the coursework covered. All information on the quizzes and tests is provided on Canvas and discussed during lectures. Attendance will be taken near the end of each class meeting, and excessive absences will negatively affect your grade. There will be a final project based on the in-class exercises provided throughout the course. The final project will be uploaded to Canvas in a digital format.

Please communicate via Canvas messaging or by UNT email. Office hours are noted at the top of this syllabus. I am happy to set up a Zoom meeting for office hours as well, but you must email me in advance to confirm my availability to meet with you. You should always reach out to the T.A. first for any general questions or clarifications on lecture material. If you need more guidance, reach out to me by email. *I encourage you to contact 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.*

Supporting Your Success and Creating a Universal Learning Environment

Just as various perspectives of a spacial environment bring more value to understanding the design intent, the many perspectives students bring to the classroom are valued as well. Critical thinking is developed through exposure to various ideas and differentiating between emotion and perspective. Please work with me to create a classroom culture of open communication, mutual respect, and belonging. All discussions should be respectful and civil, including the use of PackBack as an online discussion board.

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 communicate with me and let me know. We are all learning together. Every student has the right to learn, and I have the right to be able to instruct all students in my class. If you become a distraction during class, I will encourage you to review UNT's student code of conduct so that we can all start with the same baseline civility understanding.
Code of Student Conduct

Academic Success Resources

UNT strives to offer you a high-quality education and a supportive environment, so you learn and grow. As a faculty member, I am committed to helping you be successful as a student. To learn more about campus resources and information on how you can be successful at UNT, go to **unt.edu/success** *and explore* **unt.edu/wellness**. *To get all your enrollment and student financial-related questions answered, go to* **scrappysays.unt.edu**.

If you have accommodations through the **UNT ODA Office** please check in with me once you have reviewed this entire syllabus so that we can be in agreement on how I can best apply your specific accommodations.

The University of North Texas makes reasonable accommodation for students with disabilities. Students needing reasonable academic accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the student will request their letter of accommodation. ODA will provide faculty with a reasonable accommodation letter via email to begin a private discussion regarding a student's specific needs in a course. Students 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 meet with faculty regarding their accommodations during office hours or by appointment. Faculty members can ask students to discuss such letters during their office hours to protect the student's privacy. For additional information, refer to the Office of Disability Access website.

Required/Recommended Materials

9781408152027   Interior Design: Theory and Process by Sully, Anthony **PAPERBACK**

This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System and the ability to upload work for grading. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere.

Course Requirements

A grade of "C" or higher in ADES 1625, Introduction to Interior Design is a prerequisite for **ADES 2630** which is the entry-level portfolio review course. For all students seeking a major in the College of Visual Arts and Design, a grade of C or above must be earned in every art-based course required in the College of Visual Arts and Design–completed in residence or transferred to UNT–to be considered for credit toward a CVAD degree. A grade of D or below will not satisfy any art-based course requirements, electives, or prerequisites.

In order to be admitted to the Interior Design Program The curriculum prepares students for analyzing interior design problems; assessing existing conditions; researching, synthesizing, and programming solutions; visually and verbally presenting design solutions; and reviewing the process for insights on future design improvements, all to create interior design solutions that are aesthetically and, conceptually successful in support of well-being, promote healthy and safe environments.

This course is composed of both exercises, quizzes, tests, and a final project. You may refer to the Course Summary in Canvas for the semester schedule and deadlines for all coursework and presentation dates. Please note that you will be notified by Eagle Alert if there is a campus closing that will impact a class and the calendar is subject to change, citing the **Emergency Notifications and Procedures Policy**

Grading Policy

Assignment Description	Points	% of Total Points
Syllabus Acknowledgement, Student Public Use of Work Acknowledgement, and Attendance will count as 5%	60	6%
Exercises (5 separate assignments)	440	44%
Quizzes (3 separate quizzes)	150	15%
Tests (2 cumulative tests over quiz material)	200	20%
Final Project	150	15%
TOTAL POINTS:	1000 points	100%

Assessing Your Work

Your final grade will be determined as follows:

Points	Description	Approximate Percent	Letter Grade
1000 to 899 points	Exemplary	= 100 to 90%	A
898 to 800 points	Proficient	= 89 to 80%	B
799 to 700 points	Developing/ Emerging	= 79 to 70%	C
699 to 600 points	Needs Intervention	= 69 to 60%	D
599 to 0 points	Insufficient	= 59% and below	F

Classroom and Grading Policies:

Grades are based on mastery of the content, attention to detail, and professionalism in presentations. As a rule, I do not round up numerical grades that fall below .5. For example, if you receive an 89.4 out of 100, I will not give you a 90, even if it means you would move up a letter grade.

Late Work Policy

All coursework (including, but not limited to, assignments, discussion boards, and projects) must be submitted no later than the due date unless prior arrangements are made with the professor and a new due date is established*. If a student submits an assignment after the due date without making arrangements with the professor, a minimum of 10% DEDUCTION PER DAY will be assessed for late work, (based on an assignment grading scale of 100 points)

- Students with documented evidence of an emergency which prevented prior communication with the professor may present documentation to the professor for consideration.
- Course work will not be accepted after the last day of the term unless arranged as part of a pre-approved course extension.

Academic Integrity Policy

Professionalism includes maintaining academic integrity and civility in the classroom. Please note the **UNT Honor Code:** "I commit myself to honor, integrity, and responsibility as a student representing the University of North Texas community. I understand and pledge to uphold academic integrity as set forth by **UNT Student Academic Integrity Policy, 06.003**. I affirm that the work I submit will always be my own, and the support I provide and receive will always be honorable."

Cheating includes, but is not limited to, intentionally or unintentionally having access to and/or using unauthorized materials identified by the faculty member, including, but not limited to, violating the Artificial Intelligence (AI) policy and content generators, or electronic, digital media, telecommunication, and/or wearable devices (e.g., laptops, phones, smartwatches, Fitbits, Bluetooth devices, tablets) to complete a quiz, examination, or class assignment; receiving information in an unauthorized manner during a quiz or examination or to complete an assignment; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; using information about exams posted on the internet or in any electronic medium; violating a faculty member's and/or the Testing Center's testing policies and procedures; leaving a test site without permission; failing to secure test materials; removing tests or answer sheets from a test site; using someone else's work for an assignment in whole or in part as if it were one's own (e.g., turning in a copy of someone else's work as one's own work, or not citing all work by others, including AI); submitting academic work in whole or in part for more than one (1) assignment, class, or institution without the faculty member's permission (i.e., recycling an assignment or self-plagiarism); using annotated texts or teacher's editions; making false statements or omissions related to applications for enrollment, credit or classwork, research, or the award of a degree; falsifying academic records or documents; and attempting to fulfill the requirements of a course through any other dishonest means.

Collusion includes, but is not limited to, intentionally or unintentionally aiding, or attempting to aid another in an act of scholastic dishonesty; failing to secure academic work; providing an inappropriate level of assistance; collaborating with or communicating answers to a classmate about an examination or course assignment without the faculty member's permission; and allowing a classmate to copy answers.

Plagiarism includes, but is not limited to, intentionally or unintentionally failing to quote and cite words, information, and/or ideas taken from a source(s) in accordance with a citation style approved by the faculty member and/or inadequately paraphrasing. The same is true for AI usage.

Attendance and Participation

Full participation in the studio and classroom experience is essential to the educational process. Research has shown that students who attend class are more successful. You should attend every class unless you have a university excused absence as stated in the S*tudent Attendance and Authorized Absences Policy (PDF)*. *Your safety and well-being are important to me.*

Attendance is taken daily at the end of class. 5% of your grade is directly tied to attendance.

I have profound respect for students balancing the demands of their coursework with the responsibilities of caring for family members. If you run into challenges requiring you to miss a class, please contact me. There may be some flexibility we can offer to support your academic success. Because this course involves collaboration, participation is essential to learning. Our project-based activities require actively engaging in discussions and

group work. I understand that tardiness and absences may occur. If you are late to class, please email me to let me know the circumstances. If you must miss class, please let me know prior to your absence. As stated above, communication is especially important for a student's success.

Policy of Artificial Intelligence (AI) Usage in the Classroom

AI is all around us, and we encourage the RESPONSIBLE use of generative artificial intelligence by Interior Design Students in our CVAD Design Program. At all times, I will enforce a "responsible AI usage" policy among all of you as follows:

Acceptable and Unacceptable Use of Artificial Intelligence as used in ADES 1625 evolves:

The use of generative AI tools (such as—as of this writing on January 10, 2024—**ChatGPT, ChatGPT-4, Dall-e 3, Midjourney, Adobe Firefly, Stable Diffusion, Claude, Vizcom, Discord, Sorta, Dream Machine and PackBack,** etc.) is permitted as you engage in the following activities.
- Initial brainstorming/ideation and the subsequent iterative refinement of your ideas
- Finding information about topics, issues, and sets of circumstances—extant or historical, or some combination of both—that are pertinent to the project-based coursework you have been assigned
- Drafting an outline to organize your thoughts regarding topics, issues, and sets of circumstances— extant or historical, or some combination of both—that are pertinent to the project-based coursework you have been assigned
- Checking the organizational and/or argumentative structure, grammar and style of your written work to ensure that it conforms to guidelines articulated in APA Style and to ensure that your written work satisfies general, U.S. undergraduate-level, scholarly writing standards

The use of generative AI tools (such as—as of this writing on January 10, 2024—**ChatGPT, ChatGPT-4, Dall-e 3, Midjourney, Adobe Firefly, Stable Diffusion, Claude, Vizcom, Discord, Sorta, Dream Machine,** etc.) is NOT PERMITTED as you engage in the following activities:
- Impersonating you in classroom contexts (for example, using AI tools/software to compose discussion board prompts assigned to you or content that you assert during a Zoom chat
- Completing work that others in each per-course-project group have assigned to you, unless everyone in this group agrees that it is permissible and/or encouraged for you to do this
- Writing a draft during any stage or phase of a writing assignment pertinent to this course
- Writing entire sentences, paragraphs or papers to complete any aspects of the coursework you must complete to fulfill the requirements for this course

You are responsible for the information you submit based on **any AI query** (for example, it is entirely your responsibility to ensure that it does not violate intellectual property laws, or contain misinformation, or provide unethical content). AI Hallucinations are false or misleading results that an AI model generates from the system's "deep learning". You will be responsible for recognizing these hallucinations and making appropriate corrections to your work submitted for grading. You will be asked to orally defend your work if it does not comply with this policy. Your use of AI tools must also be properly documented and cited (according to APA Style) to conform to UNT-, CVAD-, and Department of Design-mandated policies regarding academic honesty.

What follows is an example of how this type of citation must be structured:

1. ChatGPT, response to "Explain why daily tooth flossing is essential for the maintenance of healthy teeth and gums among humans," OpenAI, January 7, 2024.

Any assignment that is found to have used generative AI tools in unauthorized ways could result **in disciplinary probation, suspension from the university, expulsion (permanent), or the revocation of your degree, and it will cause you to flunk this course.** When in doubt about permitted usage, please ask your instructor for clarification. Our AI policy in CVAD is subject to change at any time. All changes will be noted in a revised syllabus as well as through a Canvas Announcement in your course module.
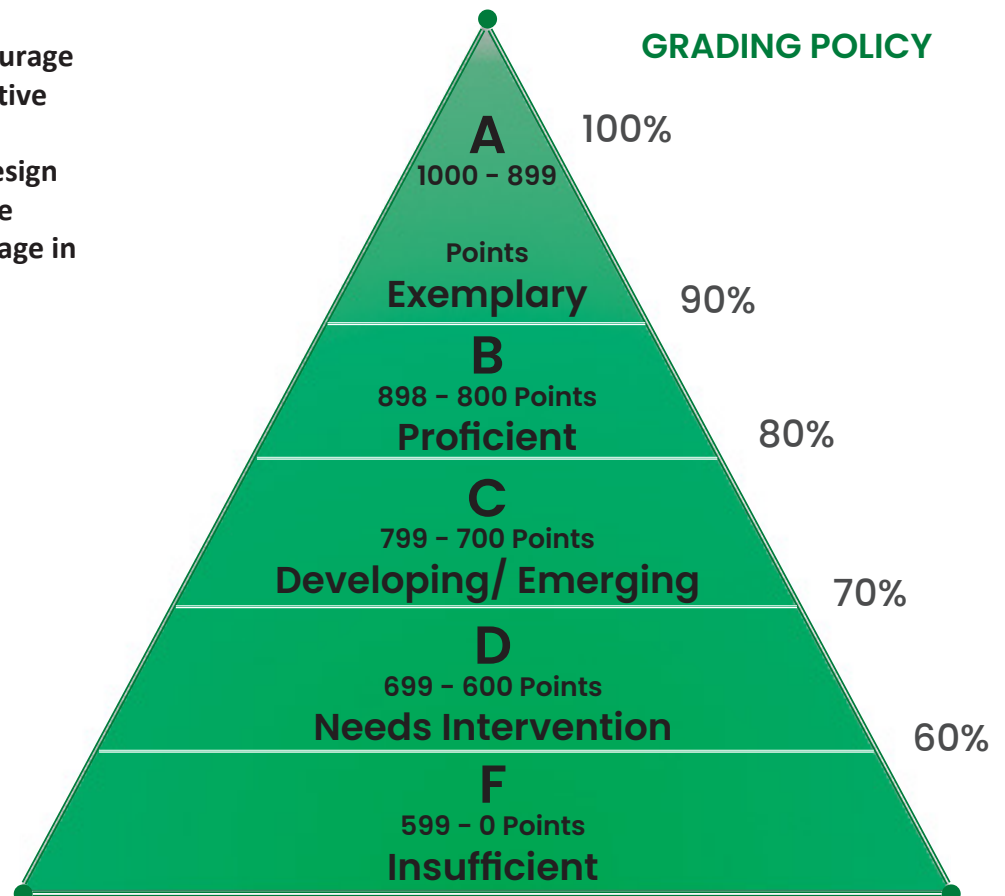
Classroom and Lab Safety

While working in laboratory sessions, students enrolled in ADES 2640 are required to follow proper safety procedures and guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in case of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students injured during class activities may seek medical attention at the Student Health and Wellness Center at rates reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

Please visit Sage Hall or access the numerous resources available to you through the
ACADEMIC SUCCESS CENTER.

Artificial Intelligence (AI) Usage in the Classroom

AI is all around us, and we encourage the RESPONSIBLE use of generative artificial intelligence by Interior Design Students in our CVAD Design Program. You will be given some opportunities to utilize and engage in the use of AI with some of the curricula I will be presenting.

GRADING POLICY

A
1000 – 899
Points
Exemplary
100%

90%

B
898 – 800 Points
Proficient
80%

C
799 – 700 Points
Developing/ Emerging
70%

D
699 – 600 Points
Needs Intervention
60%

F
599 – 0 Points
Insufficient

UNT CALENDAR & SCHEDULES

You may refer to the Course Summary in Canvas for the semester schedule and deadlines for all coursework and presentation dates.

UNT Academic Calendar Fall 2025   **Fall 2025 Exam Schedule**