

ADES 2670.501 • Interior Design: Materials and Specifications • SYLLABUS

Tracey Filbeck, RID CVAD (College of Visual Arts and Design) Office 262B

Professional Lecturer

Tracey.Filbeck@unt.edu Office Hours: Mondays 1:00 pm - 2:00 pm or by appointment

Scheduled Class Times: MW 8:00 am to 9:50 am – CVAD 265

Professional Involvement

IIDA – *International Interior Design Association Dallas Chapter*, SAGE – *Senior Living Design*, and IDEC – *Interior Designers Education Council*

Values

- *Empathy* – I was a student once, also, and I understand the demands of working and going to school.
- *Accountability* – We are accountable for our words and actions both in the classroom and outside.
- *Respect* – Treat others as you would like to be treated, regardless of who they are or what they believe.
- *Creativity* – Push the envelope in design and look for innovation and sustainable design methods.

Course Description and Structure

This course will examine the material selection and specification process in Interior Design. Additionally, construction detailing will be used to take visual notes of existing conditions. This course will meet the Council of Interior Design Accreditation (CIDA) standards:

Standard 13 - Products and Materials

Standard 14 - Environmental Systems and Human Wellbeing

Standard 16 - Regulations and Guidelines

This is a 3-hour credit course during the spring semester. This course takes place 100% in person for two days a week. The course includes classroom lectures and speakers, along with campus tours to examine installed conditions of various interior environments. I will open up a new module each week.

Prerequisite(s): Interior Design Major (INTD-BFA). You will access a weekly Module for this course.

F-1 Visa regulations:

Federal regulations state that students may apply only 3 fully online semester credit hours (SCH) to the hours required for full-time status for [F-1 Visa \(DOC\)](#) holders. Full-time status for F-1 Visa students is 12 hours for undergraduates and 9 hours for graduate students.

Communication

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 outside of scheduled studio class time. Direct email (not through Canvas) is the best way to reach me for general questions. I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend. Please use my phone number as a last resort, as it is tied to my Teams App, which means I would need to be in front of my laptop (outside of class and other institutional meetings) to see your call coming through. Direct email is always the best communication route.

Normally, I will return feedback on all written assignments within 1 week of the due date. However, if I see that I will be unable to return your feedback that quickly, I will post an Announcement to let everyone know when it can be expected.

Objectives

Upon successful completion of this course, learners will be able to:

1. Prepare product specifications in a standard contract document using the CIS Master format.
2. Produce product profiles using an attribute-based approach.
3. Examine environment and behavior connections, including but not limited to biophilic design, health, wellness, and placemaking.
4. Demonstrate an understanding of sustainable design principles and strategies with emphasis on materials and specifications.
5. Understand and apply codes, certifications, and guidelines for materials used in evaluating performance, durability, and life safety.

How to Succeed in this Course

To be successful in this course, you will need to:

- Participate in regular attendance and class exercises.
- Demonstrate competence in written, verbal, and graphic communication and organizational skills in daily classroom activities and assignments.
- Apply knowledge of codes, standards, and guidelines to all material selection and specifications.
- Prioritize characteristics of selection of materials in order of importance.
- Be inquisitive about your built surroundings while participating in site tours.
- Demonstrate professionalism when guest speakers are presenting.
- Analyze construction details for specified materials.
- Commit to reading the chapters of the required textbook each week, reflecting on the material covered, and participating in other activities throughout the course.

ADA accommodation statement:

The University of North Texas makes reasonable academic accommodations 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 the faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodation 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 before 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](https://studentaffairs.unt.edu/office-disability-access) website (<https://studentaffairs.unt.edu/office-disability-access>). You may also contact ODA by phone at (940) 565-4323.

Academic Success Resources

UNT strives to offer you a high-quality education and a supportive environment, so you can 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.

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 belonging. 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.

(Code of Student Conduct) (<https://policy.unt.edu/policy/07-012>).

Required/Recommended Materials

Required Text Books:

Interior Design Materials and Specifications by Linda Godsy, 4th Edition; *Available to students at the UNT Bookstore*

Recommended Texts:

Sustainable Commercial Interiors by Bonda, Penny - 2ND 14 WILEY; Available to students at the UNT Bookstore

Additional supporting textbooks will be available in the Resource Room or the UNT Library online.

LEED Green Associate – Exam Preparation Guide LEED v4 Edition by McCombs, H.C. (2015)

The Graphic Standard Guide to Architectural Finishes, BuildingGreen Database (UNT Library e-sources)

Course Requirements/Schedule

Please refer to the **Course Summary** in Canvas for all activities, assessments, and graded content.

Students 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 [Campus Closures Policy](https://policy.unt.edu/policy/15-006) (<https://policy.unt.edu/policy/15-006>).

Assessing Your Work

Activities & Assessments	% of Final Grade
Class Attendance & Participation	5%
Exercises (In-Class Participation)	15%
Assignments	30%
Exams	50%
TOTAL	100%

Your final grade will be determined as follows:

Points	Description	Approximate Percentage	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 to 0%	F

Grades are based on mastery of the content. As a rule, I do not grade on a “curve” because that is a comparison of your outcomes to others. I do, however, encourage you to find opportunities to learn with and through others. Explore [Navigate’s Study Buddy \(https://navigate.unt.edu\)](https://navigate.unt.edu) tool to join study groups. Maximize your learning with our coaching staff at the Learning Center.

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*. Coursework will not be accepted after the last day of the term unless arranged as part of a pre-approved course extension

[Student Support Services & Policies](https://clear.unt.edu/student-support-services-policies) page (<https://clear.unt.edu/student-support-services-policies>).

Attendance and Participation

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. If you know that you will miss a class, contact me before missing the class and “just let me know.” 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.

Unexcused absences of more than 2 will result in a final grade discount of 10% for each absence over 2. - Example, you miss 3 classes, your final grade is dropped by one letter grade.

Attendance Record:

Attendance will be taken at the start of class. A tardy will be recorded for anyone coming to class 15 minutes late. Arriving later than 15 minutes requires explanation and may be counted as an absence. The instructor will not repeat material missed due to absence. Students with more than 4 absences should contact the instructor about completing the project or course. Please contact the instructor in the event of extenuating circumstances. The best method of contacting the instructor is via email.

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 the 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 answers 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 the 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) following a citation style approved by the faculty member and/or inadequately paraphrasing. The same is true for AI usage.