

Professional Practice for Interior Designers – ADES 4625.001

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Professional Lecturer

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College of Visual Arts & Design - Office Hours - CVAD 265B: Mondays & Wednesdays 1:00 - 2:00 pm or by appointment.

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, Structure, and Objectives

ADES 4625 is a lecture class that focuses on business and office practice, fees and commissions, preparing budgets and estimates, contracts, professional ethics, and job opportunities. This online–hybrid class meets three (3) hours a week for structured class learning and studio work. 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 spring semester.

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.

How to Succeed in this Course

Success in Professional Practice for Interior Designers will be achieved by a student who incorporates previously learned knowledge from internship and collaborative team projects to the terminology and practices of the profession. A student should strive to follow the course structure and meet deadlines as required in professional practice. Maintaining a professional and diplomatic attitude in interactions with others is strongly advised.

Even though this course is offered online, you are always welcome to connect with me in-person, during office hours. I welcome questions that may be job-related as well as course-related, as I want you to also look at me as a mentor who is available to you. My office hours are Mondays and Wednesdays from 1:00 to 2:00 pm. Or by appointment. Email is my preferred communication method.

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 on 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)) (<https://policy.unt.edu/policy/07-012>).

Required/Recommended Materials

- Winchip, Susan, Professional Practice for Interior Designers in the Global Marketplace, 2025. Available at UNT Barnes and Noble or Voertman's.
- Technology requirements for courses with digital materials:
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 Adobe Creative Cloud. 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](https://online.unt.edu/learn) (<https://online.unt.edu/learn>).

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

Assignment Type	Description	Total Points	% of Total Points
Participation	Syllabus Acknowledgement (10 Points) CIDA Survey (25 Points) IIDA Shift/ Career Fair (15 Points)	= 50 Points	5%
Discussion Boards	10 Online Discussion Boards @ 10 Points Each	= 100 Points	10%
Quizzes – Weekly Module	15 Quizzes @ 10 Points Each	= 150 Points	15%
Weeks 4, 7, 10, 11, 13, 14, & 15 Assignments	7 Assignments at 50 Points Each	= 350 Points	35%
Field Trip – Firm Visit	2 Field Trips @ 75 Points Each	= 150 Points	15%
Final Discussion – Zoom Call (Performance Review)	Set By Appointment 50 Points	= 50 Points	5%
Final Exam	Cumulative Online Final Exam	= 150 Points	15%
	TOTAL	1000 Points	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

Because we only meet once a week, every class meeting is essential to your success. To encourage your attendance, punctuality, and learning, I will provide pop quizzes or polls on the previous week's material at the beginning of class throughout the semester. Plan to arrive on time because you must be present when class begins to take the quiz.

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.