ADES 2640.502 • SPACE 1 STUDIO • SYLLABUS

Tracey Filbeck, RID
Professional Lecturer
CVAD (College of Visual Arts and Design) Office 262B
Office Hours: Mondays/ Wednesdays 3:00 pm - 4:30 pm
Scheduled Class Times: MW 11:30 am to 2:20 pm – CVAD 265
Tracey.Filbeck@unt.edu

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 four years in various design programs across the metroplex as an adjunct faculty and now I am a full-time professional lecturer here at UNT.

Course Description, Structure, and Objectives
Introduction to space planning; emphasis on interior space, lighting, color, and materials as applied to interior design. This in-person class meets six (6) 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 fall semester. Prerequisite(s): ADES 2630; Interior Design Major (INTD-BFA).

The course includes classroom lectures, studio design by hand techniques, project site visits, outside research, and client interviews and presentations. There will be six (6) modules of learning for this course.

Course Objectives
- Establish a clear understanding of the seven basic elements of design using deductive reasoning.
- Introduction to space planning; emphasis on interior space, lighting, materials, and color as applied to a design that supports the health, safety, and welfare of the public through holistic design planning.
- Emphasis on student development of design process and utilizing design thinking methodology such as the principles and elements of design.
- Emphasis on self-evaluation and peer-to-peer evaluation techniques for assessing progress and developing active listening skills.
- Application of hand drafting and sketching skills through pencils and ink pens only to convey the fluency of ideas for the design intent.
- Introduction to client interactions related to the design process to engage the student as an active learner.
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.

How to Succeed in this Course
Success in Space I Studio will be achieved by a student who challenges their critical thinking skills to develop designs that represent the elements and principles of design in each design project. Attention to detail and well-crafted work should be executed professionally. Communication is key to understanding coursework and proficiency of skills. Individual work outside of structured class time is highly encouraged. Students who show an interest to improve and learn from mistakes will become better designers.

As previously stated, please communicate via Canvas messaging or by UNT email. Office Hours: Mondays and Wednesdays, 3:00 pm to 4:30 pm or by Zoom (Please email me in advance to confirm my availability to meet with you.) Office hours allow you to ask for clarification or find support with understanding class material. Come visit me! I encourage you to contact me for support. Additional office hours, in person and virtually, will be offered as the semester concludes. Your success is our goal.

ADA accommodation statement:
The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is confirmed, the ODA will provide you with a reasonable accommodation letter or 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. Students must obtain a new letter of affordable accommodation for every semester and meet with each faculty member before the performance in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty 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 (http://www.unt.edu/oda). You may also contact ODA at (940) 565-4323.

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.
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. 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) [https://policy.unt.edu/policy/07-012].

Required/Recommended Materials

- **Shaping Interior Space - With Access PAPERBACK**
  by Rengel, Roberto J. ([9781501326707](https://policy.unt.edu/policy/07-012)) - 4TH 20 MAC HIGHER; Available to students at the UNT Bookstore in new and used paperbacks. (New: $110.00 and Used: $82.50)

- **Shaping Interior Space - With Access EBOOK**
  by Rengel, Roberto J. ([9781501326615R180](https://policy.unt.edu/policy/07-012)) - 4TH 20 MAC HIGHER; Available to students at the UNT Bookstore in new and used paperbacks. (EBOOK Price: $54.45)

- **Shaping Interior Space - With Access EBOOK**
  by Rengel, Roberto J. ([99781501326615](https://policy.unt.edu/policy/07-012)) - 4TH 20 MAC HIGHER; Available to students at the UNT Bookstore in new and used paperbacks. (EBOOK Price: $99.00)

- Materials and supplies from ADES 2630 will be used in this studio class. Additional drafting and design supplies are available at Voertman’s Bookstore, 1314 W Hickory St, Denton, Texas.

- Additional textbooks will be available as a class resource during scheduled studio class meetings. These resources will be provided by the instructor.

- 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 ([https://online.unt.edu/learn](https://online.unt.edu/learn)).

Course Requirements

This course is composed of both assignments and projects. Assignments test your knowledge and comprehension and are building blocks for your projects. All three projects carry the heaviest weight and are used to evaluate your skills and abilities. Each student is expected to present their work, where you will receive feedback from your peers and instructor. 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 ([https://policy.unt.edu/policy/06-049](https://policy.unt.edu/policy/06-049)).
Grading Policy

<table>
<thead>
<tr>
<th>Assignment Description</th>
<th>Points</th>
<th>% of Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Acknowledgement, Student Objectives Questionnaire, and Semester Long Class Participation</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Assignment #1 Visual Representation of The Basic Elements of Design and The Principles of Design</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Assignment #2 Personal Sketchbook “Product”</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>PROJECT #1 Sketchbook Entries (Semester Project)</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>PROJECT #2 DACTU</td>
<td>300</td>
<td>30%</td>
</tr>
<tr>
<td>Assignment #3 Case Study</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>PROJECT #3 Temporary “Safe” Housing</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Final Submission – Digital Graphic of Three Projects</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>TOTAL POINTS:</td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

Assessing Your Work

Your final grade will be determined as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Approximate Percent</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 to 899 points</td>
<td>= 100 to 90%</td>
<td>A</td>
</tr>
<tr>
<td>898 to 800 points</td>
<td>= 89 to 80%</td>
<td>B</td>
</tr>
<tr>
<td>799 to 700 points</td>
<td>= 79 to 70%</td>
<td>C</td>
</tr>
<tr>
<td>699 to 600 points</td>
<td>= 69 to 60%</td>
<td>D</td>
</tr>
<tr>
<td>599 to 0 points</td>
<td>= 59% and below</td>
<td>F</td>
</tr>
</tbody>
</table>

Classroom and Grading Policies:

Grades are based on mastery of the content, attention to detail, craftsmanship, 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. However, a numeric grade of 89.5 will be rounded up to 90.

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 (https://policy.unt.edu/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, material generated by Artificial Intelligence (AI) programs 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 incorporating text generated by Artificial Intelligence (AI) programs or content generators as one’s own writing); 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.

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 Student Attendance and Authorized Absences Policy (PDF) (https://policy.unt.edu/policy/06-039). Your safety and well-being are important to me.

Attendance is taken daily at the end of class. Active participation will be considered in the evaluation of your final grade.
Six (6) absences lead to a one full grade deduction off the final grade (Example: from a B to a C).

Eight (8) absences lead to failure

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.

Additional Student Resources

Please refer to the university’s student policies Student Support Services & Policies as well as the various resources provided through the university to help support you both academically and personally.

- UNT Learning Center
- UNT MathLab
- UNT Writing Lab
- UNT Libraries can help with all your research
- UNT CARE Team can assist with protecting your health, safety, and welfare through support
- CVAD Goff Resource Center on the 2nd Floor
- https://cvad.unt.edu/resources