ADES 4625/Drawing for Interior Design

Welcome to ADES 4625, a course in the professional practices of Interior Designers. This course provides students with the knowledge and skills necessary to be successful in the interior design profession. This course also serves as an introduction to business principles, ethics and procedures as well as a complementary micro to macro life skills such as leadership, teamwork, and social responsibility.

- ADES 4625 Professional Practice for Interior Designers
- Credit Hours – 3

Tuesday 3:00 – 5:50 p.m., Room 219 – Art Building

Instructor Contact

Tracey Filbeck  Tracey.Filbeck@unt.edu
Office Hours: By Appointment Only

Communication Expectations:

The primary communication tool will be through UNT’s email system and Canvas™. All students are expected to activate their Eaglemail account provided by the university. Eaglemail is the official e-mail account and e-mail contact for all students at UNT. An Eaglemail account can be activated on the web at my.unt.edu by clicking on [Activate my EUID]. Instructors may send an e-mail to students’ Eaglemail accounts via the official class roster generated in EIS.

I will endeavor to respond to your inquiries within 24 hours; evaluations of student work and progress will be posted as quickly as possible.

Information will be posted in the studio, and students are expected to review the information while in class.

Course Description:

- A study of business practices and procedures for interior designers, including professional ethics, project management, marketing, and legal issues.
- Organization and project management to put on a "Senior Show" of each student's work from their Space V Studio at the end of the semester. Students are responsible for the preparations for the show and creating and implementing a theme of their choice to design the show around.
Course Structure

This semester this class is meeting as a seminar supporting lectures, reading assignments, and group project work. Course content will be supplemented with guest speakers. Speaker dates and topics are subject to change. Students will be given prior notice to accommodate any schedule revision. The senior portfolio review, senior website and senior show are also held in the context of this class.

Group projects are designed to expand the material presented and give students a chance to explore creative ways to relay information relative to our profession. The group projects will all be presented in PowerPoint and uploaded to Canvas for class access. The group project presentations will be considered as testable material. The senior portfolio review will be held in the context of a senior show. Each individual student will prepare his or her portfolio; student committees will implement the show.

Course Prerequisites or Other Restrictions

Prerequisite(s): ADES 3630, 3640, and 4630.

Course Objectives

By the end of this course, students will be able to:

1. Consider different points of view and work effectively with others to support a shared purpose or goal. The course requires students to form committees to organize, develop, present and host a Senior Show Exhibition of portfolio project work.
2. Demonstrate inter-cultural competence, knowledge of civic responsibility, and the ability to engage effectively with inclusivity in regional, national and global communities.
3. Students will become knowledgeable of professional and business issues including business types and formation, legal considerations, ethics, billing and fees, etc.
4. Students will demonstrate competency in written, verbal, and graphic communication and organizational skills; competency will be exhibited in classroom activities as well as a group project, portfolio review, and senior show.
5. Through exams and group presentations, students will demonstrate understanding of interior design business issues and practices.

Materials


Netiquette

- Treat your instructor and classmates with respect in email or any other communication.
- Use clear and concise language.
- Remember that all college-level communication should have correct spelling and grammar (this includes discussion boards).
- Use standard fonts such as Arial, Calibri or Times New Roman and use a size 10 or 12 point font.
- Be careful with personal information (both yours and others).
- Do not send confidential information via e-mail.
- Include your name and section number in all correspondence.

GETTING HELP

Technical Assistance

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. Here at UNT, we have a Student Help Desk that you can contact for help with Canvas or other technical issues.

**UIT Help Desk** ([http://www.unt.edu/helpdesk/index.htm](http://www.unt.edu/helpdesk/index.htm))

**Email:** helpdesk@unt.edu

**Phone:** 940-565-2324

**In-Person:** Sage Hall, Room 130

**Walk-In Availability:** 8 am-9 pm

**Telephone Availability:**
- Sunday: noon-midnight
- Monday-Thursday: 8 am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

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

Student Support Services

- **Registrar** ([https://registrar.unt.edu/registration](https://registrar.unt.edu/registration))
- **Financial Aid** ([https://financialaid.unt.edu/](https://financialaid.unt.edu/))
  - Financial Aid Satisfactory Academic Progress - Undergraduates
    - A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.5 cumulative GPA in addition to completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.
  - If, at any point, you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility.
Drop Procedures:

- Official withdrawal from class is the responsibility of the student. If you are unable to complete the course or courses for which you have registered, it is your responsibility to withdraw formally from the course. Refer to the UNT course schedule for drop dates and procedures.
- If you drop after the published date, you will receive a grade of “F” for the course.

Dropping/Withdrawing from the Course:

- **April 7, 2023** – Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date, a grade of WF may be recorded.
- **May 12, 2023** – Last day term.

- Please visit [http://financialaid.unt.edu/satisfactory-academic-progress-requirements](http://financialaid.unt.edu/satisfactory-academic-progress-requirements) for more information about financial aid, Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor at your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

- **Code of Student Conduct**: provides Code of Student Conduct along with other useful links
- **Office of Disability Access**: exists to prevent discrimination based on disability and to help students reach a higher level of independence
- **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))
- **Student Affairs Care Team** ([https://studentaffairs.unt.edu/care](https://studentaffairs.unt.edu/care))
- **Student Health and Wellness Center** ([https://studentaffairs.unt.edu/student-health-and-wellness-center](https://studentaffairs.unt.edu/student-health-and-wellness-center))
- **Pride Alliance** ([https://edo.unt.edu/pridealliance](https://edo.unt.edu/pridealliance))

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/))

- **UNT Learning Center**: provides a variety of services, including tutoring, to enhance the student academic experience
- **UNT Writing Center**: offers free writing tutoring to all UNT students, undergraduate, and graduate, including online tutoring
- **Succeed at UNT**: information regarding how to be a successful student at UNT
- **Writing Lab** ([http://writingcenter.unt.edu/](http://writingcenter.unt.edu/))
- **MathLab** ([https://math.unt.edu/mathlab](https://math.unt.edu/mathlab))
COURSE REQUIREMENTS

The course will have five components: quizzes, group project presentations, portfolio, Senior Show, and a final exam.

Upon successful completion of all requirements, grades will be determined by a weighted average of the grades earned for each component listed below.

Quizzes (3) 30% (10% each)
Group Project/Presentation 25%
Portfolio 15%
Senior Show (Pass/Fail) 15%
Final Comprehensive Exam 15%

EVALUATION

Scores will be converted into a Final Letter Grade using the following percentages:

90-100 = A Superior performance in all aspects of the course; excellent quality
80-89 = B Superior performance in most aspects of the course; satisfactory in the remainder
70-79 = C Evidence of some learning but generally marginal performance
60-69 = D Minimal learning; very low quality performance in all aspects (no ID credit)
59/below = F Complete absence of evidence of learning (no ID credit)

CIDA STANDARDS

Standard 4. Global Context
Interior designers have a global view and consider social, cultural, economic, and ecological contexts in all aspects of their work. Student work demonstrates understanding of:

a) how social, economic, and cultural contexts inform interior design.
b) how environmental responsibility informs the practice of interior design. Standard 5.

Standard 5. Collaboration
Interior designers collaborate and also participate in interdisciplinary teams. Students have awareness of:

a) the nature and value of integrated design practices.
b) the terminology and language necessary to communicate effectively with members of allied disciplines.
c) technologically-based collaboration methods.

Students understand:

d) team work structures.
e) leadership models and the dynamics of collaboration.

Interior designers understand the principles and processes that define the profession and the value of interior design to society.

Students have awareness of the:

a) contexts for interior design practice.
b) impact of a global market on design practices.
c) breadth and depth of interior design’s impact and value.
d) components of business practice.

Students understand:

e) types of professional business formations.
f) elements of project management.
g) instruments of service: contract documents, transmittals, schedules, budgets, and specifications.
h) professional ethics and conduct.

Standard 9. Communication

Interior designers are effective communicators.

Students are able to effectively:

e) apply a variety of communication techniques and technologies appropriate to a range of purposes and audiences.
f) The interior design program provides opportunities for students to develop active listening skills in the context of professional collaboration.

CALENDAR

Some days may be left open to allow for flexibility and additional coverage of topics.

Every effort will be made to adhere to the schedule; however, due to different learning pace, it is not uncommon for the schedule to be altered to address areas where additional time is needed to learn the material.

It is natural that there will be variances in the instruction and information delivered between sections.

Learning differences occur between groups and the type of, and delivery of information may be modified to assist with this learning curve.

If you are unable to attend your class, you may attend a different section. However, you will not be given a drafting table, nor will you be allowed to participate in classroom exercises.

The best feedback you will receive is in the form of desk reviews, which will happen in many cases, for every student during most class periods. You are responsible for seeking a critique.
COURSE EVALUATION

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. SPOT Evaluations will be conducted in April.

COURSE POLICIES

Statement on Face Covering
Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

Assignment Policy
All class assignments and projects are due according to the problem statement. With each exercise or lab assignment, you will receive a problem statement outlining requirements and general information. If for any reason, you do not understand an assignment, it is your responsibility to see the instructor for clarification and assistance (class time or office hours). All studio projects must be completed to receive a passing grade in the class.

Class Participation

Examination Policy
Low stakes quizzes are administered to reinforce the need to read the assigned textbook chapters and syllabus. The exams are an open book exam, can be taken anywhere you chose, and you have multiple attempts at each quiz.

Instructor Responsibilities and Feedback
As your instructor, I will endeavor to reply to any question or query within 24 hours. My role in this course is to present you the opportunity to acquire foundational knowledge that can be of benefit to you in your chosen profession.

• Your responsibility is to ask questions, seek clarification, and participate in studio conversations.
• I’ll make every effort to articulate the assignments and expectations clearly, and will depend on you to request clarification.

Late Work
No late assignments will be accepted without prior in-person approval. Late work will not be accepted, graded, or critiqued; no exceptions. You will be given a grade of zero (0) for late assignments.

Attendance Policy

Attendance is mandatory and applies to both lecture sessions and individual consultations. The instructor and class members can offer constructive criticism only if you are present and receptive. Also, changes may occur in content or scheduling during the semester. If you are not present when information is discussed, you will not be able to make the necessary revisions. Students are responsible for communicating with the instructor regarding attendance, tracking their absences, and
obtaining any missed material. The instructor will not use class time to repeat information missed due to absence. On consultation days, failure to attend your assigned appointment will constitute an absence. No make-up opportunities will be given to any student unless that student presents the professor with a University Approved Absence Verification form within three days after the class session that was missed. The form is available in the Dean of Students Office in the Union, Suite 409. For more information on attendance policies, see https://deanofstudents.unt.edu/faq. Please contact the instructor via email in the event of extenuating circumstances.

As per University policy regarding food, drink, and smoking: there is to be none of the above in the classrooms and associated spaces. In consideration of the group, please do not use cell phones (including texting), pagers, etc., during class. Laptops are to be used for class-supportive activity only. You are also expected to keep all work areas clean and all University equipment in good order.

**COVID-19 impact on attendance**

- While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to COVID-19 including symptoms, potential exposure, pending or positive test results, or if you have been given specific instructions to isolate or quarantine from a health care provider or a local authority. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

- If you are experiencing any symptoms of COVID-19 please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**Religious Observance:**

A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if the student notified the instructor in each course of the date of the anticipated absence as early in the semester as possible. A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxations under Section 11.20, Tax Code. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to complete the assignment or examination satisfactorily.
Class Participation
Responsibility for class attendance rests with the student. Since your grades are to be based partially on attendance, I will record participation using UNT’s Learning Management system CanvasTM.

Syllabus Change Policy
The instructor(s) retains the right to change the syllabus with or without notice. The instructor reserves the right to change the contents of the syllabus and schedule as needed to accommodate new material, guest speakers, and other educational factors that may improve class understanding, knowledge, and successful participation and completion of assignments.

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.

Students are responsible for authenticating any assignments submitted to an instructor. If asked, you must be able to produce proof that the assignments you submitted are your work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, retain Writing Center receipts, keep logs or journals of your work on assignments and papers, and save work and drafts on a disk or cd. The inability to authenticate your work, should an instructor request it, is sufficient grounds for failing the assignment. In addition to requiring a student to authenticate his/her work, the instructor may employ various other means of ascertaining authenticity through engaging in internet searches, creating quizzes based on student work, requiring students to explain their work and process orally.

ADA Policy
UNT makes reasonable academic accommodations 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 the 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 Canvas 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. 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, April 13 through April 30, 2020, 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.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student’s physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission, including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student’s full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place, and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.
Student Verification
UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work
The Department has the right to retain any and all student work for Council for Interior Design Accreditation (CIDA) accreditation reviews for a period of up to 2 years. It is the student’s responsibility to document their work for personal purposes. Students will be allowed to photograph their works prior to retention. After the next CIDA accreditation review, students may retrieve their original work. It is the student’s responsibility to retrieve their work in a timely manner; after two months, any work remaining will be destroyed.

All students must read the Permission to Use Student Work Form posted on the CVAD Website at https://art.unt.edu/design/interior-design/undergraduate/downloadable-documents The Interior Design program needs to keep student work for accreditation review purposes. It is the student’s responsibility to document their work for personal purposes. Students will be allowed to photograph their work prior to retention.

The Department reserves the right to display student work at any time for the purpose of public relations and to reproduce student works in any form.

The instructor may request duplication of exemplary student work to be retained for use in future classes.

The CIDA review and interior design profession are critique based. Therefore, as part of the professional curriculum and evaluation process for successful interior designers, current and past student work may be publicly identified, displayed, critiqued, and used as teaching tools. Works of currently enrolled students may also be used in this educational process, and students enrolling in this major will automatically consent to engage in these activities, as this is a natural educational process within a studio setting.

See provisions outlined in Permission to use student work release form as posted on the Learning Management System (Canvas™) site for this class.

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.

https://clear.unt.edu/sites/default/files/site-assets/multimedia_waiver_and_release.pdf

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. 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.

2. 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.

3. 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.