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 (University of North Texas).

Course Description

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. This course will guide you in the development of portfolios, resume building, and goal setting.

Course Structure

ADES 4625 is a combination of individual assignments, tests, and group work related to the Senior Show. There will be guest speakers on various topics related to the profession of Interior Design. Active participation in all activities, including active listening while others are
presenting, is required. I will not tailor studio lectures to facilitate individual involvement due to a lack of viable effort on your part to seek out information, build skills and proficiencies, and access resources being made available to you. Speaker dates and topics are subject to change. This course continues the professional internship course and will build on knowledge gained from the workplace and our required textbook.

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

The course includes classroom lectures that will be presented during class time. There will be additional resources for learning such as online readings, videos, and examples of work on Canvas. There will be six (6) modules of learning for this course.

**Course Objectives**

Students enrolled in this course will gain the experiential knowledge necessary to work independently and in collaborative teams to achieve the following objectives:

- 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.
- Demonstrate inter-cultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.
- Students will become knowledgeable of professional and business issues including business types and formation, legal considerations, ethics, billing and fees, etc.
- 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.
- Through exams and group presentations, students will demonstrate an understanding of interior design business issues and practices.

**The emphasis will be on all things related to professionalism.**
**Classroom Safety**

While working in ADES 4625, students 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 this course will be achieved by a student who actively participates in the studio and contributing the needed time and effort outside of class to show competency in the skills taught. Participation is evaluated on your honesty, respect and collaboration with others, reflection by self-analysis, flexibility and adaptability to suggestions, respect, and attendance. Attention to detail and well-crafted work should be executed professionally and with care. Communication is key to understanding coursework and proficiency of skills. Both your behavior and communication should always be guided by professionalism.

As previously stated, please only communicate via Canvas messaging or by UNT email. Office Hours: Tuesdays, 1:00 pm to 2:00 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 AccessLinks to an external site. website (http://www.unt.edu/odaLinks to an external site.). 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/successLinks to an external site., and explore unt.edu/wellnessLinks to an external site.. To get all your enrollment and student financial-related questions answered, go to scrappysays.unt.eduLinks to an external site..

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 ConductLinks to an external site.) (https://policy.unt.edu/policy/07-012Links to an external site.).

Required/Recommended Materials

- Professional Practice for Interior Designers – Fifth Edition
• **Printing of Space V Poster** (This will be each student's responsibility and expense.)

• 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).

**Course Requirements**

This course is composed of both assignments, tests, and projects. Assignments test your knowledge and comprehension and are building blocks for your resume and portfolio. 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).

**Grading Policy**

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<th>Assignment Description</th>
<th>Points</th>
<th>% of Total Points</th>
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ATTENDANCE 100 10%

PARTICIPATION 50 5%

Personal Narrative, Resume, and Graphical Handout ASSIGNMENT 100 10%

GROUP PROJECT PRESENTATION 50 5%

SENIOR SHOW (Pass/ Fail) 100 10%

DESIGN PORTFOLIO 150 15%

TESTS - Total of Three (3) Individual Tests 300 30%

FINAL EXAM 150 15%

TOTAL POINTS: 1000 points 100%

Assessing Your Work

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<tr>
<th>Points</th>
<th>Approximate Percent</th>
<th>Letter Grade</th>
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### 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 planning 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** [Links to an external site.](https://policy.unt.edu/policy/06-003[Links to an external site.]). 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 during class. Active participation will be considered in the evaluation of your final grade. Six (6) unexcused absences lead to a one full grade deduction off the final grade (Example: from a B to a C). Eight (8) unexcused absences lead to failure in this course.

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 & PoliciesLinks to an external site, and the following:

- UNT Learning CenterLinks to an external site.
- UNT MathLabLinks to an external site.
- UNT Writing Lab Links to an external site.
- UNT LibrariesLinks to an external site. can help with all your research
- UNT CARE TeamLinks to an external site. can assist with protecting your health, safety, and welfare through support
- CVAD Goff Resource Center on the 2nd Floor
- https://cvad.unt.edu/resourcesLinks to an external site.