

FCS 360
INTERIOR DESIGN PROFESSIONAL PRACTICES AND PROCEDURES
3 CREDIT HOURS
FALL SEMESTER, 2007

CLASS LOCATION: AB 2, Room 302

CLASS TIME: Lecture – Tuesday and Thursday 9:30-10:50

INSTRUCTOR: Jeannine Grantham
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Office Hours: Monday, Wednesday, & Friday 8:00 – 11:00 & 2:00 – 2:30
Tuesday & Thursday 11:00 – 12:00

COURSE DESCRIPTION: This course includes fundamentals of business procedures used in interior design residential and commercial establishments. Practical application is implemented through design project management. (3-0). Usually offered alternate years. Credit 3.

TEXT: Piotrowski, C., *Professional Practices for Interior Designers*, Third Edition. Van Nostrand Reinhold, 2002.

COURSE OBJECTIVES:

Upon completion of this course the student should have the ability to:

*the alphanumeric reference shown indicates application for CIDA Standards.

1. to apply programming methods and information management to develop interior environment based on client and/or user needs and responses. S2.a, S4.d, S4.e, S4.f, S4.g, S8.d
2. to be aware of legal and ethical issues that accompany the operation of an interior design business. S2.b
3. to develop and implement an effective business plan for operating an interior design business through critical, analytical, and strategic thinking. S2.f
4. to understand and be able to exhibit profession discipline through implementation of contract documents, forms and financial records necessary for operating an interior design business. S2.i
5. to communicate in both oral and written forms within the interior design industry using correct and appropriate terminology as the student attends lectures given by guest speakers and field trips to design showrooms. S1.g, S5.e
6. to understand the full range of business activities and procedures used by interior design firm including project estimating, budget management, project scheduling, and contract administration. S8.a, S8.b, S8.c
7. to demonstrate knowledge of certification, licensing and registration requirements established in the state of Texas and variation that may exist throughout the other states. S8.g
8. to understand the position interior design professional organizations have with the industry of interior design and related professions. S8.h

9. to be able to develop techniques in marketing and selling and strategic planning needed to be profitable in the interior design business. S8.j
10. to define personal career goals and objectives for seeking an interior design internship or entry level position in an interior design firm.

IDEA Objectives: I= Important E=Essential

1. Gaining factual knowledge (terminology, classifications, methods, trends) *I
2. Learning fundamental principles, generalizations, or theories *E
3. Learning to apply course material (to improve thinking, problem solving, and decisions) *I
4. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course*E
5. Acquiring skills in working with others a member of a team
6. Developing creative capacities (writing, inventing, designing, performing in art, music, drama, etc.)
7. Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc.)
8. Developing skill in expressing oneself orally or in writing*I
9. Learning how to find and use resources for answering questions or solving problems
10. Developing a clearer understanding of, and commitment to, personal values
11. Learning to analyze and critically evaluate ideas, arguments, and points of view
12. Acquiring an interest in learning more by asking questions and seeking answers

COURSE FORMAT:

This course will include a combination of lecture and class discussion. Additional instruction material may be derived from a combination of guest speakers, field trips (S1.g) or visual medias. Reports will follow a standard written format of typed double spaced pages with attention given to content, composition, and mechanics.

COURSE EVALUATION:

Assignments (4 @ 25points)	100
Client Project Notebook	300
Test (4 @ 50 points)	200
Company Project	300
Final Exam	100
Total	1000

Grading Procedures:

1. All assignments and projects will be evaluated and graded for substantive content, design quality, soundness of planning, craftsmanship, presentation, creativity and specific criteria required in the assignment.
2. Grades are allotted on the following grading scale based on the total points possible for each course:

895 - 1000 = A
 795 - 894 = B
 695 - 794 = C
 595 - 694 = D
 0 – 594 = F

Reassessment of grades will only be done when presented in writing and accompanied by professional documentation that supports the item in dispute.

Examination:

1. Examinations will be given on the date and time scheduled in the syllabus calendar.
2. A comprehensive make-up examination over all material covered by previous test in the course will be given at the time specified in the calendar for those who had excused absences.

COURSE POLICIES:

Attendance:

Class attendance is expected for all classes and attendance will be taken during each class period. Each class period should be attended with the necessary supplies and materials for working.

As stated in the University catalog, students are allowed to take three hours of absences for the purpose of personal illness, family funerals, university activities or legal matters. A fourth and fifth absences will result in a 5 point deduction for each of these absences from the final grade. A sixth and seventh absence will result in a 10 point deduction for each of these absences from the final grade. A total of 8 absences will result in a failing grade and the last regularly attended class day will be reported to the Registrar's Office when grades are due. Total absences will be posted at the end of the semester in separate column in Blackboard.

Example: If a student has a final grade of:

94 and 4 absences (- 5 pts) the grade recorded is 89 a "B"

94 and 7 absences (-30 pts, 10 pts for the 4th and 5th and 20 pts for the 6th and 7th) the grade recorded is 64 a "D"

94 and 8 absences the grade recorded is an "F"

It is the student's responsibility to make sure a tardy is recorded as a tardy and not an absence from class before the end of that class period. Five tardies will be counted equal to one absence.

Absences resulting from extenuating circumstances which are accompanied by appropriate documentation from the Office of Student Life will be evaluated on an individual basis.

Assignments:

1. All course work due in each course should be turned in on the date and at the time scheduled. ***LATE WORK WILL NOT BE ACCEPTED unless proper documentation which includes the date of absence is provided by the student.***
2. Course work will only be received if turned into the instructor. Never leave your work with someone else or outside the office suite.
3. In accordance with the university catalog, you may not take the final exam unless all work is turned in.
4. There is no extra credit accepted in this course. The only way a student can improve the course grade is to improve the work performance on test and assigned projects.

Classroom Behavior:

1. Classroom disturbances should be avoided including:
 - a. Personal discussions and talking or passing notes during lectures. Discussion should relate to course topics.
 - b. No personal discussion of grades. Honor a student's right to privacy. Conference time may be set with the instructor if individual discussion is required.

- c. No sleeping in class is permitted. Please, do not put your head down on the desk or table. If a student is ill they should ask to be excused.
 - d. No eating food or drinks allowed in the classrooms or labs.
 - e. Working on other course assignments, reading the newspaper, etc....
 - f. Leaving the classroom early is not permitted without notifying the instructor before the start of class.
2. The student's work area (i.e. table floor space, etc.) should be clean of all papers, pencil marks, paint, and markers before leaving the classroom.

Returning Work:

Due to accreditation procedures the department is required to keep student work done in major FCS, IT and ART courses. Work will be returned to the student to inform the student of their evaluation and grade. All work will be collected and held by the instructor until after the accreditation site.

1. Each student should supply the Interior Design Program Director a USBN mass storage device with adequate space to hold photographs of major IND projects. ART projects can also be photographed. IT drawings should be reprinted for the department.
2. Students will be informed of the dates when work will be available to be picked up.

Student Syllabus Guidelines: You may find online a more detailed description of the following policies. These guidelines will also provide you with a link to the specific university policy or procedure:

<http://www.shsu.edu/syllabus/>

Students with Disabilities Policy: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. *See Student Syllabus Guidelines.*

Classroom Rules of Conduct: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process.

Q-DROPS:

A Q-drop is a drop made after the last date for tuition refunds (12th class day for fall/spring; 4th class day for summer) but before the date for which a drop would result in the grade of 'F' as published in the Academic Calendar.

Students will be allowed no more than five Q-drops during their academic career at Sam Houston State University. Classes that are dropped prior to the Q-drop date will not count toward the limit. Students who have used their limit of five Q-drops will need to petition their respective dean to drop a class. If the dean refuses to grant permission to drop a class, a student will be required to remain in the class.

This limit will take effect with the start of the fall 2004 semester. Any drops accumulated prior to the fall 2004 semester will not be included in the five Q-drop limit, nor will Q-drops from other universities.

Student Absences on Religious Holy Days: Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work. *See Student Syllabus Guidelines.*

Academic Dishonesty: Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. *See Student Syllabus Guidelines.*

Classroom Rules of Conduct: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process.

Visitors in the Classroom: Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

SUGGESTED READING:

Ehrehkranz, *Architectural Systems*

Halverson, K., *Systems for Success*

Knackstedt, M., *Interior Design and Beyond*

Knackstedt, M., *The Interior Design Business Handbook*

Reznikoff, S.C., *Specifications for Commercial Interiors*

Siegel, H. and Siegel, A., *A Guide to Business Principles and Practices for Interior Designers*

Thompson, J., *ASID Professional Practice Manual*

Interior Design Magazine

IS Magazine

Contract Magazine

Student Agreement Sheet
FCS 360
Fall 2007

Date _____

By signing this Student Agreement Sheet I, _____ accept the responsibility for abiding by the information in this course syllabus.

Additionally, I agree to allow the interior design program in the Department of Family and Consumer Sciences to keep any and all interior design assignments, projects, papers, preliminary and final drawings, and reports produced in this course for a temporary period (up for the two years) for accreditation purposes.

(Signature)