



SYLLABUS

Instructor

Candy Carmel-Gilfilen carmelcn@ufl.edu Office 334 ARCH (352) 294-1431
Office Hours: M, W 11:35-12:45pm or by appointment

COURSE INTENTIONS

This course addresses current issues affecting interior design practice, ethical parameters of practice, business formation, management, and marketing, and specific procedures involved in project management. The course provides an understanding of Interior Design within a larger social, economic, and political context. It addresses individual student career planning, including strategies for securing employment. Class format is a combination of lecture, discussion, and student presentation.

Educational objectives

- Understand globalization and the implications of conducting the practice of design within a world market (CIDA Standard 2b)
- Provide exposure to contemporary issues affecting interior design and a variety of business, organizational, and familial structures (CIDA Standards 2e & f)
- Demonstrate creative thinking and originality through presentation of a variety of ideas, approaches and concepts (CIDA Standard 4e)
- Awareness of team work structures and dynamics; the nature and value of integrated design practices (CIDA Standards 5a, b)
- Apply a variety of communication techniques and technologies appropriate to a range of purposes and audiences (CIDA Standard 6a)
- Express ideas clearly in oral and written communication (Council Standard 6b, f)
- Understand: the contributions of interior design to contemporary society; various types of design practices, the elements of business practice; the elements of project management, project communication, and project delivery methods; professional ethics (CIDA Standards 7a-e)
- Gain an understanding of contract negotiation and writing, and billing practices
- Understand business formation and structure
- Understand business practices including marketing, management, financial planning, and accounting.

COURSE ORGANIZATION

Required Texts

- Winchip, S. M. (2012). *Professional Practice for Interior Designers in the Global Marketplace*. New York: Fairchild Publications, Inc. ISBN: 978-1609011383.
- Martin, C. & Guerin, D. (2010). *The State of the Interior Design Profession*. New York: Fairchild Publications, Inc. ISBN: 978-1-56367-9.

Recommended Texts

- Bender, D. (2008). *Design Portfolios: Moving from Traditional to Digital*. New York: Fairchild Publications, Inc. ISBN: 978-1-56367-483-9.

Format

Lectures will occur on Mondays Period 8 and Wednesdays during Period 8-9 and will consist of material presented by the instructor as well as class discussions based on readings. Reading Assignments will be drawn primarily from the course texts. Assignments are noted on particular dates and should be completed by those dates. Reading will help familiarize you with the lecture material beforehand and will enhance class discussions.

Discussion Sessions will take place on Wednesdays during Periods 8 and 9. Discussion sessions will provide you with the opportunity to apply material learned during lectures to current issues in interior design practice. Groups will be formulated around current topics with each group required to lead one discussion session. Students will also write reaction papers to selected scholarly readings in regard to the topic.

Projects and Exams

Assignments throughout the semester will help students navigate and acquire internships. These will include: resume, cover letter & business card; portfolio; and contract. Projects and assignments are to be presented for interim or final review as scheduled. No projects will be accepted late except by special permission of the instructor. There will be 2 exams, a midterm and a final. The exams must be taken at the scheduled time. You must notify the instructor before the exam is scheduled if there are extenuating circumstances. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at:
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

COURSE POLICIES

Attendance

Attendance is essential to the learning process, therefore is mandatory. It is expected that students will be both present and on time for each class session, and that the instructor will be notified in advance of any necessary absence in person, by phone or by email. Two absences will be tolerated without penalty. Each additional absence will result in the reduction of your course grade by one letter grade. If you have more than six absences you will automatically fail the course.

Classroom Climate

Equitable participation in this class requires the use of inclusive language, methods, and materials. Students are expected to use inclusive language in written and oral work, and to respect diversity in viewpoints expressed by others. Students are also encouraged to identify language, methods, and materials used in this course that do not contribute to an inclusive classroom climate.

Special Accommodations

Students requesting classroom accommodation must first register with the Disability Resource Center at University of Florida Dean of Students Office, see <http://www.dso.ufl.edu/drc/getstarted.php>. The Dean of Students Office will review the case and, if appropriate, provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

Criteria for Grades

The format for this course is a combination of lecture, discussion, and student presentation. Assessment will occur through examination, evaluation of student projects and exercises, and evaluation of effort and class participation, as indicated below.

Projects	45%
Discussion Session/ Participation	10%
Midterm exam	20%
Final exam	25%

Grading Scale

A	93-100	4.0
A-	90-92.9	3.67
B+	87-89.9	3.33
B	83-86.9	3.0
B-	80-82.9	2.67
C+	77-79.9	2.33
C	73-76.9	2.0
C-	70-72.9	1.67
D+	67-69.9	1.33
D	63-66.9	1.0
D-	60-62.9	.67
E	0-59	0.0

Information in regard to UF's grading policy can be found at:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Academic Integrity

All students at the University of Florida are expected to adhere fully to University of Florida Student Honor Code, view at:
<http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>. The Honor Code outlines the expectations for student conduct in regard to academic honesty. All students should review this policy to understand the range and scope of the standards and the

seriousness of any infractions of the code. The policy places full responsibility on students to know and adhere to these standards for academic integrity. All examinations, quizzes, design projects, and assignments in the Department of Interior Design are subject to this policy. Maintaining strict academic integrity is a priority of the Department of Interior Design and all instructors will fully enforce the UF Honor Code in their studios and classes. A strict adherence to the Honor Code is expected by the University of Florida and reflects the ethical standards of the interior design profession.

Course Evaluations

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu>