

Graduate Student Handbook 2024 – 2025

Department of Interior Design



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Dear MID & PhD student:

The Department of Interior Design welcomes you as a new or returning graduate student. We offer a challenging program of study directed by prominent and gifted faculty in a diverse and stimulating university environment. The Master of Interior Design (MID) educates students to become professionals in practice, to engage in research, and to develop a specialization in the design of the built environment. Our Doctoral program for students with an Interior Design Concentration equips students to become scholars, instructors and/or industry professionals. As the best and brightest students, you have the opportunity to make a difference in your chosen discipline, the nation and the world.

This handbook provides an overview of our Master of Interior Design program and resources—we advise that you keep it on hand as your primary reference. It is also a reference for PhD students with an Interior Design Concentration (see also <https://dcp.ufl.edu/academics/phd8/>). Further information about our faculty (research, service, and teaching) and available courses can be found in both our departmental (<http://www.dcp.ufl.edu/interior/>) and college (<http://www.dcp.ufl.edu/>) homepages. Other resources available to graduate students are the Graduate School homepage, where you can find the UF Graduate Student Handbook (<http://graduateschool.ufl.edu/>), as well as the Graduate Catalog (<https://gradcatalog.ufl.edu/graduate/>). Make sure to consult them for information about university regulations, critical dates, financial aid, resources for international students, the University community, and living in Gainesville. We will be glad to answer any other questions about graduate study in the Department or College.

We wish you a challenging and successful year in our department. Should you have questions or need assistance, please contact us to arrange a meeting time.

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The Interior Design Department Faculty

Roberto Rengel, MArch

Professor, Department Chair

Master of Interior Architecture, University of Oregon and Master of Architecture, Tulane University

Graduate Research Faculty

Research Interaction between interior and exterior spaces; biophilic interior design.

Sheila Bosch, PhD

Associate Professor

Doctor of Philosophy, Georgia Institute of Technology

Doctoral Research Faculty

Research Design for health and human well-being, with a special focus on healthcare and educational facility design; evidence-based design; environment-behavior research, place-based user experience research.

Erin Cunningham, PhD

Associate Professor

Doctor of Philosophy, University of Florida

Doctoral Research Faculty

Research The history and preservation of 19th and 20th century interior spaces: social settlement houses, vernacular architecture, and public housing interiors.

Luis Mejia-Puig, PhD

Assistant Professor

Doctor of Philosophy, Oklahoma State University

Doctoral Research Faculty

Research Digital media tools (XR) to enhance creativity and cognition; design pedagogies and design education; psychophysiological monitoring to pinpoint high cognitive load conditions, sensory arousals, or unexpected occurrences linked with creativity.

Jason Meneely, MS

Associate Professor

Master of Science, University of Kentucky – Interior Design

Graduate Research Faculty

Research Design strategies for creative performance in the workplace; leadership strategies for creative organizations; environmental, cultural, psychological, and procedural antecedents for creative performance; design thinking and pedagogy.

Nam-Kyu Park, PhD

Associate Professor
Doctor of Philosophy, Oklahoma State University
Doctoral Research Faculty

Research Luminous environments; design for special populations; sustainable design; cultural issues and housing design.

Genesis Okken, MID

Instructional Assistant Professor
Master of Interior Design, University of Florida
Graduate Research Faculty

Research Design pedagogy; applied environmental color design; retail design.

Lisa Platt, PhD

Assistant Professor
Doctor of Philosophy, State University of New York at Binghamton
Doctoral Research Faculty

Research Human and environmental resilience for health and wellbeing; regenerative sustainable design; materiality

Margaret Portillo, PhD

Professor
Doctor of Philosophy, University of Wisconsin-Madison
Doctoral Research Faculty

Research Color theory in context; design thinking and creativity; design pedagogy; human-centered design

Shabboo Valipoor, PhD

Associate Professor
Doctor of Philosophy, Texas Tech University
Doctoral Research Faculty

Research Design for health and human well-being, healthcare design, inclusive and universal design, design for aging

GENERAL PROGRAM INFORMATION

Graduate Catalog. All the academic information you need about the graduate programs and courses is available in the Graduate Catalog, which is updated every year. See <https://gradcatalog.ufl.edu/graduate/>

UF Graduate Student Handbook. The source for everything you need to know to thrive in your graduate program: procedures, regulations, fees and resources. See <https://graduateschool.ufl.edu/work/handbook/>

UF Graduate Academic Calendar. Please see calendar and critical dates at <https://success.grad.ufl.edu/td/deadlines/>

Please be aware that these dates may change, and remember that **you are responsible** for keeping track of and meeting all required deadlines.

Checklist for Graduation. A handy reference with all you need to comply with. See <https://graduateschool.ufl.edu/academics/graduation/>

GRADUATE STUDENT RESOURCES

A number of services are available at UF for graduate students. You can find information on all of them in the Graduate Student Handbook. However, these are outstanding resources you are likely to use:

Graduate School Editorial Office. The thesis and dissertation division of UF Graduate School's Editorial Office provides support and guidance to students completing a thesis or dissertation as part of their graduate school requirements. The office oversees the entire editorial thesis and dissertation process, offering advice to students, faculty, and staff to ensure all master's theses and doctoral dissertations meet UF's high standards and are ready for electronic submission and digital archiving within the [UF Libraries](#). Thesis and dissertation formatting requirements and templates are located here: <https://success.grad.ufl.edu/td/formatting/>

Students needing assistance with editing or formatting may choose to hire a professional editor, as their Chair and Committee members are not responsible for editing or formatting on behalf of students.

University Writing Studio. The Writing Studio is committed to helping University of Florida students and faculty meet their academic and professional goals by becoming better writers. They support independent learning and encourage scholarship by providing one-on-one consultations and workshops tailored to specific classes (graduate and undergraduate). See <https://writing.ufl.edu/writing-studio/>

U Matter We Care. Too much pressure? Can't sleep? Need to learn how to balance your life? UF provides resources to help students maintain wellness, within a variety of dimensions (e.g., physical, emotional, financial, occupational). See <https://umatter.ufl.edu/>
For mental health support, see <https://umatter.ufl.edu/helping-students/mental-health/>

Statistical Consulting. The Statistics Department offers statistical consulting to the university community. See <https://forms.stat.ufl.edu/forms/consulting/>

Architecture & Fine Arts (AFA) Library. With holdings in excess of 82,000 items and some 560 current periodicals, the AFA is an important statewide resource as well as the largest collection of its kind in the Southeast. Reference librarians on site to help you. Located in the FAA Building 2nd Floor. See <https://afa.uflib.ufl.edu/>. The Interior Design research guide is located here: <https://guides.uflib.ufl.edu/interiordesign>

Smathers Library/Library West. The Humanities and Social Sciences Library at the University of Florida, offering multiple resources and services. Located at the Plaza of the Americas. See <https://librarywest.uflib.ufl.edu/>

Office of Academic Technology/Computer Help Desk. Computer crashed? Need help with software? See <https://helpdesk.ufl.edu/>

LinkedIn Learning Courses: Students have access to thousands of online training courses at no cost to them. <https://training.it.ufl.edu/linkedin/>

Student Organizations: To find student organizations that you might want to become involved with, go to <https://orgs.studentinvolvement.ufl.edu/Organizations> We also recommend you join our student ASID/IIDA chapter.

Interior Design Graduate Programs

MASTER OF INTERIOR DESIGN

The Master of Interior Design (MID) is open to students with or without previous Interior Design experience. Graduate students entering the MID program with limited or no design experience, or students whose previous interior design or architecture degree is not comparable to that offered by the University of Florida Bachelor of Interior Design program, are assigned to tracks requiring leveling undergraduate coursework, complementary interior design graduate coursework, or both. The graduate coordinator works with each student entering the MID program to evaluate the student's unique background to determine the specific courses needed to facilitate progress and success in his or her program. Estimated credit hours and length of study time vary according to each student's individual baccalaureate degree and experience.

The MID program culminates with a written research thesis to be carried out under the advice of the student's Supervisory Committee. A creative component is not required. **All MID students must complete a written thesis on an approved topic.** The thesis must abide by the Graduate School Editorial Office guidelines.

There are three possible tracks for the Master of Interior Design:

CIDA Accredited Undergraduate Degree Track (Design Background): For students who graduated from a baccalaureate degree program set within an architectural framework and accredited by the Council for Interior Design Accreditation (CIDA) or equivalent. The course of study is estimated to be 36 graduate credit hours. Expect approximately two years to complete the MID.

No Design Background Track: For students with a bachelor's degree in a field other than design, the course of study is estimated to be a maximum of 79 credit hours. This includes the 36-hour MID and up to 43 credit hours of leveling coursework. Expect three to three and a half years to complete leveling courses and the MID.

Combined Degree (4 + 1) Track: For students enrolled in the Bachelor of Design program at UF, 12 hours of graduate-level coursework in the senior year can be counted for both undergraduate and the MID degrees. By the end of their junior year, students request authorization from the Graduate School to take graduate coursework. A formal application to the MID program is needed for enrollment in the graduate program. An additional 24 graduate credit hours are required, for a total of 36 credits. Expect at least one additional year after your senior year to complete the MID.

MID PROGRAM REQUIREMENTS

Supervisory Committee: Students are required to form a supervisory committee consisting of at least two faculty members. The student will select a committee Chair, who must be an Interior Design faculty member, and, in consultation with their Chair, a second member to serve as either a Co-chair or member, depending on the extent of their involvement. The Chair should be selected during the first semester of the program and the second member by the end of the second semester.

Coursework: Regardless of the study emphasis selected by the student, the MID program has a central focus with three categories of coursework as established by the student's curricular track: core courses; multidisciplinary graduate electives; and courses and seminars in current interior design topics, which may include leveling requirements and/or studio courses. Minimum requirements for the MID, after any required leveling courses are completed, include 36 credit hours.

Thesis Proposal: Students are required to develop a thesis proposal and obtain approval by their committee prior to starting their thesis work. Before beginning data collection or design exploration, students must defend their thesis proposal and get **approval, in writing, from their committee before proceeding**. Students will submit a thesis proposal to their entire committee **at least 2 weeks** prior to their scheduled proposal defense date, and should prepare a presentation with visual aids (e.g., PowerPoint).

Thesis: Students must complete and defend a thesis. Students may choose one of two formats: 1) research thesis, or 2) design Exploration thesis, which includes a research-informed design proposal.

The 'typical' course schedules for each MID track are shown below. It is important to work with your advisor to determine your exact path to completion.

Typical Course Schedule for Each MID Track

MID (No Design Background) Semester Plan = 79 credits			
YEAR 1	Fall Semester	Spring Semester	Summer
	IND 1020 Design Innovations 3	IND2214 - Intro to Arch Interiors 4	
	IND2313 - Int Des Comm Systems (D3) 4	IND2460C - Computer Apps in 3D Des 3	
	Graduate Elective or Ind Study 3	IND2130 - History of Interiors 2 3	
	IND5641 Environment & Behavior 3	IND 6906 Ind Stu or Grad Elective 3	
	13	13	
YEAR 2	IND5212C - Arch Interiors 1 5	IND5231C - Arc Interiors 2 5	IND6941 DfE or Grad Elect 3
	IND 5427C Interior Constr Docs 4	IND5508 - Pro Practice 3	
	IND3522 - Interior Materials 3	IND5434C - Interior Lighting 3	
	IND5633 Readings in Design Studies 3	IND 6639 Methods Int Des Res 3	
	IND5937 IND Grad Colloquium 1	IND5937 IND Proposal Dev't 2	
	16	16	3
YEAR 3	IND5466 - Interior Env Tech 3	IND6971 Thesis or IND6973 PILOT 6	
	IND6906 Ind Stu (Des Expl/Data Coll) 3	IND6940 Supervised Teaching 3	
	Graduate Elective or Ind Study 3		
	9	9	
Total			79
MID (Design Background) = 36 credits			
YEAR 1	Fall Semester	Spring Semester	Summer
	IND5633 Readings in Design Studies 3	IND 6639 Methods Int Des Res 3	
	IND5937 IND Grad Colloquium 1	IND5937 IND Proposal Dev't 2	
	IND5641 Environment & Behavior 3	Graduate Elective or Ind Study 3	
	Graduate Elective or Ind Study 3	Graduate Elective or Ind Study 3	
	10	11	
YEAR 2	IND6940 Supervised Teaching 3	IND6971 Thesis or IND6973 PILOT 6	
	IND6906 Ind Stu (Des Expl/Data Coll) 3		
	Graduate Elective or Ind Study 3		
	9	6	
Total			36
MID (Design Background) = 36 credits - (if only 9-cr per semester due to funding)			
YEAR 1	Fall Semester	Spring Semester	Summer
	IND5633 Readings in Design Studies 3	IND 6639 Methods Int Des Res 3	
	IND5937 IND Grad Colloquium 1	IND5937 IND Proposal Dev't 2	
	IND5641 Environment & Behavior 3	Graduate Elective or Ind Study 3	
	Graduate Elective or Ind Study 2	IND 6906 Ind Study 1	
	9	9	
YEAR 2	IND6940 Supervised Teaching 3	IND6971 Thesis or IND6973 PILOT 6	
	IND6906 Ind Stu (Des Expl/Data Coll) 3	Graduate Elective & Ind Study 3	
	Graduate Elective or Ind Study 3		
	9	9	
MID (4+1 Combined Track) = 36 credits			
Senior Yr	Fall Semester	Spring Semester	Summer
	IND 4225 Adv Arch Interiors I 6	IND 4226 Adv Arch Interiors II 6	Graduate Elective or Ind Study 3
	IND 4450C Adv Int Des Detailing and Const I 4	IND 6639 Methods Int Des Res 3	(Option to take during Year 2)
	IND5633 - Readings in Design Studies 3	IND5937 IND Proposal Dev't 2	
	IND5937 IND Grad Colloquium 1	Graduate Elective or Ind Study 3	
	14	14	
YEAR 2	IND5641 - Environment and Behavior 3	IND6971 - Master's Thesis or IND6973 I 6	
	Graduate Elective or Ind Study 3	IND6940 - Supervised Teaching 3	
	Graduate Elective or Ind Study 3		
	IND6906 Ind Stu (Des Expl/Data Coll) 3		
	12	9	
Total			36 Graduate Credits

MID Milestones

In addition to completing required coursework, the following table provides milestones for completing MID requirements.

<p>01 semester Fall</p>	<ul style="list-style-type: none"> • Identify and review literature • Identify research question • Identify Thesis Committee Chair • Develop initial draft of Chapter 1: Introduction; Chapter 2: Literature Review
<p>02 semester Spring</p>	<ul style="list-style-type: none"> • Form Thesis Committee • Develop and refine thesis proposal • Initial draft of Chapter 1: Introduction; Chapter 2: Literature Review; Chapter 3: Methods/Project Approach • Design study and develop research instruments • Submit to IRB approval as/if needed
<p>03 semester Fall</p>	<ul style="list-style-type: none"> • Collect and analyze data or develop research informed design proposals • Extract findings from study/project • Write up findings, discussion, and conclusions • Initial draft Chapter 4: Findings/Design Proposal; Chapter 5: Conclusions • Refine chapters 1 through 3
<p>04 semester Spring</p>	<ul style="list-style-type: none"> • Substantial completion of thesis by the beginning of the semester is a requisite for enrollment in the remaining credits of IND 6971 • If approved by Chair, apply for graduation by Graduate School deadline • Finalize thesis document following Graduate School formatting guidelines • Defend thesis no later than 7th week of semester and address revisions required by Committee • Submit first submission to Graduate Editorial Office by deadline • Make final thesis revisions and format edits, submit final thesis submission by deadline • Graduation - CELEBRATE!

DOCTOR OF PHILOSOPHY (PHD)

The college-wide interdisciplinary Doctor of Philosophy degree is offered and administered by the college and confers the degree Doctor of Philosophy in of Design, Construction and Planning. Doctoral students develop a focus in one of the five disciplines represented in the college, including Interior Design.

Doctoral DCP students with a focus in Interior Design must follow all College and Graduate School regulations regarding doctoral studies, qualifying examination and ensuing advancement to candidacy, dissertation writing and defense. This covers compliance with required registration, credit-hour requirements, configuration of the Supervisory Committee, length of study terms, dissertation guidelines, etc.

The PhD program requires students to accomplish the following:

- Propose and conduct research that adds knowledge needed to support the design and management of the built environment through the critical examination and consolidation of previous research findings;
- Explore research methods, theories, philosophies, as related to the built environment in order to identify and pursue major and minor areas of concentration related to a dissertation focus;
- Explore the physical, social and natural sciences related to the built environment in order to identify and pursue major and minor areas of concentration related to their dissertation;
- Develop an original dissertation topic and conduct research; and
- Disseminate knowledge through teaching, publications and selective collaborations with various professionals in related industries and government agencies.

PHD PROGRAM REQUIREMENTS

Supervisory Committee: During the first semester of doctoral work, the Ph.D. program director, graduate coordinator and/or faculty members serve as a temporary committee for new students. This temporary committee guides the student's initial decisions concerning course selections and potential assignment to teaching and research opportunities at DCP.

By the end of the student's first year of full-time study, it is recommended that the student replace the temporary committee with a Supervisory Committee of no less than three members to advise him/her on course selections and a dissertation focus. When a dissertation focus has been determined, the student completes the Supervisory Committee for a total of five members.

The Supervisory Committee Chair must be a member of the Doctoral Research Faculty (DRF) in DCP. Graduate Research Faculty (GRF) from all departments within the college may serve on the committee. One committee member from a department outside DCP must be included. If the student is developing a minor or secondary focus of study, one committee member must represent that study area.

Doctoral students develop a plan of study with their temporary committee during their first semester in the PhD program. The plan of study is a written document that remains in the student's file and is used by the student and Supervisory Committee as a guide for course selections and research or teaching activities.

Coursework: Ninety semester credit hours are required for the Ph.D. program. These include **10 credit hours of DCP core courses** (DCP 7790 Doctoral Core, DCP 7911 Advanced Design, Construction and Planning, and DCP 7794 Doctoral Seminar), **9 credit hours of IND core courses** (IND 5633 Readings in Design, IND 6639 Design Research Methods, IND 5641 Graduate Environment and Behavior), and **15 credit hours** of dissertation work under the umbrella of DCP 7980 Doctoral Research. Additionally, students are required to take an additional graduate course (3 credit-hour minimum) within DCP.

Dissertation Proposal: Students must complete a dissertation proposal that must be approved by the supervisory committee prior to beginning dissertation research. Students are required to make a formal presentation to their committee.

Qualification Exam: Once approved by the Chair, the student will schedule their written and oral defense of their qualification exam.

Proposal and Qualification Exam Process:

1. Submit complete proposal to Chair for review
2. Schedule proposal presentation once Chair gives approval to schedule it
3. Send full committee the proposal for review at least 2 weeks prior to the oral proposal presentation
3. Present proposal to full committee, schedule written qualifying exam and oral defense
4. Allow full committee time to write exam questions (at least 2 weeks)
5. Take a written qualification exam (one week)
6. Complete oral defense of qualification exam
6. Submit a revised proposal based on the written exam to full committee

Typical Course Schedule for PhD Students with Interior Design Concentration

YEAR 1

Fall	Spring	Summer
(9 credits)	(9 credits)	(6 credits)
(3 cr) DCP 7790 Doctoral Core 1	(3 cr) DCP 7911 Advanced Design, Construction and Planning Research 1 (Core 2)	(3 cr) DCP 7979 Dissertation Proposal (optional)
(3 cr) IND 5633 Readings	(3 cr) IND6639 Methods of Research for Design	(3 cr) DCP 7979 Dissertation Proposal (optional)
(3 cr) Elective (Suggest IND 5937 Inclusive Design)	(3 cr) Elective	

YEAR 2

Fall	Spring	Summer
(9 credits)	(9 credits)	(6 credits)
(1 cr) IND5937 Grad Colloquium	(2 cr) IND5937 Grad Colloquium	(3 cr) DCP 7979 (optional)
(3 cr) Elective (perhaps w/External Member)	(3 cr) IND 5641 Env & Beh	(3 cr) DCP 7979 (optional)
(3 cr) DCP (not IND) Approved Course (see DCP PhD Hdbk)	(3 cr) Elective	
(2 cr) DCP 7979 Advanced Research	(1 cr) DCP 7794 Doctoral Seminar (Core 4)	

YEAR 3

Fall	Spring	Summer
(9 credits)	(9 credits)	(6 credits)
(3 cr) DCP6940 Supervised Teaching	(3 cr) DCP 7980 Writing Dissertation	(3 cr) DCP 7980 (optional)
(3 cr) DCP 7980	(3 cr) DCP 7980	(3 cr) DCP 7980 (optional)
(3 cr) DCP 7980	(3 cr) DCP 7980	

YEAR 4

Fall	Spring
(9 credits)	(9 credits)
(3 cr) DCP 7980 Dissertation Writing	(3 cr) DCP 7980 Dissertation Writing
(3 cr) DCP 7980	(3 cr) DCP 7980
(3 cr) DCP 7980	(3 cr) DCP 7980
(3 cr) DCP 7980	(3 cr) DCP 7980

TOTAL CREDITS = 90 or more

Most students may transfer up to 30 credit hours from their previous Master's program, or up to 45 if MID from UF

DCP Required	10 Credits
IND Required	15 Credits Minimum
Electives	12 Credits
DCP 7979 Advanced Research (pre-candidacy)	2 Credits (approximately)

Students must comply with all requirements specified in the DCP PhD Handbook.

INTERIOR DESIGN GRADUATE STUDENT POLICIES REGARDING THESIS/ DISSERTATION

Committee Member Involvement: Once the student has identified a committee chair, they will work with the chair to assemble their advisory committee. Students should ask each committee member, clearly and at the start of the process, how much feedback they will be willing and able to provide on their thesis/dissertation.

Proposal Defense: Before beginning data collection, all graduate students must defend their thesis/dissertation research proposal and get **approval, in writing, from their committee before proceeding**. Students will submit a research proposal to their entire committee **at least 2 weeks** prior to their scheduled proposal defense date and should prepare a presentation with visual aids (e.g., PowerPoint). **Doctoral students must defend their proposal before taking their qualifying exam**. Based on the exam, the proposal may need to be modified and students will present their final proposal during the oral defense of their qualifying exam. If a student decides to veer from the proposal, a revised proposal must be approved, in writing, by the entire committee, and the student may need to add or substitute committee members with expertise in the chosen area.

Final Semester

Application to Graduate: At the beginning of the term in which a degree is to be awarded, all students are required to submit an application for degree via ONE.UF. Applications must be submitted by published deadlines. See <http://graduateschool.ufl.edu/graduate-life/graduation/degree-applications/>

Schedule: At the beginning of the semester in which they expect to graduate, **students must submit a draft schedule** to their chair to distribute amongst committee members showing when they intend to furnish deliverables for review. Students must also coordinate expectations regarding feedback with each deliverable milestone.

Defense: Students are **not to schedule** their defense date until the committee chair or co-chairs agree that the thesis/dissertation submitted is **acceptable and only minor revisions are needed**. Students must defend their thesis/dissertation **at least one week prior** to the graduate school's first submission deadline.

Editing: Students must ensure that their thesis/dissertation is **professionally edited before submitting it to their committee chair for review**. As a graduate of UF, it is important for students to demonstrate that they are capable of independent scholarly writing. The Graduate School Editorial Office maintains a list of formatters and editors that students may hire for a fee. The student's committee members have a responsibility to review and provide commentary on improving student work. **Neither the chair nor committee members is/are expected to edit content**. Faculty will not be required to review parts and pieces of a thesis or dissertation and have the option to wait until a complete and edited document is received before reviewing it. Students should be aware that it is impossible to ascertain whether a thesis or dissertation flows logically, addresses all requirements and demonstrates professional competence prior to its careful completion.

Submitting Thesis/dissertation to Committee: Students will submit their complete and edited thesis/dissertation to their **entire committee at least 2 weeks prior to the anticipated defense date** and copy Michelle Matchie. However, the student should share draft versions of their thesis/dissertation to their Chair much earlier for review and comment, according to a timeline,

developed by the student and agreed to by the Chair. Typically, chapters 1-3 are in final draft stage prior to the semester of graduation and chapters 4-5 will be finalized very early in the semester of graduation. The committee chair must receive the final draft version of the thesis/dissertation so as to have sufficient time, typically at least 6 weeks prior to the proposed defense date, to review and approve it prior to sending out to the full committee in order to determine whether the student is ready to defend. The committee chair may require extensive changes before considering the thesis/dissertation acceptable for review by the full committee, and this process may take several weeks, depending on the quality of the final draft submitted. The chair will make every effort to provide feedback to the student within two weeks after it is submitted. Once the chair is satisfied that the thesis/dissertation is acceptable, the student will send the thesis/dissertation out to the entire committee for review.

Announcing the Defense: Students must submit the title, abstract, date, time and location of their defense to Michelle Matckie at least 1 week prior to the defense so that she can announce it to the College. Defenses are open to others who would like to attend.

Publishing Deadlines: Students must meet all posted publishing deadlines, including the submission of a publishing agreement. Please select “embargo” for at least 1 year, maybe 2 so that you can publish your work. See <http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>. Students **MUST** submit their final, edited thesis/dissertation **at least 4 full days prior** to the second and final submission deadline **to their chair** for one final review to ensure that the student has appropriately addressed committee member comments. The graduate school will **not accept** a thesis/dissertation from a student **until AFTER** all committee members have **signed off** and Ms. Matckie has entered final approval into the system. Note: there are hundreds of students with the same deadlines and the graduate school has a small staff. Therefore, students should make every effort to submit prior to the deadline.

Additional Policies

Summer Graduation: Students wishing to graduate in the Summer semester **MUST defend before May 15**, as well as meet review requirements noted above. No exceptions.

Presentations and Publications: Students should always include their chair, co-chair and/or committee members as co-authors on professional conference presentations and manuscripts published from a class project or thesis/dissertation. If a student does not submit their thesis or dissertation for publication within 6 months after graduation, the chair may take the lead as first author.

INTERIOR DESIGN THESIS/DISSERTATION SUGGESTED FORMAT

The following is a suggested format for a traditional thesis or dissertation. For MID students, chapter contents are differentiated for those completing a research thesis (blue text) versus a design exploration (orange text) thesis.

CHAPTER 1 – INTRODUCTION

The Introduction must establish the purpose of your thesis/dissertation, provide background and context, discuss the significance of your work, introduce theoretical considerations, and generally inform the reader as to what you are studying and why it matters.

FOR RESEARCH THESIS

- **Narrative hook** – a catchy opening to interest the reader in your study

- Background/Context/Broader Issue (Describe the broader problem you are addressing and indicate why people should care about it)
- Role of Design (Provide evidence from the literature that design has the potential of addressing the problem you identified, at least in part)
- Specific Research Purpose and/or Questions (List the specific purpose of your research and/or the research questions you will address; include hypotheses if doing hypothesis testing)
- Significance: Describe how your contribution might play a role in addressing the problem you identified
- Theoretical Considerations/Conceptual Model (or place this in Chapter 3, if appropriate)
- List of Key Terms (and abbreviations, if used)

FOR DESIGN EXPLORATION THESIS

- Narrative hook - a catchy opening to interest the reader in your design exploration
- Background/Context/Broader Issue (Describe the broader problem you are addressing and indicate why people should care about it)
- Problem Identification and Design Question(s) (Describe the more specific, narrow problem that you are addressing. Is this a gap?)
- Role of Design (Provide evidence from the literature that design research/exploration may be effective, at least in part, in addressing the problem identified)
- Purpose of Design Exploration (Include the research/design exploration purpose AND specific research questions you will address, if applicable)
- Brief Project Description and Scope:
 - Describe, if applicable, the opportunity to design/re-design an existing project, as well as the benefits and challenges of doing so. Discuss the value of your project beyond an academic setting.
 - What, specifically, will you design?
 - Describe the boundaries of your project. What is the scale of the project? What will be included/excluded?
- Significance: Describe how your contribution might play a role in addressing the problem you identified
- Theoretical Considerations/Conceptual Model (or place this in Chapter 3, if appropriate)
- List of Key Terms (and abbreviations, if used)

CHAPTER 2 – LITERATURE REVIEW

Include well-developed themes in the body of the literature; Critical analysis of previous research; Synthesis that describes the major trends and notable gaps, noting specifically how your work will contribute to the body of knowledge.

CHAPTER 3 - RESEARCH METHODS or PROJECT APPROACH

Include a detailed description of the research approach and research methods. For students completing a design exploration thesis, include a description of the approach to developing research-informed design solutions.

FOR RESEARCH THESIS /DISSERTATION

- Introduction to the chapter
- BRIEF summary of research purpose/questions/hypotheses (as appropriate)
- Research Approach - Address whether study is qualitative, quantitative or mixed-methods and also the specific type of study (e.g., cohort study, case study, etc.). Include a graphic showing your process.
- Methods
 - *Data Collection*: Provide a DETAILED description of the methods you will use to collect data and HOW THEY ADDRESS your specific research questions. Describe data collection tools used, modified, created, etc.
 - *Data Analysis*: Describe, in detail, how you will analyze all the data you collect.
- Available Resources and Limitations:

FOR DESIGN EXPLORATION THESIS

CHAPTER 3 – PROJECT FRAMING

- Design Problem/Questions you addressed
- Purpose of your design exploration
- Design Exploration Process Overview – briefly describe the process for the design exploration. Include a graphic representation of the process, if helpful.
- Pre-design Research approach
 - What data were collected, either from literature, existing documents or people? What specific types of information was gathered?
 - From where/whom was data collected? Note how you will conduct a thorough search of the literature/existing documents (what databases, what journals, key words, etc.) AND/OR how you recruited people to provide you with needed information?)
 - Are there specific tools/strategies used to gather data (e.g., are there existing scales or will you develop your own questionnaire/interview protocol/observation form)?
- Design Precedents: Describe precedent cases that have some similarities to or otherwise informed the design exploration
- Detailed Project Description: Describe the project in terms of building type, context, site, total square footage, occupancy, etc. Include:
 - Design Intent/Guiding Principles
 - Site-specific information: Describe the project site and programmatic requirements, including a description of users/occupants of the space for whom you are designing, a detailed program showing spatial components of your project (what spaces will be included, square footage, etc., typically in a spreadsheet format)
- Vetting/validating: How do you plan to vet or validate the effectiveness of your project, if applicable? (e.g., Qualitative – subject matter expert review; Quantitative-Benchmarking)

CHAPTER 4 – RESEARCH FINDINGS or DESIGN PROPOSAL

Chapter 4 includes specific research findings, or, in the case of a design exploration thesis, proposed design solutions that address the problem identified.

CHAPTER 5 – CONCLUSIONS

In the final chapter, students will present a discussion of their findings and summarize their conclusions. Typically, this is where students address how their findings relate to the existing body of evidence and how their work contributes to what is already known.

GRADUATE COURSEWORK: INTERIOR DESIGN

The Department of Interior Design currently offers the following (non-leveling) graduate IND courses:

IND 5633 Readings In Design Studies (3) Students write a systematic literature review that is appropriate for a thesis or dissertation proposal. In order to create a systematic literature review, substantial time will be devoted to critiquing previously written journal articles in the field of interior design.

IND 5641 Environment And Behavior (3) Explores the complex relationships between the environment (built or natural) and occupants. Examines theories and procedures for understanding environment and behavior interactions. Covers a wide variety of related topics and types of designed environments.

IND 6639 Methods Of Interior Design Research (3) Prereq: graduate standing. Theory and methods related to research in interior design, environment and behavior, and history. Reciprocal interactions between people and built environment.

IND 6939 Creativity Applied (3) Theory and methods related examines creativity theory and research applied to interior design and allied fields by considering what constitutes an innovative organizational culture, product and process breakthroughs including the role of failure in the discovery process.

IND 5937 Current Topics In Interior Design (3) Topics typically include Inclusive Design, Grad Colloquium, etc.

IND 6906 Independent Studies And Readings (1-3, max 9 cr.) Independent work with content, method, expected progress and assessment as agreed jointly by the student and a supervising faculty. Departmentally controlled.

IND 6940 Supervised Teaching (1-5, max 5 cr.) (S/U) Interior Design teaching practicum under supervision of a faculty member. Departmentally controlled.

IND 6941 Design Field Experience (2-4, max 4 cr.) (S/U) Opportunities to work in an architectural and interior design office gaining hands-on professional experience working up to 12 weeks. Alternatively: study-abroad or service-learning project. May qualify as graduate elective. Departmentally controlled.

IND 6971: Research For Master's Thesis (1-6; 3 credits must be taken the semester the student intends to graduate (fall or spring) or 2 credits if graduating during the summer; exception for clearing prior) (S/U). Independent thesis research work supervised by the student's Supervisory Committee. Departmentally controlled.

PHD COURSEWORK: DESIGN, CONSTRUCTION AND PLANNING

The College of Design, Construction and Planning currently offers the following doctoral-level courses:

DCP 7790: Doctoral Core I (3 cr.) Philosophy, theory, and history of inquiry into the processes of design, urban development, and building systems.

DCP 7794: Doctoral Seminar (1; max: 4 credits). Successfully negotiating graduate school and writing a dissertation. Tailored to entering PhD students.

DCP 7911: Advanced Design, Construction, and Planning Research I (3 cr.) Survey and critical analysis of research in the disciplines of design, construction, and planning. Emphasizes theory and methods. Tailored to entering PhD students.

DCP 7912: Advanced Design, Construction, and Planning Research II (3 cr.) Conducting advanced research in architecture, design, landscape, planning, and construction.

DCP 7940: Supervised Teaching (1-5; max: 5 credits) (S/U) Independent student teaching under the supervision of a faculty member. Not open to students who have taken any 6940 course credits.

DCP 7949: Professional Internship (1-5; max: 5 credits.) Professional faculty-supervised professional practicum.

DCP 7979: Advanced Research (1-12 cr.) (S/U) Research for doctoral students before admission to candidacy. Designed for students with a master's degree in the field of study or for students who have been accepted for a doctoral program. Not allowed for students who have been admitted to candidacy.

DCP 7980: Research for Doctoral Dissertation (1-15 cr.) (S/U) Independent dissertation research. Open to students to doctoral candidates only.

Frequently Asked Questions

PROGRAM OF STUDY

How long does it take to complete the MID program? Estimates of the number of credit hours and length of study time may be adjusted based upon the individual student's previous preparation including experience as a practicing designer, architect, or other professional. Progress throughout leveling coursework is ensured by course sequencing; Please be advised that undergraduate-level courses taken for leveling purposes (required) or to support a student's research *do not* count toward graduation credits.

How long will it take me to complete my program? Timely student progress throughout the semesters in which any required leveling undergraduate coursework and complementary interior design graduate coursework is being taken is ensured by following the coordinated sequence of the courses being offered. Upon completion of these courses, however, student progress and timely completion of all degree requirements will be mostly dependent on the student. ***The actual time needed to complete the program and earn your degree is therefore driven by your own progress.*** Requirements of the masters and doctoral curricula will be most easily met through strong commitment to the student's academic goals and the diligence with which thesis work is carried on.

Who advises me on the program of study? Initial advisement for incoming students is provided by the Interior Design Graduate Coordinator. Once enrolled, advisement about electives and other support coursework, is given by your advisor or mentor until a Major Professor (Supervisory Committee Chair) is

identified. From this time on, and until the student graduates, all Program of Study decisions must be made in consultation with the student's Chair, who has the authority to require revisions or additions to the student's coursework.

What are the requirements for the Supervisory Committee? Each student must select a Supervisory Committee chaired by a member selected from within the Interior Design Graduate Research Faculty (GRF) if in the masters program—Interior Design Doctoral Research Faculty (DRF) in the case of a dissertation committee—to guide their course choices as well as thesis or dissertation topic selection, study and production. For MID students, the two-member Supervisory Committee must include one other graduate faculty. A third member from Interior Design or other disciplines relevant to the student's area of research may be included.

The PhD Supervisory Committee must consist of at least four members. For doctoral students with a concentration in Interior Design, a second committee member must be from the Graduate Research Faculty (GRF) in the Department of Interior Design. Catering to the interdisciplinary nature of doctoral inquiry, one other committee member must represent a department outside DCP. If the student is also developing a supporting focus of study, a committee member must represent that study area. The Dean of the Graduate School is an ex-officio member of all Supervisory Committees.

When do I need to declare my Supervisory Committee? A temporary advisor (mentor) is assigned to each incoming MID or PhD student. Students are expected to confirm their advisor as their Major Professor (Supervisory Committee Chair) or else identify an alternative Committee Chair by the beginning of their second year. The Committee should be appointed as soon as possible after the student starts masters research work and no later than the end of the second year for doctoral students. The Supervisory Committee must be declared prior to presenting the Qualifying examination.

How do I know when I need to do what? You alone are responsible for complying with any required date. See <https://success.grad.ufl.edu/td/deadlines/>. Please keep in mind that dates and regulations are revised, and may change, every year.

What are my grade requirements? All graduate students must maintain a **GPA of 3.00 (B)** or better. Failure to uphold this standard may result in placement in probation. Courses assigned lower grades may require completion of additional, improved work toward a grade change, or you may be required to retake them, at the discretion of the grading faculty. In rare and justified cases, ONE course graded not lower than C may be allowed on your transcript; however, an appeal must be submitted to the Graduate School. Please note that the faculty is under no obligation to change grades or submit appeals.

What is the departmental policy on incompletes? I (incomplete) grades will only be assigned under exceptional circumstances, such as serious illness or major life events. Additionally, UF requirements for assigning I grades entail satisfactory completion of 60 percent of the course. As per DCP policy, a student seeking an I grade will need to sign a remediation agreement form outlining the terms and timeline for completing work. I grades must be resolved by the end of the next term for which the student is enrolled and receives grades, otherwise they will become punitive (counted as a failing grade, which will negatively impact your GPA). Again, please note that the faculty is under no obligation to issue I grades. See <https://www.advising.ufl.edu/academicinfo/clas-policiesprocedures/incomplete-grades/>.

How can I get an assistantship? The Department of Interior Design offers a limited number of assistantships, which may vary from year to year. Additionally, the College of Design, Construction and Planning makes a small number of graduate assistantships available to doctoral students each year. Assistantships entail research (GRA) or teaching (GTA) duties for a specified number of hours per week under the supervision of IND faculty. Students on assistantships receive a stipend and may also be assigned partial or full tuition waiver. They also qualify to receive paid health benefits.

Given their limited number and the benefits and prestige they carry, assistantships are very competitive. Students are selected internally by the Department Chair in consultation with the IND faculty—there is no application process. Typically, assistantships are allocated to students that have been at least one year with our programs.

CREDITS/STATUS

Can I transfer credits from previous degrees? Master students can request to have 15 previously earned, graduate-level courses (passed with a grade of B or better) from other University of Florida program. No more than 9 similar credits earned at another institution, if approved by UF, are allowed for transfer. The request is done by the student's Supervisory Committee and approved by the Department Chair. For doctoral students, up to 30 credit-hours of a Master's degree completed outside of UF—and passed with a grade of B or better—can be transferred and counted toward the doctoral program. Requests are made upon admission to candidacy by the student's Supervisory Committee Chair and approved by the Director of the Ph.D. Program and the Dean of the Graduate School. All other graduate work must be completed at the University of Florida.

How many credits do I need to enroll in? To maintain full-time enrollment status, the University of Florida requires graduate students to enroll in a minimum of 9 credits per semester in the Fall and Spring semesters. Unless mandated by your supervising/funding agency, you are not required to enroll in the summer semester. Additionally, graduate students are allowed to enroll in only three credits during the semester they plan to graduate (two credits during the summer) of IND 6971 for MID students and DCP 7980 for PhD students. Students on scholarships, financial aid, or teaching or research assistantships, as well as international students on a visa, may be subject to different requirements. Please be sure to consult with your supervising/ funding agency, or if applicable, with the UF International Center.

Must I be continuously enrolled? Unless you have a specific requirement to be continuously enrolled by the United States government, the University of Florida, or your academic department, you do not have to be continuously enrolled. If not enrolling for more than one semester, you need to request authorization for a leave of absence. However, if you do not have an approved leave of absence from your department for three or more consecutive terms, you will need to reapply. However, students are not guaranteed readmission. If you are readmitted, then a new catalog year will apply, with any policy changes.

Are there semesters during which I must be enrolled? You must be enrolled during the semester that you take the qualifying examination for admission to candidacy for a doctoral degree, defend your master's thesis or doctoral dissertation, take a comprehensive final examination, and the final term, in which you graduate. Refer to the UF Graduate Catalog for details.

COURSES

What are “departmentally controlled” courses? These are courses for which you must register directly with the academic unit offering them, e.g. the Department of Interior Design, or the College of Design, Construction and Planning. Typically, Interior Design courses are departmentally controlled.

Which electives can I take? Both MID and PhD students are required to take a number of credit-hours in electives outside their discipline. The intent of this requirement is to allow students to expand their horizons, on the premise that exploring other fields will open new avenues for inquiry and further their intellectual growth. Students are encouraged to consider how such electives may support or enrich their proposed research. To meet your MID or PhD electives requirements, courses must be 5000-level or higher; occasionally you will need to take a 4000-level course as a prerequisite for a higher-level course or to build your understanding of a topic outside your field. Should this be the case, you will need enrollment approval

from your faculty mentor or Supervisory Committee Chair and the Graduate Coordinator. Electives can be taken from any discipline represented at UF.

What is the Design Field Experience? IND 6941 Design Field Experience is a practicum course allowing students to earn credits through experiential learning. Modalities allowed in this course are paid internships in recognized design firms (requires supervision by a licensed architect or interior designer); service-learning or volunteer experiences related to the design and construction of the built environment; and approved study-abroad programs in areas related to or complementary to design. Preparation for this course is given in IND 5508, Business and Professional Practices for Interior Designers, which may be required.

THESES AND DISSERTATIONS

How do I choose a research topic? There is no shortage of interesting topics for research. You should choose a topic that appeals to you and that ideally builds upon your acquired knowledge and life experiences. Building upon your background will allow you to bring your insights and understanding of the topic to bear on your study, therefore giving you the insider's advantage. Also, considering that you will spend two years or more researching this issue, it should also be something you will enjoy. This said, please keep in mind that **your topic should align with the research interests and expertise of our departmental faculty**. Only then will we be able to adequately assist you in developing your thesis or dissertation. Faculty research areas are listed here <https://dcp.ufl.edu/interior/research/>

Is there a place for me to work on my research on campus? Graduate students not in studio courses have access to the Graduate Hub on the first floor of Antevy Hall. Additional opportunities for workspaces on campus are offered at Library West.

What does the thesis/dissertation defense entail? Conclusion of the IND graduate programs, MID and PHD, entails completion of a thesis/dissertation document and its defense (oral final examination) before the student's supervisory committee. The defense is a public event that may be attended by other faculty, students, and guests. The student's Committee Chair, in consultation with the other member (s) of the Supervisory Committee and upon satisfaction with the thesis progress, will authorize scheduling of the thesis defense. *Please consult the Graduate School web page for a graduation checklist and key dates for the appropriate semester.*

When does the defense take place? The thesis or dissertation defense must be scheduled in compliance with the Graduate School deadlines. This process is done through the Graduate Program Assistant, who prints the necessary final defense forms. **The student is responsible for meeting all requirements and observing every deadline.** Deadlines are given in the current Graduate Catalog, in the Graduate Student Handbook, and online at the Graduate School website.

How do I know I am cleared to graduate? Graduating students must have requirements cleared by the Graduate Program Assistant by the end of the semester prior to the one in which they intend to graduate. Students must also file a degree application (online) with the Office of the University Registrar at the start of the final term and must meet minimum registration requirements. If the degree is not awarded, the student must re-apply for the degree in a subsequent term and meet all other requirements for that term.