

Graduate Student Handbook 2026 – 2027

Department of Interior Design



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Dear MID & PhD students:

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.

Shabboo Valipoor, Ph.D.
Associate Professor and Graduate Coordinator
sh.valipoor@ufl.edu ▪ Antevy Hall 350 ▪ (352) 294-1451

Michelle Matchie
Administrative Specialist II and Graduate Program Assistant
mmatchie@dcp.ufl.edu ▪ Antevy Hall 336 ▪ (352) 294-1430

Department of Interior Design
College of Design, Construction and Planning
1480 Inner Rd, Suite 336, University of Florida
Gainesville FL 32611-5705
(352) 294-1430 tel

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 (MID)

The Master of Interior Design (MID) is open to students with or without previous Interior Design experience. Students entering the MID program with limited or no design experience, or whose previous degree in interior design or architecture 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, interests, and assigned track to determine appropriate initial coursework. Once a primary advisor is assigned, the advisor works with the student and the coordinator to guide subsequent course selection and overall progress in the 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 document, either a thesis or a Project in Lieu of Thesis (PILOT), to be carried out under the advice of the student's Supervisory Committee. **All MID students must complete a written document on an approved topic** that complies with 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 hold a bachelor's degree in interior design or a related field within an architectural framework. Degrees from programs accredited by the Council for Interior Design Accreditation (CIDA), or from comparable programs, are typically considered to have a sufficient design foundation for direct entry into this track. Applicants from non-CIDA-accredited programs may also qualify, depending on a review of their academic background, portfolio, and prior coursework. In some cases, limited leveling coursework may be recommended to address specific gaps. 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 total 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. Additional graduate credit hours are required to reach the 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. A three-member committee is encouraged when appropriate to provide broader expertise and feedback. 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/Project Proposal: All MID students are required to develop a written proposal and obtain approval from their full Supervisory Committee prior to starting their traditional thesis or PILOT. Students shall submit their 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).

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	
	IND3468 - Interior Env Tech	3	IND2130 - History of Interiors 2	3	
	IND5641 Environment & Behavior	3	IND 6906 Ind Stu or Grad Elective	3	
	IND 5920 Grad Colloquium	1			
		14		13	
YEAR 2	IND3215 - Arch Interiors 1	5	IND 3216 - Arc Interiors 2	5	IND6941 DfE or Grad Elect 3
	IND 3483 Interior Constr Docs	4	IND3512 - Pro Practice	3	
	IND3522 - Interior Materials	3	IND3431 - Interior Lighting	3	
	IND5633 Readings in Design Studies	3	IND 6639 Methods Int Des Res	3	
			IND5977 IND Proposal Dev't	2	
		15		16	3
YEAR 3	IND6906 Ind Stu (Des Expl/Data Coll)	3	IND6971 Thesis or IND6973 PILOT	6	
	Graduate Elective or Ind Study	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	
	IND5920 IND Grad Colloquium	1	IND5977 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	
	IND5920 IND Grad Colloquium	1	IND5977 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 4311C Color Theory	3	IND 6639 Methods Int Des Res	3	
	IND 5633 - Readings in Design Studies	3	IND 5977 IND Proposal Dev't	2	
	IND 5920 IND Grad Colloquium	1	Graduate Elective or Ind Study	3	
		4		8	3
YEAR 2	IND 5641 - Environment and Behavior	3	IND 6971 - MID Thesis or IND6973 PILOT	6	
	Graduate Elective or Ind Study	3	IND 6940 - Supervised Teaching	3	
	Graduate Elective or Ind Study	3			
	IND 6906 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.

Semester 1 (Fall)	• Identify areas of interest and review relevant literature • Identify research questions or design focus • Identify and confirm Supervisory Committee Chair • Begin drafting: ◦ Thesis: Chapter 1 (Introduction) and Chapter 2 (Literature Review) ◦ PILOT: Chapter 1 (Introduction)
Semester 2 (Spring)	• Form Supervisory Committee • Develop and refine thesis or PILOT proposal • Continue drafting proposal components: ◦ Thesis: Chapters 1–3 (Introduction, Literature Review, Methods) ◦ PILOT: Chapter 1 (Introduction) and Chapter 2 (Design Approach) • Develop research methods or project approach • Prepare materials for proposal defense • Submit to IRB, if applicable
Semester 3 (Fall)	• Defend proposal and obtain committee approval prior to beginning data collection or design development • Conduct data collection and analysis or carry out the primary design process, including user analysis, programming, conceptual design, and design development leading to a comprehensive design proposal • Begin drafting findings/final components: • Thesis: Chapter 4 (Findings) and Chapter 5 (Conclusions) • Pilot: Chapter 3 (Design Summary) and Appendices (design documentation, drawings, process work) • Continue revising earlier chapters
Semester 4 (Spring)	• Ensure substantial completion of thesis or PILOT by the beginning of the semester (required for enrollment in the remaining credits of IND 6971 or IND 6973) • If approved by Chair, apply for graduation by Graduate School deadline • Finalize written document following Graduate School formatting guidelines • Submit completed document to committee at least 2 weeks prior to defense • Defend thesis or PILOT by the Graduate School deadline and complete required revisions • Submit final, committee-approved document (including ETD signature page and required forms) by the Graduate School submission deadline • Address any required revisions from the Graduate School and obtain final approval by the published 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 of Doctor of Philosophy in 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: Upon admission, each student is assigned a faculty advisor who serves as the initial Supervisory Chair. By the end of the second semester or completion of 12 credit hours (whichever comes first), the student must finalize the Chair and form a Committee.

The Supervisory Committee must consist of at least four members. The Committee Chair must be a member of the Doctoral Research Faculty (DRF) in DCP. At least three members, including the Chair, must be faculty from DCP, and at least one member must be from outside the College. Graduate Research Faculty (GRF) from all departments within the college may serve on the committee. This external member may be finalized once the student's research focus is clearly determined. The Chair must be affiliated with the student's area of concentration. If the student elects a minor or supporting area of study, the committee must include a representative from that area.

Doctoral students develop a plan of study with their Chair assigned upon admission 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 credit hours are required for the Ph.D. program. These include **10 credit hours of DCP core courses**, a minimum of **15 credit hours of IND core courses**, and a minimum of **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) outside of Interior Design but within

DCP. Additional coursework may be required as determined by the Supervisory Committee based on the student's academic background and research focus.

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.

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

Proposal and Qualifying 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
4. Present proposal to full committee, schedule written qualifying exam and oral defense
5. Allow full committee time to write exam questions (at least 2 weeks)
6. Take a written qualifying exam over five weekdays
7. Complete oral defense of qualifying exam
8. 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 Doctoral Core 2	(3 cr) DCP 7979 (optional)
(3 cr) IND 5633 Readings in Design Studies	(3 cr) IND6639 Methods of Research	(3 cr) DCP 7979 (optional)
(1 cr) IND5920 Grad Colloquium	(3 cr) Elective (e.g., Sustainable Interiors)	
(2 cr) DCP 7979 Advanced Research		
YEAR 2		
Fall	Spring	Summer
(9 credits)	(9 credits)	(6 credits)
(3 cr) DCP 7981 Doctoral Core 3 (preparing proposal)	(2 cr) IND5977 Proposal Dev't	(3 cr) DCP 7979 (optional)
(3 cr) DCP Course (not IND)	(3 cr) IND 5641 Env & Beh (3 cr)	(3 cr) DCP 7979 (optional)
(3 cr) Elective (e.g., Inclusive Design)	(3 cr) Elective (perhaps w/External Member)	
	(1 cr) DCP 7794 Doctoral Core 4	
YEAR 3		
Fall	Spring	Summer
(9 credits)	(9 credits)	(6 credits)
(3 cr) IND 6940 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	
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 (7 Cores + 3 DCP outside IND)	
IND Required	15 Credits minimum	
Electives	12 Credits (IND & non-IND); additional in consultation w/ Chair	
DCP 7979 Advanced Research (pre-candidacy)	Max 6 credits count toward degree	
DCP 7980 Dissertation writing (post-candidacy)	15 Credits minimum	

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 or substantive design development, all graduate students must defend their traditional thesis/PILOT/dissertation research proposal and obtain approval from their Supervisory Committee. **Students shall submit their proposal to their entire committee at least 2 weeks prior to their scheduled proposal defense date** and prepare a presentation with visual aids (e.g., PowerPoint). MID proposal presentations completed as part of IND 5977 Proposal Development will serve as the official presentation for committee review and determination of readiness to proceed to the next stage. Following the presentation, the Supervisory Committee will determine whether the proposal is approved, approved with required revisions, or requires further development. Students whose proposals are not approved at that time must revise and subsequently present their proposal again to their Supervisory Committee before advancing to the next stage of research or design. **Doctoral students must defend their dissertation proposal before taking their qualifying exam.** Proposal presentations completed as part of IND 5977 Proposal Development may serve as a milestone toward this requirement. Proposal presentations may be conducted in-person, remotely, or in a hybrid format, as determined by the Supervisory Committee Chair in consultation with the student and committee members. Refer to the FAQ item “How can I prepare for oral presentations, i.e., proposal presentations, qualifying exam defenses, or final thesis/PILOT/dissertation defenses?” for expectations regarding presentation format and delivery.

Oral Exam: The qualifying exam oral defense must be in-person. Based on the written qualifying exam, the student and committee may determine that the previously approved proposal needs modification; in such cases, the student will present the proposed revisions as part of the oral defense of their qualifying exam. If a student decides to veer substantially from the approved 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 revised 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](https://one.ufl.edu). Applications must be submitted by the published deadlines on the Graduate School website. The process is currently being updated for students planning to graduate in Fall 2026 and beyond.

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 Chair and Co-Chair) agree that the thesis/dissertation submitted is **acceptable and only minor revisions are needed**. Students must defend their thesis/dissertation by the Graduate School’s defense deadline. For the final thesis, PILOT, and dissertation defenses, the student and members of the Supervisory Committee should

plan to attend in person. However, one or more Supervisory Committee members may attend remotely at the discretion of the Dean's office through the approval of a petition process. Refer to the DCP PhD handbook for details.

Editing: Students must ensure that their thesis, PILOT, or dissertation is **professionally edited before submitting it to their committee Chair for review**. As a graduate of UF, it is imperative 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, PILOT, or dissertation and have the option to wait until a complete and edited document is received before scheduling a review of it.** Students should be aware that it is impossible to ascertain whether a thesis, PILOT, 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 the department's administrative staff. 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 complete and final draft version of the thesis, PILOT, or dissertation with sufficient time, which is at least 6 weeks prior to the proposed defense date, to review and approve it prior to sending out to the full committee so that there is adequate time for Chair feedback, student revisions, and committee review before the defense. 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 Matchie 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 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 the administrative staff 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 (or by the Graduate School's published Summer defense deadline for that year)**, as well as meet review requirements noted above.

Presentations and Publications: Students should always discuss authorship expectations with their Chair and, as appropriate, other committee members early in the process of developing any conference presentations and manuscripts that are derived from a class project or thesis/PILOT/dissertation. Unless an embargo has been submitted by the Chair and student, 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

For a traditional thesis or dissertation:

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.

- 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: Introduce the guiding theory, framework, or conceptual model for the study (or place this in Chapter 3, if appropriate)
- List of Key Terms (Define essential terms and abbreviations, if used)

CHAPTER 2 – LITERATURE REVIEW

Include well-developed themes and patterns 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

Include a detailed description of the research approach and research methods.

- 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.

CHAPTER 4 – RESEARCH FINDINGS

Chapter 4 presents the findings/results of the study. The chapter should report results clearly and systematically, using tables, figures, and/or excerpts as needed, and should align with the research questions.

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. They also cover the study's limitations and offer recommendations and directions for future research.

For a PILOT:

CHAPTER 1 – INTRODUCTION

- Project Overview/Background/Context (Describe the broader issue or opportunity motivating the project, including the opportunity to design or re-design an existing condition and the associated benefits and challenges)
- Problem Identification and Design Intent (Define the specific problem addressed by the design and articulate the primary design goals and priorities)
- Thematic Literature Synthesis (Provide a synthesis of relevant literature that demonstrates a thorough understanding of the design problem and how existing evidence may inform the proposed design solution)
- Key Precedents (Provide a brief summary of precedent projects that informed the design direction, including a synthesis of effective strategies relevant to the identified problem)
- Project Focus and Scope (Clarify what is being designed, for whom, and within what boundaries. Define the project scale and identify what is included and excluded)

Chapter 2 – DESIGN APPROACH

- Primary Constraints and Considerations (Identify major constraints influencing the project, such as site conditions, codes, or structural limitations)
- Programming (Provide an overview of key programmatic requirements)
- Occupants and Key Stakeholders (Identify the primary users, occupants, and other stakeholders relevant to the project, and briefly describe their needs, priorities, or roles in shaping the design)

- Design Approach and Process (Briefly describe the design concept and process. A diagram is encouraged; detailed process work should be included in the appendix)

Chapter 3 – DESIGN SUMMARY

- Design Proposal Summary (Summarize the final design solution and how it responds to the project intent)
- Design Outcomes (Describe how the design addresses user needs, context, and identified constraints)
- Reflection and Future Opportunities (Briefly reflect on lessons learned and identify opportunities for further development)

APPENDICES (Primary Project Content)

- Design Documentation (All drawings, diagrams, renderings, models, and visual materials)
- Process Work and Analysis (Programming tables, precedent studies, diagrams, sketches, and supporting analyses)
- Additional Supporting Materials (Any supplementary content relevant to the project)

Graduate Coursework

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, Sustainable Interiors, 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 5920 Graduate Colloquium (1) Intended to help graduate students build a sense of community, map out their goals, and begin developing their research and design ideas through engagement with their professional network.

IND 5977 Proposal Development in Interior Design (2) Designed to help students develop all chapters of their thesis, PILOT, or dissertation proposal.

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.

IND 6973 Project in Lieu of 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 PILOT 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 1 (3 cr.) Philosophy, theory, and history of inquiry into the processes of design, urban development, and building systems.

DCP 7911: Doctoral Core 2 (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 7981: Doctoral Core 3 (3 cr.) Begin preparing written dissertation proposal.

DCP 7794: Doctoral Core 4 (1 cr.) Successfully negotiating graduate school and writing a dissertation. 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.*** The sample timelines provided earlier in this handbook for the different MID tracks and the PhD program are intended as planning tools rather than guarantees; your actual time to degree will depend on your prior preparation, course sequencing, and steady

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. The temporary advisor provides initial guidance but is not necessarily expected to serve as the student's long-term Supervisory Committee Chair. For MID students, the Supervisory Committee Chair should be selected during the first semester of the program, and the second committee member should be confirmed by the end of the second semester. For doctoral students, the Chair and full Supervisory Committee should be appointed as soon as possible and no later than the end of the second year. 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. This includes deadlines published by the Graduate School, the DCP PhD Handbook (for doctoral students), and this departmental handbook. 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. In addition to time in the program, assistantship allocations consider academic performance, progress toward degree, alignment with faculty projects, and prior relevant experience.

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 or IND 6973 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/PILOT/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? Students must complete their final oral defense before submitting their thesis/dissertation to the Graduate School. 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.

How can I prepare for oral presentations, i.e., proposal presentations, qualifying exam defenses, or final thesis/PILOT/dissertation defenses?

Oral proposal presentations, qualifying exam defenses, and final thesis/PILOT/dissertation defenses are intended to assess the student's breadth of knowledge, critical thinking, and ability to verbally communicate ideas professionally and independently. Presentation slides should rely primarily on visuals and concise supporting text rather than written narrative. Brief reference to notes is fine, but reading directly from notes or slides verbatim is not acceptable. Presentation length should be kept concise, as determined by the Supervisory Chair, to allow the majority of the session to focus on committee questions and discussion of the work.

The Interior Design Department Faculty

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 in Interior Design, University of Kentucky

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 Healthcare design; inclusive design; aging and disability in the built environment