



COURSE SYLLABUS 2020

CONTACT INFORMATION & COURSE MEETING TIME

Instructor

Linda D. Stevenson, PhD, AIA, LEED AP
archtext@ufl.edu
Office: 136 ARCH
(941) 704-9074

Office Hours

(Online)
(MW) 4:00 - 5:00 pm
or by appt.
(email or text to set up)

Class Meeting Time

(Online)
Monday/ Wednesday
Periods 7/ 8 (1:55–3:45 pm)
join via Zoom link on Canvas

Graduate assistant

Xu Jin
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cell (352) 284-1308

(Online)
by appt.
(email or text to sign up)

COURSE DETAILS

Introduction

The Interior Design Construction Documents course is part of the Department of Interior Design's applied technology series. The course builds upon the content of IND 2422 Interior Finishes and Materials, and correlates with content from IND 3468 Interior Environmental Technologies.

In this course you will be introduced to the practice of communicating design decisions and intended construction quality to other building professionals through construction documents. The course will include a series of exercises and projects that will accumulate to form a partial set of construction documents.

Instructor communication

Our virtual office hours are listed above. You can join us via the course Zoom link, I will be there after class time as noted, or you can set up a time to meet with either, or both of us, via email or text. If the scheduled times do not work for your schedule, we can also find another time for an individual meeting, just send your requests via email or text.

Educational objectives

In accordance with the *Council for Interior Design Accreditation (CIDA) Professional Standards 2020*¹, this course will help students:

- Understand why and how human and environmental conditions, building technology, materials, and construction vary according to geographic location and impact design and construction decisions (4a).
- Understand and produce professional instruments of service (construction documents) (Standard 6g).
- Demonstrate awareness of the environmental impacts of construction (15a).
- Demonstrates understanding that design solutions affect and are impacted by base-building structural systems and construction methods and interior systems, construction, and installation methods (15b, 15c).
- Develop competency in detailing and specification of interior construction materials,

¹ <https://www.accredit-id.org/professional-standards>

products, and finishes (15d).

- Understand the formats, components, and accepted standards for an integrated and comprehensive set of interior construction documents (15h).
- read and interpret construction documents (15i).
- contribute to the production of interior contract documents including drawings, detailing, schedules, and specifications appropriate to project size and scope. (15j).
- Understand the role of Interior Designers in protecting the *health, safety, and welfare* of building occupants and the various regulatory entities that impact practice. (Intent of *Standard 16 – Regulation and Guidelines*).
- Be aware of the origins and intent of laws, codes, and standards (16a).
- Apply standards and guidelines related to sustainability and wellness. (16b).
- Awareness of sector-specific regulations and guidelines related to construction, products, and materials. (16c).
- Apply federal, state/provincial, and local codes including fire and life safety. (16d)
- Integrate and apply barrier-free and accessibility regulations and guidelines. (16e).

Course organization

Course format will include lectures, readings from textbook and other readings, a series of projects that lead to the final project work product, and exams. Note the due date on the latest schedule of assignments and be sure to complete by deadlines!

Lectures will occur on Mondays during the first hour of class and will consist of material presented by the instructor as well as class discussions based on readings.

Reading Assignments will be drawn primarily from the course texts. Assignments are noted on particular dates and should be completed by those dates. Reading will help familiarize you with the lecture material beforehand and will enhance class discussions.

Labs will take place on Mondays during the second hour of class and on Wednesdays. Lab Exercises will provide you with the opportunity to apply material learned during lectures and will be structured around a design project given to you at the beginning of the semester. The exercises are sequential and build upon one another to provide you with a partial set of construction documents by semester's end.

Final project

The Final Project builds upon the established knowledge base, and incorporates all previous project assignments and course material.

Exams

The midterm and the final exams will cover lecture material, reading assignments, and information gleaned from the lab exercises. These exams are intended to assess your understanding of the course content and challenge you to apply the material you have learned to demonstrate your understanding of building materials and systems, regulatory and code considerations, and graphic representation methods for the components of the built interior.

Readings and required texts

- Allen, E. and Thallon, R. (2017). *Fundamentals of Residential Construction*. (4th Ed.). Hoboken: John Wiley & Sons.
- Ching, F. and Adams, C. (2014). *Building Construction Illustrated*. (5th Ed.). New York: John Wiley & Sons.
- See Canvas course files – Readings folder - for additional readings

The Allen and Ching texts are fully available online through the Canvas course link to ARES, at the UF Smathers Libraries.

- Go to Canvas course site, click on Course Reserves tab at left hand side of page and follow the links.
- Refer to course schedule for schedule of readings.
- You may also want to consider purchasing or renting Harmon & Kennon (2018) *The Codes Guidebook for Interiors*, 7th Edition published by John Wiley & Sons and/or the accompanying study guide.

Canvas e-learning, additional materials

Course information, support materials, and grades are accessed on the course web page in the UF CANVAS e-learning system. <https://elearning.ufl.edu/> From there you can log in to your student CANVAS dashboard. Class communications will be sent via Canvas, it is the student's responsibility to check the system daily and/or set appropriate notification reminders. Any technical problems should be directed to UF Computer Help.

The instructor reserves the right to make changes in the course schedule and syllabus as required to facilitate learning. Adjustments will be made when necessary and according to the professional judgment of the instructor. Be sure to check Canvas regularly for updates!

COURSE POLICIES

Attendance and late assignments

Attendance is required and counts towards the final grade. Please review UF's attendance policies here: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/> as to what qualifies as an unexcused or excused absence. Instructors should be notified in advance in person or by email of any necessary absence. Late assignments will be accepted up to 3 days past the original due date and will be subject to a maximum 25% reduction in grade. Assignments submitted after this date will not be graded. Students who seek an alternative to this rule must attain permission from instructors prior to the due date. It is the student's responsibility to make prior arrangements and to submit all required work.

All work produced is property of the Department of Interior Design. Instructor will keep samples of student work. Students are advised to document work before collection

Criteria for grades

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

Assessment will occur through examination, evaluation of student projects and exercises, and evaluation of effort and class participation, as indicated below.

Course Components			Grading Scale	
	pts.	% grade		
Exams (2)	200	40	A = 93–100% 4.0	C = 73–76.9% 2.0
Projects (6)	200	40	A- = 90–92.9% 3.67	C- = 70–72.9% 1.67
Final Project	50	10	B+ = 87–89.9% 3.33	D+ = 67–69.9% 1.33
Participation	40	8	B = 83–86.9% 3.0	D = 63–66.9% 1.0
Quizzes	10	2	B- = 80–82.9% 2.67	D- = 60–62.9% 0.67
	500 pt	100%		E = 0–59.9% 0.0

Grades for each project, quizzes and exams will be posted on Canvas under the Grades tab. This is also the place where you can upload your project files for grading under the assignment tab for each project.

Classroom climate

Equitable participation in this class requires the use of inclusive language, methods, and materials. Students are expected to use inclusive language in written and oral work, and to respect diversity in viewpoints expressed by others.

Special accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Student privacy considerations

Some class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. *Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared.* As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Academic integrity and Code of Conduct

All students at the University of Florida are expected to adhere fully to University of Florida Student Honor Code, view at: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

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

Course evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aq.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aq.ufl.edu/public-results/>.

Software use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Netiquette: Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats. Please see Netiquette Guide for Online Courses.pdf in Course site folder Files/Syllabus. Refer to the [Netiquette Guide for Online Courses](#) for more information.

Getting help:

Technical and Academic Support

- For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at: (352) 392-HELP - select option 2 or Canvas help at <https://lss.at.ufl.edu/help.shtml>
- **Library Support.** <http://cms.uflib.ufl.edu/ask>

The ticket number received from LSS when the problem was reported to them MUST accompany any requests for make-ups due to technical issues. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other Help resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
 - *U Matter, We Care:* If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
 - *Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
 - *Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
 - *University Police Department:* [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
 - *UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#)
 - Resources for handling student concerns and complaints *Student Complaints On-Campus:* [Visit the Student Honor Code and Student Conduct Code webpage for more information](#)



COURSE SCHEDULE – Fall 2020

WEEK	DATE	TOPIC Lectures, Exercises and Labs	WHAT TO READ FOR CLASS	WHAT'S DUE BY CLASS TIME
1	M- 08/31	<u>Lecture</u> Course Overview <u>Lab Exercise</u> : Customize title block	Finish REVIT online tutorials	
	W- 09/02	<u>Lab</u> : Intro to Project 1 – Cover Sheet and Floor Plans. Quiz 1: Revit concepts <u>Exercise</u> : Adding walls and doors		Title block with your logo
2	M- 09/07	No Class – Labor Day		
	W- 09/09	<u>Lab</u> : Project 1 – Cover Sheet and Floor Plans <u>Exercise</u> : Dimensioning, Notes and Room Tags		Schematic layout for floor plans –for review/ comment
3	M- 09/14	<u>Lecture</u> : Building Codes, Contract Documents, CSI, Graphics <u>Lab Exercise</u> : Code review notes	(DB) Ch. 19 or other	(Optional) revised floor plan for feedback
	W- 09/16	<u>Lab</u> : Intro. to Project 2 – Furniture Plans, Schedule <u>Exercise</u> : Adding & tagging Furniture, creating schedules		<u>Project 1 – Cover sheets, floor plans due</u>
4	M- 09/21	<u>Lecture</u> : Foundation systems <u>Lab</u> : Intro. to Project 2 – Furniture Plans, <u>Exercise</u> : Adding and tagging furniture	(AT) Ch. 9 (FC) 3.02-3.26	Sketch layout of furniture plans for review/ comment
	W- 09/23	<u>Lab</u> : Project 2 – Furniture Plans, Creating furniture schedules		
5	M- 09/28	<u>Lecture</u> : Floor framing/ Finishes <u>Lab</u> : Intro to Project 3 - Enlarged Toilet Plans	(AT) 10.3.1 to 10.3.4 & 20.2 (FC) 4.26-4.40, 10.12-10.21	<u>Project 2 – Furniture Plans and Schedules</u>
	W- 09/30	<u>Lab</u> : Project 3: Enlarged Toilet Plans, interior elevations, <u>Exercise</u> : creating enlarged plans, interior elevations		



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6	M- 10/05	<u>Lecture</u> : Wall framing	(AT)10.3.5 to 10.3.7, (FC) 4.26-4.28, 10.12-10.21	
	W- 10/07	<u>Lab</u> : Creating enlarged plans, call-outs		
7	M- 10/12	<u>Lecture</u> : Roof systems <u>Lab</u> : Intro to Project 4 Life Safety Plans <u>Exercise</u> : Life Safety Calculations	(AT) Ch. 10 & 11 (FC) 6.16-6.30, 7.02-7.29	Project 3: Enlarged toilet Plans, Int. elevations
	W-10/14	<u>Lab</u> : Project 4 Life Safety Plans EXAM prep		
8	M- 10/19	EXAM 1		
	W- 10/21	<u>Lab</u> : Project 4 Life Safety <u>Exercise</u> : Code calculations review for Life Safety		
9	M- 10/26	<u>Lecture</u> : Int/ Ext wall finishes <u>Lab</u> : Intro to Project 5 Cabinetry	(AT) Ch. 14, 20.1	Project 4: Life Safety Plans
	W- 10/28	<u>Lab</u> : Project 5 Cabinetry <u>Exercise</u> : Drafting details in Revit		
10	M- 11/02	<u>Lecture</u> : Cabinetry	(AT) 21.2	
	W- 11/04	<u>Lab</u> : Project 5: Cabinetry		
11	M- 11/09	<u>Lecture</u> : Doors & Windows	(AT) 21.1 (FC) 8.02-8.16&8.22-8.27	Project 5: Cabinetry
	W-11/11	No Class – Veterans Day		
12	M- 11/16	<u>Lecture</u> : Specifications <u>Lab</u> : Intro to Project 6 Finish Plans and Schedules, Smart schedules or annotative schedules?	tbd	
	W- 11/18	<u>Lab</u> : Project 6 Finish Schedules Custom hatch patterns		
13	M- 11/23	<u>Lecture</u> : Sustainable construction	(AT) Ch. 23 & 27	Project 6: Finish Plans and Schedules
	W- 11/25	No Class – Thanksgiving Eve		
14	M- 11/30	Revit issues/ discussion		
	W-12/02	<u>Lab</u> : 3D viz		



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15	M- 12/07	Exam prep session		
	W- 12/09	Individual work session to wrap up final project		Final drawings – all project revisions due no later than 11:00 pm
16 EXAM	W- 12/16	EXAM 2 (FINAL online) Wednesday 12/16, 3:00 – 5:00 PM		