

# SYLLABUS

## Instructor

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Office: 346 ARCH Office Hours: M/W P1:00–1:50pm (or by appointment) via Zoom

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## COURSE INTENTIONS

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

## EDUCATIONAL OBJECTIVES

- The interior design program provides exposure to the current and relevant events that are shaping contemporary society and the world (CIDA Standard 4d)
- Students have awareness of the nature and value of integrated design practices (CIDA Standard 5a)
- Students have awareness of the contexts for interior design practice; impact of a global market on design practices; breadth and depth of interior design's impact and value; components of business practice (CIDA Standards 6a-d)
- Students understand types of professional business formations; elements of project management; instruments of service: contract documents, transmittals, schedules, budgets, and specifications; professional ethics and conduct (CIDA Standards 9e-g)
- The interior design program provides exposure to career opportunities an interior design education can afford and the options for advanced study; role models who are qualified by education and experience in interior design (CIDA Standard 6i-j)
- The interior design program provides exposure to the role and value of legal recognition for the profession; professional organizations; life-long learning; public service (Council Standard 6k-n)
- Students are able to express ideas in written communication (CIDA Standard 9c)

## COURSE ORGANIZATION

### Recommended Texts

- Winchip, S. M. (2012). ***Professional Practice for Interior Designers in the Global Marketplace***. New York: Fairchild Publications, Inc. ISBN: 978-1609011383.
- Martin, C. & Guerin, D. (2010). ***The State of the Interior Design Profession***. New York: Fairchild Publications, Inc. ISBN: 978-1563679.

[Required readings will be posted on Canvas within the module's main page]

### Format

Class sessions will occur via Zoom on Mondays Period 8 (3:00 pm – 3:50 pm) and Wednesdays during Period 7-8 (1:55 pm – 3:50 pm) and will consist of material presented by the instructor as well as class discussions based on readings. Groups will be formed at the beginning of the semester to enable in-class group activities and exercises. These activities will provide the opportunity to apply material learned from readings and presentations.

### Reading Quizzes

Reading Assignments will be posted in Canvas on each module's page and draw from different sources. These short readings will be assigned to be completed outside of class and will be followed-up with reading quizzes proctored at the beginning of class sessions.

### Class Exercises/Participation

Students will work in groups throughout the semester on in-class exercises and projects. Participation is also expected through I-Clicker activities and class discussions.

### Projects

Assignments throughout the semester will help students navigate and acquire internships. These will include: resume, cover letter, teaser, portfolio, business documents and contract. Projects and assignments are to be presented for interim or final review as scheduled. No projects will be accepted late except by special accommodation by the DRC.

### Exams

There will be two exams, a midterm and a final. The exams must be taken at the scheduled time and will use Honorlock. You must notify the instructor before the exam is scheduled if there are extenuating circumstances.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

## COURSE POLICIES

### Attendance

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

### Classroom Climate

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

### Additional Fees

There is a \$9.99 fee for this course used for Honorlock.

### Special Accommodations

Students requesting classroom accommodation must first register with the Disability Resource Center at University of Florida Dean of Students Office, see <https://disability.ufl.edu/>

The Dean of Students Office will review the case and, if appropriate, provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

### Counseling and Wellness Center

Contact information for the Counseling and Wellness Center:

<http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

### Criteria for Grades

The format for this course is a combination of presentations, discussions, and student participation within in-class exercises. Assessment will occur through examination, evaluation of student projects and exercises, and evaluation of effort and class participation, as indicated below:

Projects	45%
Class Exercises/ Participation	15%
Reading Quizzes	10%
Midterm exam	15%
Final exam	15%

## Grading Scale

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

Information in regard to UF's grading policy can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

## Academic Integrity

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conducthonor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. 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.

Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

## 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 [gatorevals.aa.ufl.edu/students/](http://gatorevals.aa.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 [ufl.bluera.com/ufl/](http://ufl.bluera.com/ufl/). Summaries of course evaluation results are available to students at [gatorevals.aa.ufl.edu/public-results/](http://gatorevals.aa.ufl.edu/public-results/).

SCHEDULE\*

WK	Date		Topics / Activities	Assign / Due
1	M	1/11	Introduction/ Exploring the fundamentals of the ID profession	Assign: Project 1 - Identify DFE/ELE
	W	1/13	Exploring Career Opportunities in ID	
2	M	1/18	MLK DAY / No Class	
	W	1/20	Attaining an Entry-Level Position Preparing documents for the job search (Cover letters, Resumes, Teasers)	Assign: Project 2 – Resume & Supporting Documents Canvas Reading due Monday Due: Project 1 - Identify DFE/ELE
3	M	1/25	Preparing documents for the job search, continued (Portfolio) Introducing Professional responsibilities	Reading Assessment Assign: Project 3 - Portfolio
	W	1/27	Exploring Professional and Ethical Standards <i>Guest speaker (tentative)</i>	Due: Project 2 – Resume & Supporting Documents Assign: Project 4 – Reaction paper Canvas Reading due Monday
4	M	2/01	Exploring the fundamentals of business practice and operations	Reading Assessment Due: Portfolio drafts for peer review
	W	2/03	Continued	Due: Project 4 - Reaction Paper Assign: Canvas Reading due Monday
5	M	2/08	Exploring Employee policies and practices	Reading Assessment
	W	2/10	Exploring accounting procedures	Assign: Canvas Reading due Wednesday
6	M	2/15	Exploring liability and legal concerns	
	W	2/17	Discussing international business – cultural dimensions and communication	Reading Assessment Assign: Canvas Reading due Wednesday
7	M	2/22	Exploring Proposals and Presentations	Assign: Presentation Exercise

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			<i>Guest Speaker/coaching (tentative)</i>	
	W	2/24	Establishing long-term client relationships Midpoint review	
8	M	3/01	Presentations	Due: Presentation Exercise
	W	3/03	Midpoint Exam	
9	M	3/08	<i>Contracts – Guest Speaker (tentative)</i>	Assign: Project 5 - Contract
	W	3/10	Introducing project delivery structures Exploring Design fees, Contracts and Contract negotiations	
10	M	3/15	Exploring fundamentals of project delivery	Due: Project 5 - Contracts
	W	3/17	Exploring schedules and budgets	Assign: Project 4 – Schedules and Budgets
11	M	3/22	Exploring FF&E Procurement, Delivery and Installation	Assign: Project 5 – Business Documents (purchase order, transmittal, acknowledgements)
	W	3/24	Continued	Due: Project 4 – Schedules and Budgets Assign: Canvas Reading due Monday
12	M	3/29	Understanding the Designer’s Role in the Construction Process	Reading Assessment
	W	3/31	Reviewing Project Closeout Punch list activity	Due: Project 5 – Business Documents
13	M	4/05	Introducing Project Management	Reading Assessment
	W	4/07	Recognizing how to Control a Project	
14	M	4/12	Project Simulation	Assign: Group project simulation
	W	4/14	Project Simulation	
15	M	4/19	Wrap up, DFE next steps	Due Project simulation resolution

	W	4/21	Exam Review	
16			<b>FINAL EXAM</b>	

\*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 instructors.

Unscheduled exercises and I-clicker activities will be employed throughout the semester.

The following statement applies to all face to face courses/sections:

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor’s guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms](#).
  1. Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies](#).

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