

# SYLLABUS

IND 3512 | 3 CR | Spring 2022

## INSTRUCTOR

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Office Hours: M/W 2–3 pm (or by appointment)

## COURSE INTENTIONS

This course addresses current issues affecting interior design practice, ethical parameters of practice, business formation, management, and marketing, and specific procedures involved in project management. The course provides an understanding of Interior Design within a larger social, economic, and political context. It addresses individual student career planning, including strategies for securing employment. Class format is a combination of 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.
- Bender, D. (2017). *Design Portfolios: Presentation and Marketing for Interior Designers*. New York: Fairchild Publications, Inc. ISBN: 978-1501317248.

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

### Format

Class sessions will occur in **RNK 206** on Tuesdays Period 4 (10:40 am – 11:30 am) and Thursdays Period 3-4 (9:35 am – 11:30 am) 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 Checks

Required readings 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 or a short reading assignments to be submitted via Canvas.

### 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 in-person. 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 unexcused absences will be tolerated without penalty. Each additional unexcused absence will result in the reduction of your course grade by one letter grade. If you have more than six unexcused 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 are no additional fees for this course.

### 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 Checks	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

C-	70-72.9	1.67
D+	67-69.9	1.33
D	63-66.9	1.0
D-	60-62.9	.67
E	0-59	0.0

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

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

### Academic Integrity

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	1/03	No Class	
	W	1/05	Introduction	<b>Assign:</b> Project 1 - Identify DFE/ELE Week 2 Reading via Perusall in Canvas

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2	M	1/11	Exploring the fundamentals of the ID profession	<b>Due:</b> Week 2 Reading
	W	1/13	Exploring Career Opportunities in ID	<b>Assign:</b> Week 3 Reading via Perusall in Canvas
3	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)	<b>Due: Project 1 - Identify DFE/ELE</b> Week 3 Reading <b>Assign:</b> Project 2 – Resume & Supporting Documents Week 4 Reading via Persuall in Canvas
4	M	1/25	Preparing documents for the job search, continued (Portfolio) Introducing Professional responsibilities	<b>Due:</b> Week 4 Reading <b>Assign:</b> Project 3 - Portfolio
	W	1/27	Exploring Professional and Ethical Standards <i>Guest speaker (tentative)</i>	<b>Due: Project 2 – Resume &amp; Supporting Documents</b> <b>Assign:</b> Project 4 – Reaction paper Week 5 Reading via Persuall in Canvas
5	M	2/01	Exploring the fundamentals of business practice and operations	<b>Due:</b> Week 5 Reading
	W	2/03	Continued	<b>Due: Project 4 – Understanding Ethics (F 2/5)</b> <b>Portfolio drafts for peer review</b> <b>Assign:</b> Week 6 Reading via Persuall in Canvas
6	M	2/08	Exploring Employee policies and practices	<b>Due: Project 3 – Portfolio</b> Week 6 Reading
	W	2/10	Exploring accounting procedures	<b>Assign:</b> Week 7 Reading via Persuall in Canvas
7	M	2/15	Exploring liability and legal concerns	<b>Due:</b> Week 7 Reading
	W	2/17	Discussing international business – cultural dimensions and communication	<b>Assign:</b> Week 8 Reading via Persuall in Canvas

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8	M	2/22	Exploring Proposals and Presentations <i>Guest Speaker/coaching (tentative)</i>	<b>Due:</b> Week 8 Reading
	W	2/24	Establishing long-term client relationships	
9	M	3/01	Midpoint review	
	W	3/03	<b>Midpoint Exam</b>	<b>Assign:</b> Week 9 Reading via Persuall in Canvas <b>**DCP Career Fair**</b>
10	M	3/08	Spring Break – No Class	
	W	3/10	Spring Break – No Class	
11	M	3/15	<i>Contracts – Guest Speaker (tentative)</i>	<b>Due:</b> Week 9 Reading <b>Assign:</b> Project 5 - Contract
	W	3/17	Introducing project delivery structures Exploring Design fees, Contracts and Contract negotiations	<b>Assign:</b> Week 10 Reading via Persuall in Canvas
12	M	3/22	Exploring fundamentals of project delivery	<b>Due: Project 5 – Contracts</b> Week 12 Reading
	W	3/24	Continued (bidding, project delivery)	<b>Assign:</b> Week 13 Reading via Persuall in Canvas
13	M	3/29	Exploring FF&E Procurement, Delivery and Installation	<b>Due:</b> Week 13 Reading <b>Assign:</b> Project 6 – Business Documents (purchase order, transmittal, acknowledgements)
	W	3/31	Continued	<b>Assign:</b> Week 14 Reading via Persuall in Canvas
14	M	4/05	Understanding the Designer’s Role in the Construction Process	<b>Due:</b> Week 14 Reading
	W	4/07	Reviewing Project Closeout Punch list activity	<b>Due: Project 6 – Business Documents</b> <b>Assign:</b> Week 15 Reading via Persuall in Canvas

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15	M	4/12	Introducing Project Management	<b>Due:</b> Week 15 Reading
	W	4/14	Recognizing how to Control a Project	<b>Assign:</b> Project simulation Reading via Persuall in Canvas
16	M	4/19	Project Simulation	<b>Due: Project simulation resolution</b>
	W	4/21	Exam Review	
17			<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.