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# IND5937: Graduate Colloquium

Spring 2023 (1 credit hour)

Department of Interior Design  
College of Design, Construction and Planning  
University of Florida

Instructor: Erin Cunningham, Ph.D.

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Office Hours: M/W 11:50 - 12:50pm or by appointment

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## COURSE DESCRIPTION

This is a required course that requires up to three credit hours before graduation for all IND graduate students. This course is offered for each semester and provides an overview of our Master of Interior Design (MID) and PhD programs to both MID and PhD students for their effective graduate studies at UF. The primary goal of the course is to help students take responsibility for their successful graduate studies as well as build a sense of community. This course is designed in a seminar/conference format.

## COURSE OBJECTIVES

This course is intended to help students:

- Be better equipped to make the most of their graduate study experience.
- Map out their goals for their graduate studies and contextualize their academic concentration.
- Initiate to develop their research/design projects and seek out their faculty mentors.
- Create a positive community culture by working together toward a shared goal for their graduate studies and leveraging their peer network.

## REQUIRED TEXTS

No textbook is required for this course.

## MATERIALS AND SUPPLIES FEES

There is no material/supply fee required for this course.

## COURSE FORMAT

Class format will combine lectures, assigned readings, discussions, presentations, peer critics, web browsing/searching/reading, and writing. The goal of this class is to create an environment for students to discuss their opinions about their graduate studies in class.

## CANVAS SITE

All course-related information will be available in Canvas. You are responsible for checking Canvas regularly to track course schedule, assignments, due dates, etc.

### **PARTICIPATION**

The seminar format requires that you actively participate in class. Your active participation and presentation are critical to its effectiveness because the class is truly student driven. Student participation is a main component of this course. As such, class participation is an integral part of your learning experience. Participation of all discussions is necessary for the successful completion of this course, and you will be expected to stay for the entire class period.

### **ATTENDANCE**

Attendance in every class period is expected. Understanding that sickness or other unfortunate circumstances outside of your control may occur, you will be allowed to miss no more than two classes without questions. However, your assignments are still due on the originally scheduled due date, unless you make other arrangements with the instructor PRIOR to the due date. Each missed class after that will result in a 2% reduction of your final grade, unless the absence is excused and the reason for the absence verified (e.g., doctor's note). If you know in advance of a class that you will be missing it, please inform the instructor. Each student is expected to be on time for class to avoid distractions for the instructor and the other students.

### **EVALUATION METHODS**

The final grade will be based on your performance in the following class activities:

<b>Category</b>	<b>Percentage of total grade</b>
Assignments	30%
Class Discussions	30%
Presentations	20%
Participation/Attendance	20%
Total	100%

### **GRADING SCALE**

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

For further information on UF's Grading Policy, see:

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

**Laptops, cell phones, tablets:** Please bring your mobile devices to class and use them during the period for course-related purposes only. Having access to relevant information sources is important in creating an active learning environment. You may need these devices for in-class assignments.

**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.

**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.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 <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

## UNIVERSITY POLICIES

### **University Policy on Accommodating Students with Disabilities**

“Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc](http://www.dso.ufl.edu/drc)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.”

### **University Policy on Academic Conduct**

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 honesty 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 (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. 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.

### **Class Demeanor or Netiquette**

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. Students must be respectful to one another, even when there are differing opinions. UF netiquette guidelines can be found at: [Netiquette Guide for Online Courses](#). Consequences might negatively affect an assignment grade, or for very severe cases, a report to the university administration.

## CAMPUS RESOURCES

### Health and Wellness

U Matter, We Care: If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392- 1575 so that a team member can reach out to the student.

Counseling and Wellness Center: <https://counseling.ufl.edu/>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

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.

Sexual Assault Recovery Services (SARS): Student Health Care Center, 392-1161.

University Police Department: 392-1111 (or 9-1-1 for emergencies). <http://www.police.ufl.edu/>

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.

### Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to [Learning.support@ufl.edu](mailto:Learning.support@ufl.edu). <https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <http://www.crc.ufl.edu/>

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>

Student Complaints Campus: [https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf)

On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-proces>

## SPRING 2023 COURSE SCHEDULE

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WK	Date	Topics/Reading	Assignments/Dues
1	1/9	Introduction & Course Overview	
2	1/16	No Class: MLK Day	
3	1/23	No Class: DCP Research Symposium	<i>(You are required to attend this symposium)</i>
4	1/30	Academic Professionalism	
5	2/6	Academic Writing	<b>Due: Assignment 1, bring to class</b> (Be ready for a class discussion)
6	2/13	Interior Design Profession	
7	2/20	Faculty Invitation 1	
8	2/27	Team Building Exercise 1	
9	3/6	Class Discussion/Presentation	<b>Due: Assignment 2, bring to class</b> (Be ready for a class discussion)
10	3/13	No Class: Spring Break	
11	3/20	Professional conferences & abstract development	
12	3/27	Faculty Invitation 2	
13	4/3	Graduate Student Invitation	
14	4/17	Faculty Invitation 3	
15	4/24	Recap	<b>Due: Assignment 3, bring to class</b> (Be ready for a class discussion)
16	4/26	Team Building Exercise 2	

*Note: 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!*