SYLLABUS

IND 5508 | 3 CR | Fall 2023

**INSTRUCTOR**

Roberto Rengel rrengel@ufl.edu (352) 294-1397

Location: Rinker 225

Office: 342 ARCH Office Hours: T & R 11:00 – 12:00 (or by appointment)

**COURSE INTENTIONS**

This course introduces students to interior design practice. Topics such as ethical parameters of practice, business formation, management, marketing, and project management are covered. The course also 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**

* To provide exposure to current events that are shaping contemporary society and the world (CIDA Standard 4d)
* To fosters awareness of the nature and value of integrated design practices (CIDA Standard 5a)
* To give students 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)
* To promote understanding of the 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 6e-h)
* To provide 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)
* To provide exposure to the role and value of legal recognition for the profession; diversity, equity, and inclusion in the workplace; professional organizations; life-long learning; public service (Council Standard 6k-o)
* To give students skills to express ideas in written communication (CIDA Standard 9c)

**COURSE ORGANIZATION**

Required Texts

 None

Recommended Texts

* Kendall, G.T. & Painchaud H. (2016). ***Designing Your Business: Professional Practices for Interior Designers.*** New York: Bloomsbury; ISBN: 978-1501313950.
* 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 225** **on Tuesdays Period 2 (8:30 am – 9:20 am) and Thursdays Periods 2-3 (8:30 am – 10:25 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 Assignments

Required readings will be posted in Canvas on each module’s page and draw from different sources. These readings will be assigned to be completed outside of class and will be followed-up with short reading quizzes proctored at the beginning of class sessions or a reading assignment 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 for class discussions.

Projects

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

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 10%

Reading Assignments 15%

Midterm exam 15%

Final exam 15%

Grading Scale

**A** 93-100 4.0

**A-** 90-92.9 3.67

**B+** 87-89.9 3.33

**B** 83-86.9 3.0

**B-** 80-82.9 2.67

**C+** 77-79.9 2.33

**C** 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/. 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/. Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/.

**SCHEDULE\***

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| --- | --- | --- | --- |
| **WK** | **Date** | **Topics / Activities** | **Assign / Due** |
| 1 | T | 8/22 | No Classes |  |
| R | 8/24 | Introduction | **Assign: Contract 1 Exercise** |
| 2 | T | 8/29 | Developing your Marketing Package | **Due: Contract 1 Exercise****Assign: Marketing Materials Part 1** |
| R | 8/31 | Past Portfolio Review**In -Class Exercises: Ethical Dilemmas**  |  |
| 3 | T | 9/05 | Career choices and roles |  |
| R | 9/07 | **REVIEW 1 OF IN-PROGRESS MARKETING MATERIALS** | **Due: Marketing Materials Part 1****Assign: Marketing Materials Part 2** |
| 4 | T | 9/12 | The Interior Design Profession: History & Trends |  |
| R | 9/14 | The Profession: Certification, Licensing, NCIDQ | **Assign: Reflection on the Profession** |
| 5 | T | 9/19 | Professional & Ethical Standards | **Due: Reflection on the Profession****Assign: Ethical Dilemmas** |
| R | 9/21 | Interior Design: Expertise, Knowledge & Skills  | **Due: Ethical Dilemmas** |
| 6 | T | 9/26 | Interior Design Practice: Business Structures | **Assign: Business Structure Exercise** |
| R | 9/28 | Money Matters in Interior Design | **Due: Business Structure Exercise****Assign: Firm Finances Exercise** |
| 7 | T | 10/03 | Interior Design Practice: Legal Concerns | **Due: Firm Finances Exercise** |
| R | 10/05 | Contracts for Professional Services | **Assign: Contract Exercise** |
| 8 | T | 10/10 | The Profession and its players: It Takes a Village | **Due: Contract Exercise** |
| R | 10/12 | **REVIEW 2 OF IN-PROGRESS MARKETING MATERIALS** | **Due: Marketing Materials Part 2****Assign: Marketing Materials Part 3** |
| 9 | T | 10/17 | Midpoint Review | **Due: Contracts Project** |
| R | 10/19 | **Exam 1** |  |
| 10 | T | 10/24 | Fundamentals of Project Delivery: Design Phases and Deliverables | **Assign: Project Schedule Exercise** |
| R | 10/26 | Fundamentals of Project Delivery: Contract Documents, Bidding, Permits | **Due: Project Schedule Exercise****Assign: Invitation to Bid Exercise** |
| 11 | T | 10/31 | Fundamentals of Project Delivery: FF&E Procurement, Delivery, and Installation |  |
| R | 11/02 | **Site Visit: Office Furniture Vendor** | **Assign: Furniture Procurement Exercise**  |
| 12 | T | 11/07 | Fundamentals of Project Delivery: The Construction Phase Part 1 | **Due: Furniture Procurement Exercise****Assign: Construction Scenarios Exercise** |
| R | 11/09 | Fundamentals of Project Delivery: The Construction Phase Part 2 | **Assign:** Resume, Teaser, Cover Letter Project and Portfolio Project |
| 13 | T | 11/14 | **Guest Lecture** | **Due: DFE Exploration Project** |
| R | 11/16 | **REVIEW 3 OF IN-PROGRESS MARKETING MATERIALS** | **Due: Marketing Materials Part 3** |
| 14 | T | 11/21 | *NCIDQ Guest Lecture (on Zoom)* |  |
| R | 11/23 | *Holiday – No Classes* |  |
| 15 | T | 11/28 | Exploring International Business – Cultural Dimensions and Communication  |  |
| R | 11/30 | The Profession and the Public’s Health, Safety, and Welfare |  |
| 16 | T | 12/05 | **Exam 2** |  |
| R | 12/07 | NO CLASS |  |
| 17 |  | TBD | **NO FINAL EXAM** |  |

\*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 in-class exercises and activities will be employed throughout the semester.