

Instructor: M. Portillo, PhD, FIDEC
contact | office: mportill@ufl.edu | 352-294-1472 (o) | Antevy Hall, 256 (o) R/F 11-noon
class time: Thursday | 6-7 periods (12:50-2:45)

Course Description:

This course provides Interior Design graduate students with an overview of proposal development required for their thesis, projects-in-lieu-of-thesis (PILOT), or dissertation. Students will develop and present their research topic, questions, and selected methods for feedback from the instructor, peers, and faculty. Students will be expected to collaborate with their committee chair/s in the proposal development process. The course will culminate with the submission of a thesis/project/proposal and related poster.

Course Objectives:

This course is intended to help students:

- Finalize specific research purpose or project focus and associated questions that will be addressed in the thesis/PILOT/dissertation;
- Document the proposed research methods or project approach;
- Verbally communicate the thesis/PILOT/dissertation proposal; and,
- Develop a thesis/PILOT/dissertation proposal including chapter materials.

Course Communications:

Class resources, announcements, updates, and assignments will be available on **Canvas**. The preferred method of communication for this course is email. If you have questions before the next class meeting, please send them to the instructor **via Canvas messaging** and be sure to copy the teaching assistant. To meet with the instructor outside of office hours, please schedule an appointment.

Student Engagement:

The seminar format requires active class involvement. Your engagement in class is critical to its effectiveness because the class is truly student driven. Be ready for in-class discussions and presentations will be necessary for the successful completion of this course, and you will be expected to stay for the entire class period.

Required Text & Readings: Creswell, J. (2022). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches*, 6th edition. Thousand Oaks, CA: Sage Publications. Other required readings will be assigned throughout the semester.

Materials and Supplies Fees:

There are **no materials and supplies fees** required for the course during this semester.

Prerequisite Knowledge and Skills:

Requires permission from the Department of Interior Design.

Instructional Methods:

Class format will combine presentations, discussions, peer critiques, web browsing/searching, reading, writing, and analysis. The goal of this class is to create an environment for students to be able to have informed discussions that inform their applied research and scholarship.

Course Assignments:

Written assignments are required throughout the semester to help build towards a final written proposal and poster due at the end of the semester. Students will receive feedback on their writing that they can use towards refining their final assignments.

- **Poster**

Students will prepare a professional conference quality poster describing their proposed thesis/PILOT/dissertation.

- **Proposal**

The primary goal of the course is to support proposal development for review by each students' graduate committee. Written assignments and in-class presentations all build towards this final deliverable.

- **Presentation**

To prepare to presentations, students will be given time and feedback for practicing their "pitch" and formally sharing their proposal to the course instructor, peers, and other departmental faculty.

UF Academic Policies and Resources: [UF Syllabus Policy Links - Online Course Syllabi - University of Florida](#)

Attendance expectations:

Students should be on time for class to lessen distractions for others as well as remain for the full session. 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. To be given full credit for any late assignments, the students must seek approval from the instructor to make-up work without incurring a grade penalty.

Absent students are responsible for obtaining any missed information and completing any assigned work. The following guidelines apply:

- **Excused Absences: Documentation** (e.g., a doctor's note for health emergencies, a field trip letter) must be provided to the instruction to consider for excused absences.
- **Unexcused Absences:** Up to **two** unexcused absences are allowed. Additional unexcused absence will result in a reduction of final course grade.
- **Religious Holidays: No documentation** is required, but please notify the instructor in advance of the holiday whenever possible.

If you anticipate missing a class, **notify the instructor** as early as possible to discuss how to best stay on track.

Assignment Submission:

Assignments must be submitted through Canvas via the assignment page, following any instructions provided therein. Due dates are specified in Canvas. All assignments, whether complete or incomplete, must be submitted by the due date and will be graded as submitted. **Late submissions will incur a 20% penalty for each day (or partial day) past the deadline.**

Make-up Policy:

Students who can demonstrate that they were unable to submit an assignment by the deadline due to an excused absence, and who provide appropriate documentation, will be granted a reasonable extension to complete the work.

Course Technology:

All students have access to UF computer labs and the lab in Antevy Hall (rooms 116 and 118).

Required and recommended hardware and software for IND students are listed here:

<https://dcp.ufl.edu/interior/ind-laptop-requirements/>

For technology related issues, contact the UF computing help desk at:

- <http://helpdesk.ufl.edu>
- (352) 392-HELP - select option 2

Grading Policies:

Course grades will be determined based on the following assignments attendance:

Category	Percentage of total grade
Weekly Assignments	35%
Poster	15%
Final Proposal	40%
Final Proposal Presentation	10%
	100%

Grading Scale:

Grades will be assigned using the following university grading scale. For further information see:

<https://gradcatalog.ufl.edu/graduate/regulations/>

A	93-100	4.00	C	73-76.9	2.00
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	3.00	D	63-66.9	1.00
B-	80-82.9	2.67	D-	60-62.9	0.67
C+	77-79.9	2.33	E	0-59	0.00

IND 5977 Course Schedule:

Week	Topics/Activities	Readings	Assignments/Due/Notes
Week 1 (1/15)	Course Introduction Syllabus & Course Overview <i>Writing Strategies & Ethical Considerations</i> Intro to Proposal Writing (ppt)		Dates & Deadlines: https://catalog.ufl.edu/UGRD/dates-deadlines/2022-2023/ DCP Doctoral Handbook: https://dcp.ufl.edu/academics/phd8/ UF Grad Handbook/Guides: https://graduateschool.ufl.edu/work/handbook/
Week 2 (1/22)	Developing a Proposal Writing a purpose statement Writing the Introduction <i>Discuss student-identified theses/dissertations - purpose, research/design questions</i>	Creswell Ch 1,6 Abstract reviews	Due: Submit 2 examples of Thesis or Dissertation related your topic. Be prepared to discuss the purpose and research methods of each and how the thesis/dissertation relates to your topic.

Week 3 (1/29)	Research Approach Quantitative/Qualitative/Mixed methods Students share purpose statement and questions	Creswell Ch 2,3 Abstract reviews	Due: Submit 3 examples of the purpose statement & research questions from 5 relevant research articles (revisit reference list of your lit review) Due: Submit a draft of your purpose statement & research/design question(s)
Week 4 (2/05)	Use of Theory <i>In-class exercise:</i> Identify theories that may inform your research study/design exploration	Creswell Ch 4,5 Thesis/Project/ Dissertation reviews	Due: Submit revised purpose statement & research/design question(s) for your proposal and proposed methods
Week 5 (2/12)	Elevator pitch – student presentations, discussion, and refinement	Creswell Ch 7 Thesis/Project/ Dissertation reviews	Due: Submit Theory assignment (description and critique of at two relevant theories that could inform your research topic). Due: Submit Elevator Pitch
Week 6 (2/19)	Student presentations – Chapter 1	Creswell Ch 8	Due: Submit revised Elevator Pitch
Week 7 (2/26)	Mock poster presentations in class		Due: Final poster
Week 8 (3/05)	Poster Presentation and Attend MID Defense Day		
Week 9 (3/12)	In-class peer-review of Ch 1	Creswell Ch 9/10 Thesis/Project/ Dissertation reviews	Due: Submit proposed methods presentation
Week 10 (3/12)	SPRING BREAK		
Week 11 (3/26)	Student presentations of Ch 2 discussion, peer-review		Due: Submit Ch 2 - Literature Review draft
Week 12 (4/02)	Individual meeting with instructor to discuss your proposal presentation	Article/Book Creative Scholarship Reviews	Due: Submit Draft Proposal Presentation
Week 13 (4/09)	Student presentations of Ch 3 discussion, peer-review	Article/Book Creative Scholarship Reviews	Due: Submit Ch 3 – Methods draft
Week 14 (4/16)	Dry run proposal presentation		Due: Peer review of classmates' presentations Due: Submit Ch 1 – Overview draft
Week 15 (4/20)	Proposal Presentation (invite your committee members)		Due: Submit FINAL proposal presentation
Week 16 TBD	Course Culmination		

* This calendar is a general course outline. Instructor reserves the right to alter the course in response to academic conditions and opportunities.