

**ADHM 452 – Comprehensive Interior Design Project – 6 Credit Course
Spring 2012**

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Faculty Office Hours: Verify with senior thesis project advisor

Course Description: Capstone design studio. Student defined problem. Synthesis and implementation of previous course work. **Prerequisites:** ADHM 450

Required Texts: It is assumed that previous course textbooks have been retained as reference textbooks; additional books/material as needed to support senior project focus.

Computers: All students are required to come to class prepared with appropriate/up-to-date computer systems.

Course Communication: Official class communication will be through the NDSU email delivery system. As stated in the NDSU University Senate Policy, Section 609: E-mail as an official communication method to students an “official e-mail address is assigned to an individual by NDSU Information Technology Services... Official University electronic communication is sent to students' @ndsu.edu address, and the redirecting of @ndsu.edu email is discouraged. However, if students choose to have their e-mail redirected from their official e-mail address to another provider (e.g., Yahoo, Hotmail, AOL), they do so at their own risk. NDSU is not responsible for the handling of e-mail by outside providers or from non-ITS servers. Failure to receive official University messages when using a non-official e-mail address does not absolve students from the responsibilities associated with official communication sent to their @ndsu.edu addresses.”

Course Objectives:

1. To analyze and design interior environments to meet client needs.
2. Demonstrate competency in the use of programming information and empirical research findings for the design of interior environments.
3. Evaluate information generated from the programming stage of the design process and synthesize that information in the execution of environmental spatial arrangements.
4. Select interior components for a variety of design situations based on fire codes, maintenance and economic standards as well as interior design principles and elements.
5. Analyze and apply interior component market resources in design solutions.
6. Distinguish among information gathering, programming, and research. Effectively communicate empirical research findings to peers (through graphic, verbal, and technical presentations) and to apply research findings in interior design applications.
8. Distinguish and appraise situations as related to holistic design process involving global and multi-cultural issues.
9. Communicate effectively orally, in writing, and/or using appropriate visual, sound or image based technologies

Course Requirements:

Senior Project – Design Process and Development (75%)

In Class Assignments/Activities:

- a. In Class Critiques (10%)**
- b. Project Timeline (15%)** – student teams submit all materials at specified due date to project advisor for review.

A detailed discussion covering Senior Project Requirements is attached.

Course Evaluation (tentative):	% of overall Grade	Grading Scale	
Senior Project <ul style="list-style-type: none"> • Senior Project Final Construction Documents; programming; presentation 	75%	90-100%	A Outstanding
Class Assignments Activities <ul style="list-style-type: none"> • In Class Critiques 	10%	80 -89%	B Above Average
Project Timeline <ul style="list-style-type: none"> • Submit all preliminary documentation on or before assigned date 	15%	70 - 80%	C Average
		60 - 70%	D Below Average
		59% - <	F Failing

Evaluations for this course will determine your overall performance in class. The levels of performance required to achieve a particular grade as specified by the university are listed above.

Additional Comments

Professional Conduct & Standards: Studio will be conducted as a preparation for work in a professional office. You are expected to show initiative and **be resourceful in developing viable design solutions and finding answers to your questions.**

Supporting Assignments: Outside research to initiate and supplement design solutions is expected of each student. Research activities are to be conducted outside of scheduled classroom time. While the observation, research and discussion of peer and professional design solutions is encouraged, the unauthorized use of another's ideas/techniques will be considered plagiarism and will result in a failing grade for the assignment or failing grade for the semester.

Preliminary Work: All preliminary work will be evaluated on process and development as well as final product. **Do not discard preliminary work!** Date and retain all drawings, notes, and questions to maintain a project record. This information must be neatly organized in a process book to be submitted with each project. More detailed information about the process book will be provided in class.

Written Assignments: Written assignments will be evaluated on the student's ability to integrate information from reading, lecture, and other related class activities.

Critiques will be done for all projects in various phases of the research and design process. They will focus on concept development and participation is mandatory. Feedback is intended to be constructive, not destructive and will challenge the student to explore other aspects of the project.

Final Presentation of a design solution is a necessary step in the design process. Therefore presentation of projects (as specified by project requirements), is required. If the project is not presented it will automatically receive 0 **points**. Professional dress is required for all final project presentations.

Collaborating: Students may find it useful to discuss course material with other members of the class (even beyond your senior team). I strongly encourage the formation of study groups; this allows students to establish contact with other class members and exchange ideas and information. Although each student is **individually** responsible for completing, I believe that the learning experience is further enhanced by the exchange of information with other students.

Attendance: Attendance is important in order for students to keep up with the required work, to know precisely what is required for projects and studio assignments, and to get help and immediate feedback from the instructor. Class time is also a time to share ideas with peers and the instructor. If for some reason you should miss class, it is **your responsibility** to secure any information or materials you may not have received. **Students must attend class to receive credit for any in-class activities.** The course meeting time is a prescheduled meeting time and doctor appointments or any other appointments should be scheduled outside of class time.

Late assignments will NOT BE ACCEPTED whether 10 minutes or 2 days late. **No exceptions!** **If there are questions regarding**

an assignment, ask your faculty advisor. **SECONDHAND INFORMATION IS SOMETIMES INACCURATE.**

Blackboard will be updated on a daily basis to help with communication between the instructor and students. Each student is responsible for checking Blackboard daily for updates. Changes to the schedule will be updated on Blackboard and will be announced in class.

E-mail is the official communication for this course. As stated in the NDSU University Senate Policy, Section 609: E-mail as an official communication method to students an "official e-mail address is assigned to an individual by NDSU Information Technology Services. Official University electronic communication is sent to students' @ndsu.edu address, and the redirecting of @ndsu.edu email is discouraged. However, if students choose to have their e-mail redirected from their official e-mail address to another provider (e.g., Yahoo, Hotmail, and AOL), they do so at their own risk. NDSU is not responsible for the handling of e-mail by outside providers or from non-ITS servers. Failure to receive official University messages when using a non-official e-mail address does not absolve students from the responsibilities associated with official communication sent to their @ndsu.edu addresses." Please note any assignments or emails received from non-official e-mails by the instructor from the student will NOT be accepted, no exceptions. Non-official e-mails will not be opened by the instructor, no exceptions.

Technology: Students are responsible for backing up, or having an additional copy of any and all project information and/or construction drawings and any class assignments. Save and back-up any work created on a computer frequently, **late assignments are not accepted due to this circumstance, No Exceptions. Computer-assisted design software is best used for finalizing design work and should not be used for design development.** The student is also responsible for having any files necessary for presentation with them when needed. The instructor will not be responsible for saving and keeping track of student files for this purpose.

Cell phone use: The use of cellular phones is unacceptable during class/studio time as it causes class disruption. All cell phones must be turned to vibrate or silence (text messaging not acceptable) and stored away from the beginning of class/studio to the end. The use of cell phones during class time is unnecessary and is for emergency situations only.

IPOD/Computer Use: The use of IPODS or computers for listening to music is prohibited except during *work time only*. Earphones must be used and volume must be kept low as not to disturb others around you. *No music allowed without earphones OR during lectures, critiques, speakers, videos, etc.!* Students must still be able to hear the instructor at all times and instructor will not repeat any information due to the student "not hearing". It is recommended that only one earphone be used if at all.

Instructor availability: The instructor is available to the students outside of class time during the designated office hours and by appointment only. If a problem arises outside of this time and you need to contact the instructor, please use the official form of communication, email, to contact them with detailed description of your question. It is at the instructor's discretion to

determine the urgency of the email and will respond in a timely manner. A student should not assume the instructor will answer prior to the next class period unless the instructor deems in an urgent question. **All emails will be responded to within 24 hours Monday through Friday. No emails/phone calls will be returned after hours or on weekends.** All questions regarding this course are to be asked of the course instructor only, not other ID faculty.

Food & Beverages: No food is allowed designated class time. It is expected that you eat your breakfast, lunch, dinner or snack prior to coming to class as any working professional would do. It is considered rude and inappropriate if you eat while in class. Beverages will be allowed during class time but **MUST have a top on them** (i.e. bottle of pop or water, coffee with a cover, etc.) Any uncovered beverages will be removed from the space.

Class Disruptions: Disruptions, such as talking while the instructor or another student is talking and the use of any technology (i.e. cell phones for talking, texting or emailing or the

use of a computer in class for something other than note taking) during the designated course meeting times, will not be tolerated. The student will receive one warning on this offense. Should the disruption persist, the student will be asked to leave the classroom and it will be the instructor's option to consult with the Office of the Vice-President for Student Affairs for removal from the class roster (cancellation of registration). All cell phones must be turned to vibrate or silence during the designated course meeting times. This is considered a class disruption. **Any unprofessional conduct (language, mannerisms, etc.), attitudes or inappropriate behavior will NOT be tolerated and the student will not be given a warning and be asked to leave class.**

Special Needs:

Any student with disabilities or other special needs, who need special accommodations in this course, are invited to share these concerns or requests with the instructor as soon as possible.

Academic Honesty Statement:

"The academic community is operated on the basis of honesty, integrity, and fair play. NDSU Policy 335: Code of Academic Responsibility and Conduct applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the Office of Registration and Records. Informational resources about academic honesty for students and instructional staff members can be found at www.ndsu.edu/academic_honesty."

Academic Dishonesty/Plagiarism is not limited to the written word. Tracing or copying ANY portion of another student's project or sketches WITH or WITHOUT permission from the original creator is considered academic dishonesty and will result in a failing grade for the course for all parties involved.

STUDIO CONDUCT

This studio will be conducted as a professional work environment. The student is expected to dress professionally and appropriately for class or will be asked to leave the classroom. Part of being a professional is being on time. The student is expected to be sitting in their seat and prepared to work at the time class is to start. Unpacking or packing supplies during the designated class time, while the instructor is talking or any other student is speaking will be considered a class disruption and will follow the same course of action as state in the class disruption section above. It is expected you arrive to studio with a positive attitude, no matter how your day has been. Life happens

STUDIO HOURS: Studio will be open from 6:00 a.m. to 11:00 p.m. each day (including weekends and holidays). Please note that students must allow adequate time to collect their belongings before the studio is shut down for the night. DO NOT make the security staff wait while you prepare to go home for the day.

Studio Cleanliness: This studio will be conducted as a professional work environment. All students are responsible for cleaning their station PRIOR to leaving studio for the day, all garbage should be removed from the station and area surrounding the student's station and their chair should be tucked under the student's desk. Students will remove any old food from the refrigerator in a timely manner, and clean any additional spills or messes they may have caused.

Studio Courtesies and Additional Information: No pillows are allowed in studio. Students should be sleeping at home. If the student uses a blanket to keep warm when studio is chilly, understand that it will need to be neatly tucked into a drawer or folded on a shelf during regularly scheduled class times and whenever it is not in use. Students are **NOT** allowed to bring a blanket to any class meeting times. It is suggested the student purchase a sweater or sweatshirt and some warm socks. Sweaters, sweatshirts and socks are also safer than blankets...they do not get caught on the casters of the chairs and they are not a tripping hazards. If the student owns a "Snuggie" it is considered a blanket and will abide by the blanket rules previously mentioned. Each student is allowed to keep 1 blanket in studio and again a sweater is more professional. Please note that slippers and blankets are only allowed to be used after 5:00pm. These items should be kept in a drawer or on a shelf, not on the floor, on a chair back or under a desk.

Items are not to be stored or left on the floor under or around the student's desk. These items are tripping hazards; they break chair casters and create feeding/breeding grounds for living creatures. If a student plans to bring in additional freestanding storage units verify with the course instructor that it is acceptable. Small refrigerators and microwaves of any kind are NOT allowed. There is a full size community refrigerator and microwave available for all students to use in studio. Each student will be responsible for cleaning the refrigerator at the end of their designated week. The student responsible will use cleaning supplies provided by the instructor during class time and must have the instructor sign off on the cleaning chart verifying that the refrigerator is clean (this responsibility will be rotated between the junior and senior students).

Studio is not to be **ANY** student's hang out, it is a **work environment** and it is expected that students will be courteous to one another and maintain the working environment; students should make sure to consider this when deciding what or who they bring into studio.

This studio space is shared with the junior interior design students. Please note that policies may differ and change year to year. The students in this course are to abide by the rules set forth in this syllabus, no exceptions. A student saying that they were told by "someone or another classmate" that an inappropriate behavior is okay is unacceptable.

It is important that the studio maintain a professional atmosphere at all times, **no exceptions. Failure to abide by any policies set forth in this syllabus with result in students not being allowed to be in studio outside of regularly scheduled class activities.**

Student Agreement

I have read the course syllabus and understand my responsibilities as a student enrolled in the Department of Apparel, Design and Hospitality Management 452 Comprehensive Interior Design Project – Spring 2012 Course. By typing your name on an online form I have agreed to all the terms and conditions as stated in the Course Syllabus. I acknowledge that it is my responsibility to maintain a professional atmosphere, respect my peers, respect my instructor, support the learning environment, and follow all rules stated in the syllabus while participating in this course.

Student's Name (Please Print)

Student's Signature

Date

****PLEASE NOTE YOU ARE NOT REQUIRED TO PRINT OUT A HARD COPY OF THIS DOCUMENT
You will be responsible for submitting online****