Instructor: Rhonda Calhoon, MS

Course Time & Location:
T/Th 5:00-7:30 pm
HMSS 105

Office: Department of Human Sciences
Office Hours:
T/Th 4:30-5:00 pm

Office Phone: 936-468-4502 (HMS Main Office)

Other Contact Information:
936-371-3165 (Cell)
Email: rhonda.calhoon@gmail.com

Credits: 3 Hours

Email: Please use D2L for course related matters.

Prerequisites: AG or HRT 325, HRT 326

I. Course Description:
Advanced level to graphic communication techniques for interior design; computer drafting and three-dimensional modeling, perspective drawing, problem identification, problem solving, research techniques, and survey of building components.

II. Intended Learning Outcomes/Goals/Objectives:
In preparing students with a foundation for success, the course goal is to accomplish a knowledgeable base of computer aided drafting techniques using Autodesk Revit to produce design drawings and presentations.

The mission of the College of Education is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development.

In the College of Education at Stephen F. Austin State University, we value and are committed to:
- Academic excellence through critical, reflective and creative thinking
- Life-long learning
- Collaboration and shared decision making
- Openness to new ideas, culturally diverse people and innovation and change
- Integrity, responsibility, diligence, and ethical behavior, and
- Service that enriches the community

This course enhances student learning in the area of interior design and interior merchandising and serves as one of the foundation courses in the Interior Design and Interior Merchandising Programs in the School of Human Sciences. It also aligns with the standards of the Council for Interior Design Accreditation (CIDA) to promote learning and understanding of health, safety, and welfare issues in the built environment.

<table>
<thead>
<tr>
<th>Program Learning Outcomes</th>
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<tbody>
<tr>
<td>The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.</td>
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<tr>
<td>The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.</td>
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<td>The student will demonstrate competence in his/her specific discipline using oral and written forms.</td>
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<td>The student will be able to identify basic design fundamentals such as the elements and principles of design.</td>
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<tr>
<th>Student Learning Outcomes</th>
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<tr>
<td>Student work demonstrates the ability to select, interpret, and apply appropriate anthropometric data. CIDA 3.c</td>
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Student work demonstrates the ability appropriately apply universal design concepts. CIDA 3.d
The interior design program includes opportunities and creative thinking. CIDA 4.g
Students effectively apply the elements and principles of design to three-dimensional design solutions. CIDA 9.b

Course content prepares students for successful completion of the National Council for Interior Design Qualification (NCIDQ) exam, the national certification exam for registered interior designers in the state of Texas.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

Course Assignments/Activities: In-class/out-of-class assignments, exercises, quizzes, projects and presentations. Any of which may be announced or unannounced.

Instructional strategies may include: lectures, class discussion, field trips, and video/podcasts/CD.

Use of Technology may include: Desire 2 Learn (D2L), internet assignments/activities/research.

- HMS 425 is a D2L enhanced course. Information notices will be posted on the course home page. The homepage includes icons for class assignments, links to related websites and videos, and grades. Students are strongly encouraged to contact the instructor and/or other students via the homepage mail icon and/or chats.
- Course content is delivered via class technology, lectures, discussions, assigned readings, and assignments directly relevant to the course content. Students should check the homepage on a daily basis for notices, mail, and assignments. Neglecting to check the homepage is NOT a valid excuse for missing an assignment due date.

IV. Evaluation and Assessments (Grading):

The course is graded on a letter grade basis (A-F). A final grade will be determined by a percentage of total required points for the course (total of 1000 points).

<table>
<thead>
<tr>
<th>Course Points:</th>
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<tbody>
<tr>
<td>Drawing Projects</td>
<td>700</td>
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<tr>
<td>Project Rework</td>
<td>100</td>
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<tr>
<td>Final Presentation/Booklet</td>
<td>200</td>
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<tr>
<td>Total</td>
<td>1000</td>
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Grading Procedures:
- Students will be held accountable for any work or assignments missed in their absence. Students must assume the responsibility for securing all handouts, lecture notes, and other class information, and for meeting established deadlines.
- No late work will be accepted without an EXCUSED absence. Students with an excused absence will be permitted to make-up missed work for absences totaling no more than a maximum of three weeks in a long semester or one week in a summer term. Design students shall request a conference with the professor to make the necessary arrangements.
- If an assignment or project is not uploaded/saved/printed correctly 50% of the assignment points will automatically be deleted. Technical difficulties should be approached with the instructor in reasonable time to resolve the problem before an assignment is due.

V. Tentative Schedule Overview

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Syllabus Review, Software Requirements, Coursework Overview, Class Expectations</td>
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<tr>
<td></td>
<td>Drawing Project Rework 310</td>
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<tr>
<td>Week 2</td>
<td>Revit: Wall Type/Poche’ Cont. Project Rework</td>
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<tr>
<td>Week 3</td>
<td>Create a Revit Family</td>
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<td>Week 4</td>
<td>Site and Topography</td>
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<td>Week 5</td>
<td>February 16-18</td>
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<td>Week 6</td>
<td>February 23-25</td>
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<tr>
<td>Week 7</td>
<td>March 1-3</td>
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<tr>
<td>Week 8</td>
<td>March 8-10</td>
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| March 12-20 |
| SPRING BREAK |

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<tr>
<th>Week 9</th>
<th>March 22-24</th>
<th>Importing AutoCAD</th>
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<tr>
<td><strong>NOTE:</strong> March 24th will begin the Easter Holiday for Students and Faculty</td>
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<tr>
<td>Week 10</td>
<td>March 29-31</td>
<td>Design Options</td>
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<td>Week 11</td>
<td>April 5-7</td>
<td>Material Finishes</td>
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<tr>
<td>Week 12</td>
<td>April 12-14</td>
<td>Electrical and Lighting</td>
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<td>Week 13</td>
<td>April 19-21</td>
<td>Rendering</td>
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<tr>
<td>Week 14</td>
<td>April 26-28</td>
<td>Rendering /InDesign</td>
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<tr>
<td>Week 15</td>
<td>May 3-5</td>
<td>InDesign</td>
</tr>
<tr>
<td>Week 16</td>
<td>May 10</td>
<td>FINAL/Presentation</td>
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Course schedule subject to change in order to facilitate class learning outcomes and objectives.

VI. Readings and Supplies:
- Adobe Suite/Interior Design (Approximately $20.00 a month)
- Supplemental handouts provided in class or on D2L.
- Flash Drive or External Hard Drive
- This course does NOT require Live Text

VII. Course Evaluations:
Near the conclusion of each semester, students in the Department of Human Sciences electronically evaluate courses taken within the College of Education. Evaluation data is used for a variety of important purposes including: 1) course and program improvement, planning, and accreditation; 2) Instruction evaluation; and 3) Decision-making for faculty tenure, promotion, pay and retention. As you evaluate this course, please be thoughtful, thorough, and accurate. Please know that the College of Education faculty members are committed to excellence in teaching and continued improvement.

In the College of Education, the course evaluation process has been simplified and is completed electronically through My SFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.
VIII. Student Ethics and Other Policy Information: Found at https://www.sfasu.edu/policies

Class Attendance and Excused Absence: Policy 6.7

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilitiyservices/.

Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty –

Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university

Student Appeals

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.
Student Code of Conduct: Policy 10.4

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

Additional Information:

To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, driver’s license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texes.ets.org/registrationBulletin/ <http://www.texes.ets.org/registrationBulletin/>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

IX. Interior Design Professional Standards:

1. Students should prepare themselves adequately for class by completing assignments and securing necessary supplies. Professors are not able to provide effective student critique when student work is unavailable for review or student effort is lacking.

2. Students should maintain their individual work areas by returning materials to assigned locations and leaving work stations clean and orderly. In particular, effort should be made to retrieve broken leads to preserve floor finish. Additionally, in an effort to maintain the appearance and aesthetics of the Human Sciences South Building, students are prohibited from the use of spray adhesives, spray paints, or any other damaging materials in the building, near the building or on any exterior surfaces connected to the building. These materials are to be used ONLY in designated areas.

3. Students should limit food or drink to the gallery of the Human Sciences South building. Per university policy, food and drink are not allowed in university classrooms.

4. Per university policy, smoking is prohibited in Human Sciences South.

5. Students should exhibit professional courtesy and conduct. Examples include a positive attitude, sensitivity to others, attentiveness, and cooperation.

6. Design faculty are committed to provide informative and prompt class sessions, return student work in a timely fashion, honor posted office hours, provide feedback on student progress, and allow work time as possible in design studios. Student creativity and input are welcomed; instructor training and experience will guide critiques.

7. If student dissatisfaction arises, the student’s request for a private conference with the professor serves as the first step toward resolution. The next step will involve a meeting of the student and professor with the program coordinator. If necessary, a follow-up meeting of student, professor, coordinator, and school director may be scheduled.
8. Modest, comfortable dress is expected for regular classes. For class presentations, professional dress is required. In general, professional dress includes: a jacket or jacket-substitute such as a vest or cardigan, modest full-length pant or knee-to-calf length skirt, modest shirt with sleeves, and closed-toe shoes. Hair of shoulder-length or longer should be pulled up or back. Common professional dress ERRORS TO AVOID are denim clothing, tennis shoes, flip-flops, sleeveless clothing, tight-form-fitting clothing, bare midriffs, underwear that shows, low-rise pants which reveal naval abdomen or lower hips area, and low-cut tops which reveal the male chest or female cleavage.