

**STEPHEN F. AUSTIN STATE
UNIVERSITY**

School of Human Sciences

2011-2012

INTERIOR DESIGN



INTERIOR MERCHANDISING

FACULTY:

SALLY ANN SWEARINGEN – Interior Design
Coordinator

DR. MITZI PERRITT – Graduate Advisor

LEISHA BRIDWELL – Interior Merchandising
Coordinator

DONNA PHARRIS – Construction Management
Advisor

**STUDENT
MANUAL**

Table of Contents

| | |
|---------------------------------------------------------|----|
| INTRODUCTION..... | 5 |
| MISSION..... | 6 |
| Human Sciences Mission..... | 6 |
| Interior Design Mission..... | 6 |
| Interior Merchandising Mission..... | 6 |
| GOALS & OBJECTIVES..... | 7 |
| ID Program Goals 2011/2012..... | 7 |
| ID Goals for Partnerships..... | 7 |
| ACCREDITATIONS & ENDORSEMENTS..... | 9 |
| Interior Design Program..... | 9 |
| School of Human Sciences..... | 9 |
| Art Department..... | 9 |
| ADVISORY BOARD..... | 9 |
| ADVISING..... | 9 |
| Initiating the Degree Plan..... | 10 |
| INTERIOR DESIGN CURRICULUM..... | 11 |
| Continuation Standards..... | 11 |
| Grades..... | 11 |
| Sophomore Portfolio Review..... | 11 |
| Laptop Policy..... | 11 |
| Degree Plan (ID)..... | 12 |
| Interior Design Courses (ID)..... | 14 |
| Interior Design Course Sequencing..... | 16 |
| INTERIOR MERCHANDISING CURRICULUM..... | 16 |
| Degree Plan..... | 17 |
| Interior Merchandising Courses (IM)..... | 19 |
| Interior Merchandising Course Sequencing..... | 20 |
| STUDENT ORGANIZATIONS..... | 21 |
| Interior Design and Merchandising Alliance (IDMSA)..... | 21 |
| Phi Upsilon Omicron..... | 22 |
| INTERNSHIP..... | 23 |
| FACULTY OFFICE HOURS..... | 24 |
| BUILDING USE..... | 24 |
| Safety Issues..... | 24 |
| Building Use Procedures..... | 24 |
| Equipment Usage..... | 25 |
| Computers..... | 25 |
| Printers..... | 25 |
| Scanners..... | 25 |
| CAD Printers..... | 25 |
| Mat Cutter..... | 25 |
| Blue Print Machine..... | 25 |
| FINAL NOTES..... | 26 |
| University Attendance Policy..... | 26 |
| The Syllabus..... | 26 |
| Student Code of Conduct..... | 26 |
| Withheld Grades..... | 27 |
| Ethics Policies SFA/HMS/ID/IM..... | 27 |
| Student Grievance Procedures..... | 27 |
| Professional Dress Policy..... | 27 |
| Final Exam Policy..... | 28 |
| Course Evaluations..... | 28 |
| Students with Disabilities..... | 28 |
| Smoking Policy..... | 28 |

| | |
|-------------------------------|----|
| Blackboard | 28 |
| Student E-mail | 28 |
| Work Retention Policy | 28 |
| LiveText..... | 28 |
| Other Important Acronyms..... | 29 |
| Appendix A..... | 30 |
| Appendix B..... | 32 |
| Appendix C..... | 34 |
| NOTES: | 36 |
| SFA SPIRIT FRIDAYS | 37 |

***Welcome from the
Interior Design
and
Interior Merchandising
Faculty!***



Left to right: Donna Pharris, Sally Ann Swearingen, Leisha Bridwell, Rhonda Calhoun, and Dr. Mitzi Perritt

Mrs. Sally Ann Swearingen
Dr. Mitzi Perritt
Mrs. Leisha Bridwell
Mrs. Donna Pharris
Mrs. Rhonda Calhoun, adjunct

***We are here to help you achieve your professional
career goals.***

INTRODUCTION

Welcome to Interior Design & Interior Merchandising at Stephen F. Austin State University!

This manual has been created to introduce you to the policies, procedures and important information needed to navigate the next four years through the SFASU Interior Design or Interior Merchandising Programs.

The Interior Design (ID) and Interior Merchandising (IM) programs are among the best in Texas. The programs employ four, full-time faculty and one adjunct faculty who are eager and qualified to convey the technical, theoretical, and aesthetic subject matter of the interior design and merchandising professions. Typically a 15 to 1 student-to-faculty ratio in studio courses is maintained to give each student ample critique time during class. The combined ID and IM programs generally maintain 120 majors.

All Interior Design/Interior Merchandising core courses are taught in the Human Sciences South building with the exception of Principles of Textile Science (ID/IM), Merchandising Applications (IM), Visual Merchandising I (IM), Accounting (ID), CAD courses (IM/ID) and Art courses (IM/ID). The building houses three studios, a lecture room, a computer room, a resource room, gallery space, faculty offices, student lockers, and the Design Center.

Many students enter interior design without fully understanding what the profession encompasses. A common misconception is to confuse interior design with interior decoration, a talent for coordinating aesthetic finishes and colors. While interior design utilizes this ability, it extends beyond the aesthetics into the functional aspect of the built environment.

The National Council for Interior Design Qualification (NCIDQ) defines Interior Design as:

“...a multi-faceted profession in which creative and technical solutions are applied within a structure to achieve a built interior environment. These solutions are functional, enhance the quality of life and culture of the occupants, and are aesthetically attractive. Designs are created in response to and coordinated with the building shell, and acknowledge the physical location and social context of the project. Designs must adhere to code and regulatory requirements, and encourage the principles of environmental sustainability. The interior design process follows a systematic and coordinated methodology, including research, analysis and integration of knowledge into the creative process, whereby the needs and resources of the client are satisfied to produce an interior space that fulfills the project goals. Interior design includes a scope of services performed by a professional design practitioner, qualified by means of education, experience, and examination, to protect and enhance the life, health, safety and welfare of the public. “

The Interior Merchandising profession is based on retail, sales, operations, promotion components, and merchandising products used in interior retail spaces. An interior merchandiser must understand all facets of the interiors industry from furniture, textiles, flooring, lighting, and accessories. Equally, an interior merchandiser should be knowledgeable of appropriate ways to promote products through knowledge of display techniques as well as understanding the retailing facets of the interior industry. Interior merchandisers would be successful in representing residential and/or commercial products and helping clients to make appropriate material selections.

MISSION

Human Sciences Mission

The Mission of the School of Human Sciences is to prepare professionals to see and apply knowledge of Human Sciences for the benefit of individuals, families and communities in a global environment.

Interior Design Mission

The mission of the Interior Design program supports the larger vision of the university, college, and school while highlighting the uniqueness of the design discipline. The resulting program mission is to provide an academic foundation which equips graduates to design interior spaces that merge a passion for beauty with a responsible concern for safety, economy, and utility. Values that underlie this mission include the following:

- Well designed environments promote human well-being physically, mentally, emotionally, and spiritually.
- Home environments shape the lives of individuals and families; work environments contribute to job efficiency and productivity.
- Interior spaces can be safe and functional while simultaneously creative, harmonious, and healthful.
- Ethical practices are important in the area of design as in other professional disciplines.
- Future designers will be expected to offer solutions to complex environmental needs in a society of diminishing resources.
- Interior design is a global profession; students should appreciate the diversity and preferences of other cultures.
- Interior design is a service profession to be practiced by caring individuals who value the needs of others.
- A positive attitude, personal integrity, strong work ethic, design competence, and interest in life-long learning are the keys to professionalism and success.
- Faculty should be role models of professionalism.

Interior Merchandising Mission

The mission of the Interior Merchandising program supports the larger vision of the university, college and school while emphasizing and highlighting areas that are unique to the field of interior merchandising. The resulting program mission is to provide an academic foundation which equips graduates to compete successfully in the workforce through knowledge of interior products, spatial relationships, and environmental and housing needs/issues while visually accessorizing spaces that foster a passion for aesthetics. Values that underlie this mission include the following:

- Product choices and accessories impact interior environments and promote human well-being physically, mentally, emotionally, and spiritually.
- Home environments shape the lives of individuals and families; work environments contribute to job efficiency and productivity.
- Ethical practices are important in the area of merchandising as in other professional disciplines.
- Interior merchandising is a global profession; students should appreciate the diversity and preferences of other cultures.
- Interior merchandising is a service profession to be practiced by caring individuals who value the needs of others.
- A positive attitude, personal integrity, strong work ethic, design competence, and interest in life-long learning are the keys to professionalism and success.
- Faculty should be role models of professionalism.

GOALS & OBJECTIVES

ID Program Goals 2011/2012

Short Term

1. Maintain accreditations with Council for Interior Design Accreditation (CIDA) and National Association of Schools of Art and Design (NASAD).
 - Maintain rigorous integration of accreditation standards for Interior Design curriculum
 - Build student awareness of how to demonstrate accreditation standards in projects
 - Network with Art Department concerning NASAD accreditation
2. Prepare students for professional leadership
 - Prepare students for professional examinations (NCIDQ)
 - Encourage Leadership in Energy and Environmental Design (LEED) accreditation and National Kitchen and Bath Association (NKBA) certification
 - Encourage post graduation involvement with professional organizations
3. Re-structure student organization to encourage membership growth and leadership opportunities with ID and IM students / add International Furnishings & Design Association student organization in the newly developed Student Alliance.
4. Recruit higher quality students through student outreach
5. Recruit, foster, and retain qualified faculty, adjuncts
6. Improve learning and working environments by increasing resources, technology, and industry experts
7. Enhance industry, community, and professional partnerships
8. Review and evaluate support courses used to enhance learning objectives.
9. Evaluate courses offered in the Masters Program with interior design Emphasis
10. Identify course that can be on-line offerings and determine dead-lines for implementation
11. Rotate Alumni meetings in Dallas, Houston & Austin

Long Term

1. Continue development of ID general and healthcare courses for masters program/track
2. Continue to explore on-line course offerings for ID.
3. Identify funding sources for grant opportunities
4. Continue to improve marketing efforts for the Design Center
5. Explore the creation of a professional sustainability certificate

ID Goals for Students

1. Support opportunities whereby the members of the Interior Design Advisory Council have the opportunity for a strong and consistent interaction with students
2. Continue to build student awareness about the importance of CIDA, International Furnishings and Design Association (IFDA), and NKBA standards and how they relate to student performance and student ability to demonstrate understanding for accreditation
3. Continue to build student awareness about the importance of interaction with Interior Design professionals and respective professional organizations
4. Continue to develop and encourage membership in student organizations.
5. Strongly encourage and/or require Interior Design students to submit work in all available student design competitions and scholarships.

ID Goals for Partnerships

1. Continue to strengthen connections to professional design organizations and community organization.
2. Strengthen collaboration with professionals to develop/establish juries

for student presentations.

3. Strengthen collaboration with ID Advisory Board and other departments on SFA campus, and junior colleges
4. Create connections with SFA Interior Design alumni, adjunct faculty, and philanthropist.
5. Strengthen awareness connection with area high schools (recruitment endeavors)

IM Program Goals 2011/2012

Short Term

1. Re-structure student organization to encourage membership growth and leadership opportunities with ID and IM students add International Furnishings & Design Association student organization in the newly developed Student Alliance.
2. Recruit higher quality students through student outreach.
3. Review and evaluate support courses used to enhance learning objectives.
4. Plan and execute an advisory board meeting for Spring 2012.
5. Create a professional brochure for recruiting.
6. Plan a majors meeting for IM students.
7. Select 5 Ambassadors to represent IM.

Long Term

1. Continue to explore on-line course offerings for IM.
2. Meet with Admissions to educate them about IM.

ACCREDITATIONS & ENDORSEMENTS

Interior Design Program

Council for Interior Design Accreditation (CIDA)

“The Council for Interior Design Accreditation is an independent, non-profit accrediting organization for interior design education programs at colleges and universities in the United States and Canada. For more than 35 years, this knowledge-driven organization has been passionately committed to the ongoing enrichment of the interior design profession through identifying, developing and promoting quality standards for the education of entry-level interior designers, and then encouraging, accrediting and supporting educational programs to aspire to those standards.

Through a process of program self-evaluation and peer review, accreditation promotes achievement of high academic standards, while making education more responsive to student and societal needs. The Council engages nearly 200 volunteers, all drawn from interior design practice and education, to carry out its work. Nearly 150 interior design programs are currently accredited by the Council, serving an estimated 20,000 students.”
<http://www.accredit-id.org/>

School of Human Sciences

American Association of Family and Consumer Sciences (AAFCS)

Commission on Accreditation for Dietetics Education (ADA)

National Council for American Teacher Education (NCATE)

Texas State Board of Educator Certification (SBEC)

Art Department

National Association of Schools of Art and Design (NSAD)

ADVISORY BOARD

The Interior Design/Interior Merchandising Advisory Board are composed of regional design professionals. The Board meets on a regular basis with the faculty and students for ongoing program development. Members of the Board also participate in classes and competitions serving as professional jurors.

ADVISING

Advisement meetings are a critical part of the Interior Design & Interior Merchandising Program. Much effort is taken to keep students in the correct sequence. The consequence of getting off sequence is the addition of a year to the student’s graduation plan.

It is the responsibility of each student to meet with his or her advisor during the regular advisement period prior to registration each semester. Students should sign up for an appointment on their advisor’s office door. Drop-in appointments are not acceptable, nor generally available. Please schedule a time during the professor’s posted office hours. Students should develop a tentative schedule using their unofficial transcript and degree plan prior to the advisement appointment. A course sequencing matrix is provided as a guide. Please review to determine what studio/labs are taught each semester as some courses are offered fall only and some are spring only.

Initiating the Degree Plan

After the completion of 45 course hours the student must initiate the degree plan.

1. Go to the College of Education Advising Center, Room ED 118, in the McKibben Building to request the initiation of your degree plan
2. Advise staff of your major and any desired double major or minor
3. The staff will contact you when the degree plan is ready, approximately 2weeks, pick up degree plan and follow the routing instructions for appropriate signatures
5. Return signed degree plan to the College of Education Advising Center

Note: A degree in Interior Design requires 126 hours.

Caution: Out of state tuition is charged for each hour above the degree plan plus 30.

Advisors

Students are assigned to an advisor based on the first letter of their last name:

Interior Design Students

A-E, Sally Ann Swearingen
HMS South 101 B
F-J, Dr. Mitzi Perritt
HMS South 102 C

K-N, Leisha Bridwell
HMS South 102 B
O-Z, Donna Pharris
HMS South 102 A

Interior Merchandising Students

Leisha Bridwell
HMS South 102 B

Sally Ann Swearingen
HMS South 101B

Transfer Students

Interior Design
Sally Ann Swearingen
HMS South 101B
Dr. Mitzi Perritt
HMS South 102 C

Interior Merchandising
Leisha Bridwell
HMS South 102 B

Masters with General Interior Design Emphasis

Sally Ann Swearingen
HMS South 101B

Masters with Healthcare Interior Design Emphasis

Dr. Mitzi Perritt
HMS South 102C

Construction Management Certificate

Donna Pharris
HMS South 102 A

Facilities Management Certificate

Sally Ann Swearingen
HMS South 101 B

Donna Pharris
HMS South 102 A

Signatures on Degree Plans

Interior Design
Sally Ann Swearingen
HMS South 101 B

Interior Merchandising
Leisha Bridwell
HMS South 102 B

INTERIOR DESIGN CURRICULUM

Continuation Standards

Grades

A grade of C (70%) or better in an interior design course is required for that course to be considered successfully completed, and counted as a prerequisite for subsequent courses in the interior design course sequence. A grade of D or F in an interior design course must be repeated and will prolong the time needed to complete the Interior Design program. An overall 2.0 GPA is required in the Interior Design major courses.

Sophomore Portfolio Review

The Interior Design Sophomore Portfolio Review is the chosen format for a student to demonstrate his/her ability to advance within the SFA Interior Design Program. The student submits a variety of work that illustrates his/her skill level in the areas of: creative thinking, manual drafting, volumetric thinking, color application, active listening skills, design merit (concept statements/space planning/physiological and psychological comfort), historical awareness, craftsmanship/professionalism, written communication and portfolio assembly (creative organization). A written component is required stating how the submittals demonstrate the skills listed and why the student believes he/she has achieved each skill level. A design philosophy statement will also be required.

The student must pass the juried Sophomore Portfolio Review which is held at the end of the interior design student's 2nd-year. Course prerequisites for portfolio review are HMS 115, HMS 206, HMS 208, HMS 212; HMS 310, Art 110 and Art 130. Portfolio review takes place twice a year, in May or June and August. A score of 20 or better is required for passage. In addition, failure in any single section of the review constitutes failure; however, the student may resubmit at the next designated portfolio review. Incomplete projects or projects turned in late are not graded.

The portfolio project is juried by faculty and practicing design professionals. Scores are mailed to the student 4 to 5 days after review. Results cannot be given out over the phone. Contact Sally Ann Swearingen if you have any questions sswearingen@sfasu.edu.

SEE Appendix A

Laptop Policy

Interior Design students who successfully pass Sophomore Portfolio Review are required to obtain a laptop computer that adheres to the specifications given. Program software will be loaded and used in the 3rd and 4th year ID courses. **SEE Appendix B**

Degree Plan (ID)

Stephen F. Austin State University
College of Education
 Bachelor of Science in Interior Design (126 hours)

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Name _____ Student ID _____ Date _____ Catalog _____ | |
| Address _____ City _____ State _____ Zip _____ | |
| Email _____ Phone _____ | |
| I. CORE CURRICULUM REQUIREMENTS 45-49 | Further Requirements |
| A. Communication (12-14 hours) (1) English rhetoric/composition (6 hours) ENG 131 ___ 132 ___ 133 ___ 235 ___ (2) Communication Skills (6 to 8 hours) BCM 247 ___; COM 111 ___ 170 ___; FRE 131 ___ 132 ___; ILA 111 ___ 112 ___; SPA 131 ___ 132 ___; ENG 273 ___; SPH 172 ___ 272 ___; LAT 131 ___ 132 ___, GRK 131 ___ 132 ___ | |
| B. Mathematics (3 hours) MTH 110 ___ 127 ___ 128 ___ 133 ___ 138 ___ 139 ___ 143 ___ 144 ___ 220 ___ 233 ___ 234 ___ | |
| C. Natural Sciences (6-8 hours) AST 105 ___; BIO 121 ___ 123 ___ 131 ___ 133 ___ 225 ___ 238 ___; CHE 111 ___ 112 ___ 133 ___ 134 ___; ENV 110 ___; GOL 131 ___ 132 ___; PHY 101 ___ 102 ___ 110 ___ 118 ___ 131 ___ 132 ___ 241 ___ 242 ___ | |
| D. Humanities & Visual and Performing Arts (6 hours) (1) Visual and Performing Arts (3 hours) ART 280 ___ 281 ___ 282 ___; MUS 140 ___; THR 161 ___ 370 ___; DAN 140 ___ 341 ___ (2) Other (3 hours) ENG 200-235 ___ ENG 300 ___; PHI 153 ___ 223 ___; HIS 151 ___ 152 ___ | |
| E. Social and Behavioral Sciences (15 hours) (1) (6 hours) HIS 133 ___ 134 ___ (2) Political Science (6 hours) PSC 141 ___ 142 ___ (3) Social/Behavioral Science (3 hours) ANT 231 ___; ECO 231 ___ 232 ___; GEO 131 ___ 230 ___; PSY 133 ___ 153 ___; SOC 137 ___ 139 ___ | |
| F. Institutionally Designated College Requirements (3 hours) HMS 138 ___ (1 hour), KIN Physical Activity ___; CSC 101 ___ or 121 ___ | |
| Total Core Hours | <u>45 - 49</u> |
| II. DEPARTMENTAL REQUIREMENTS (7 hours) HMS 100 ___ 300 ___ 400(1) ___ Total | <u>7</u> |
| III. SUPPORT COURSES FOR MAJOR AREA (21 hours) Art 110 ___ 130 ___ 315 ___ 332 ___ 333 ___ 334 ___ 335 ___ 336 ___ 337 ___ 338 ___ 339 ___ AGM or HRT 325 ___ 326 ___ 327 ___ 328 ___ 329 ___ 330 ___ 331 ___ 332 ___ 333 ___ 334 ___ 335 ___ 336 ___ 337 ___ 338 ___ 339 ___ AGM or HRT 326 ___ 327 ___ 328 ___ 329 ___ 330 ___ 331 ___ 332 ___ 333 ___ 334 ___ 335 ___ 336 ___ 337 ___ 338 ___ 339 ___ ACC 101 or ACC 231 ___ | |
| Total | <u>21</u> |
| IV. MAJOR (51 hours) HMS 115 ___ 206(1) ___ 206L(2) ___ 208(1) ___ 208L(2) ___ 212 ___ 260 ___ 290 ___ 310(1) ___ 310L(2) ___ 311 ___ 312(1) ___ 312L(2) ___ 314*(2) ___ 314L*(1) ___ 316 ___ 410(1) ___ 410L(2) ___ 412(1)* ___ 412L(2)* ___ 414(2) ___ 414L(4) ___ 419 ___ 420 ___ Total | <u>51</u> |
| V. MINOR (0 hours) Total | <u>0</u> |
| VI. ELECTIVES (0 hours) Total | <u>0</u> |
| Total Degree Hours | <u>126</u> |

Total transfer hours from a community college (66 hours + 4 activity) _____
 At least 36 (SFA) advanced hours _____
 At least 42 hours in residence at SFA _____

Prepared by: _____ Date _____

Approval Signatures:

Minor Advisor _____ Date _____

Major Advisor _____ Date _____

Educator Certificate Office _____ Date _____

Dean _____ Date _____

Student Signature (conditions accepted) _____ Date _____

TUITION REBATE FOR CERTAIN UNDERGRADUATES

Section 54.0065 of the Texas Education Code authorizes a tuition rebate of up to \$1,000 for certain undergraduates. The purpose of this program is to provide a financial incentive for students to complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the State. To be eligible for rebates under this program, students must meet all of the following conditions:

1. They must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later,
2. They must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university,
3. They must have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree, and
4. They must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the General Bulletin under which they graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

Interior Design Courses (ID)

| | |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 115. | Principles, Elements & Resources in Design - 3 semester credit hours. Overview of basic interior design concepts/theories, relationships of principles and elements of design in interior environments; measurements, specifications and resources used by professional designers. |
| 206. | Fundamentals of Interior Design - 3 semester credit hours: (1 hour lecture, 4 hours lab per week.) Interior Design fundamentals and presentations for three-dimensional interiors; color theory, and principles applied to the development of the spatial envelope of interior volume; illustrations of spaces through a variety of black, white, and color media. |
| 208. | Creative Design Studio - 3 semester credit hours: (1 hour lecture, 4 hours lab per week) Creative approaches and solutions to interior design problems. Emphasis on theories, design composition and concept development. Application of two-dimensional and three-dimensional design elements and principles in the development of the spatial envelope and volume of space. |
| 212. | History of Interior Furniture, Furnishings and Architecture - 3 semester credit hours. Identification of styles of furniture, furnishings and architecture from antiquity and the middle ages forward; classical, French, English, American and contemporary periods. Investigation of the influence of culture and politics on the interior environment. |
| 260. | Principles of Textile Science (HECO 1320) - 3 semester credit hours (2 hours lecture, 2 hours lab per week) Fibers, fabrics, finishes and the factors influencing appearance, serviceability and end use. Laboratory testing and experiences in selection and care of textile products. |
| 290. | Codes and Materials - 3 semester credit hours. Building and interior codes, including model codes, life safety, ADA and building materials used in residential and commercial interiors. |
| 310. | Graphics - 3 semester credit hours, (1 hour lecture, 4 hours lab per week) Introduction to graphic communication techniques for interior design; architectural lettering, mechanical drafting, perspective drawing, problem identification, problem solving, and information gathering. |
| 311. | Interior Materials and Cabinetry - 3 semester credit hours. Survey and estimation of finish materials appropriate to the interior environment. Study of cabinetry design and detail construction drawing. Fee required |
| 312. | Residential Design - 3 semester credit hours, (1 hour lecture, and 4 hours lab per week) Architectural and interior aspects of residential interiors. In-depth studies of spatial concerns, proximities, human factors and finishes. Prerequisite: HMS 310. |
| 314. | Building Construction Systems - 3 semester hours, (2 hours lecture, 2 hours lab per week.) Computer-based study of structures, building materials, construction techniques, mechanical and electrical systems, model building, working drawing problems, and specifications. Prerequisite: HMS 312 and AG 325, 325L or department approval. |
| 316. | Interior Lighting - 3 semester credit hours. Study of lighting sources, techniques, installations, and specifications for residential and commercial interiors. Graphic presentations of lighting concepts. Prerequisite: HMS 312. |
| 332/ 411 | Communicating Human Sciences Content – 3 hour lecture: Rationale, design, delivery and evaluation of professional presentations for diverse audiences; instructional interaction and product promotion. HMS 411 / Interior Design Portfolio Development |
| 410. | Design Environmental Factors - 3 semester credit hours. In-depth study of environmental impact from construction components and materials used in building systems. Application of codes utilized in interiors. Prerequisite: HMS 312. |

| | |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 412. | Commercial Design I - 3 semester credit hours (1 hour lecture, 4 hours lab per week) Computer-based study of needs and specific concerns of commercial interiors. Emphasis on universal design, special populations and public welfare. Application of knowledge through design problems and specifications. Prerequisite: HMS 314. |
| 414. | Commercial Design II - Computer Based – 6 semester credit hours, (2 hours lecture, and 4 hours lab per week). Continued exploration of varied commercial spaces and the impact of code regulations upon design development. Application of knowledge through large-scale design problems and specifications. Prerequisite: HMS 412. |
| 419. | Merchandising Procedures - 3 semester credit hours. Principles underlying origination, production, promotion, distribution, marketing, storage, advertising and consumption. Junior standing. |
| 420. | Practicum - 3 semester credit hours. Individualized instruction. Supervised on-the-job training program in the field. |

Interior Design Course Sequencing

126 Hour Degree Plan

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">Fall /Freshman</p> <p>HMS 115..... 3 hrs Art 110..... 3 hrs HMS 100 3 hrs General Ed. A. 1 3 hrs Social and Behavioral E. 3 ... <u>3 hrs</u></p> <p style="text-align: right;">15 hrs</p> | <p style="text-align: center;">Spring / Freshman</p> <p>HMS 206 & L 3 hrs Art 1303 hrs Gen. Ed. A.1 3 hrs Math 3 hrs Communication A.2 <u>3 hrs</u></p> <p style="text-align: right;">15 hrs</p> |
| <p style="text-align: center;">Fall / Sophomore</p> <p>HMS 208 & L 3 hrs AGM or HRT 325 & L 3 hrs HMS 212 3 hrs Nat. Science 3/4 hrs HMS 260 <u>3 hrs</u></p> <p style="text-align: right;">15/16 hrs</p> | <p style="text-align: center;">Spring / Sophomore</p> <p>AGM or HRT 326 & L 3 hrs HMS 310 & L 3 hrs HMS 316 3 hrs Nat. Science 3/4 hrs HMS 311 <u>3 hrs</u></p> <p style="text-align: right;">15/16 hrs</p> |
| <p style="text-align: center;">Fall / Junior</p> <p>HMS 312 & L 3 hrs Art 315 3 hours Humanities D. 1 (281 or 282) 3 hrs HMS 290 3 hrs Social and Behavioral E.1... <u>3 hrs</u></p> <p style="text-align: right;">15 hrs</p> | <p style="text-align: center;">Spring / Junior</p> <p>HMS 314 & L 3 hrs HMS 410 3 hrs Communication A.2. 3 hrs Social and Behavioral E.1 3 hrs HMS 300 3 hrs F. 1 <u>1 hr</u></p> <p style="text-align: right;">16 hrs</p> |
| <p style="text-align: center;">Fall / Senior</p> <p>HMS 412 & L 3 hrs HMS 419 3 hrs ACC 101 or 231 3 hrs Social and Behavioral E. 2. 3 hrs F. 1 1 hr Humanities D. 2 <u>3 hrs</u></p> <p style="text-align: right;">16 hrs</p> | <p style="text-align: center;">Spring / Senior</p> <p>HMS 414 & L 6 hrs HMS 332/ 411..... 3 hrs Social and Behavioral E. 2 ... 3 hrs HMS 400 1 hr F. 1 <u>1 hr</u></p> <p style="text-align: right;">14 hrs</p> |

HMS 420 Summers (3 Hrs) Recommended between Jr & Sr. year.

If you add Art Minor: Art 110, 130, 281 or 282, 315, 261 or 270, 461 or 470 & additional 3 advanced hrs. (21 hrs)

INTERIOR MERCHANDISING CURRICULUM

- A grade of C (70%) or better in an interior design or interior merchandising course is required for that course to be considered successfully completed, and for that course to count as a prerequisite for subsequent courses in the interior design course sequence. A grade of D or F in an interior design course must be repeated in order to continue, prolonging the time it takes to complete the Interior Design program.

Degree Plan

Stephen F. Austin State University College of Education

Bachelor of Science in Interior Merchandising (120 hours)

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Name _____ Student ID _____ Date _____ Catalog _____ | |
| Address _____ City _____ State _____ Zip _____ | |
| Email _____ Phone _____ | |
| I. CORE CURRICULUM REQUIREMENTS 45-49 | Further Requirements |
| A. Communication (6 hours) | |
| (1) English rhetoric/composition (6 hours) ENG 131 ___ 132 ___ 133 ___ 235 ___ | |
| (2) Communication Skills (6 to 8 hours) BCM 247; COM 111 ___ 170 ___; FRE 131 ___ 132 ___; ILA 111 ___ 112 ___; SPA 131 ___ 132 ___; ENG 273 ___; SPH 172 ___ 272 ___; LAT 131 ___ 132 ___ 133 ___; GRK 131 ___ 132 ___ | |
| B. Mathematics (3 hours) | |
| MTH 110 ___ 127 ___ 128 ___ 133 ___ 138 ___ 139 ___ 143 ___ 144 ___ 220 ___ 233 ___ 234 ___ | |
| C. Natural Sciences (6-8 hours) | |
| AST 105 ___; BIO 121 ___ 123 ___ 131 ___ 133 ___ 225 ___ 238 ___; CHE 111 ___ 112 ___ 133 ___ 134 ___; ENV 110 ___; GOL 131 ___ 132 ___; PHY 101 ___ 102 ___ 110 ___ 118 ___ 131 ___ 132 ___ 241 ___ 242 ___ | |
| D. Humanities & Visual and Performing Arts (6 hours) | |
| (1) Visual and Performing Arts (3 hours) ART 280 ___ 281 ___ 282 ___; [MUS 140 ___; THR 161 ___ 370 ___; DAN 140 ___ 341 ___ only accepted if transfer student] | |
| (2) Other (3 hours) ENG 200-235 ___ ENG 300 ___; PHI 153 ___ 223 ___; HIS 151 ___ 152 ___ | |
| E. Social and Behavioral Sciences (15 hours) | |
| (1) History (6 hours) HIS 133 ___ 134 ___ | |
| (2) Political Science (6 hours) PSC 141 ___ 142 ___ | |
| (3) Social/Behavioral Science (3 hours) ANT 231 ___; ECO 231 ___ 232 ___; GEO 131 ___ 230 ___; PSY 133 ___ 153 ___; SOC 137 ___ 139; | |
| F. Institutionally Designated College Requirements (3 hours) | |
| HMS 138 ___ (1 hour), KIN Physical Activity ___ (1 hour), CSC 101 ___ or 121 ___ | |
| I. Total | <u>45 - 49</u> |
| II. Departmental Requirements (7 hours) | |
| HMS 100 ___ , 300 ___ , 400(1) ___ | |
| II. Total | <u>7</u> |
| III. Support/Pre Major Area (9 hours) | |
| AG 325* ___ or HRT 325 ___ , ART 110 ___ , ART 315 ___ | |
| III. Total | <u>6</u> |
| IV. Major (39 hours) | |
| HMS 115 ___ , 206(1) ___ , 206L(2) ___ , 208(1) ___ , 208L(2) ___ , 212 ___ , 250 ___ , 260 ___ , 310(1) ___ , 310L(2) ___ , 318 ___ , 343 ___ , 419 ___ , 420 ___ , 442 ___ , 460 ___ | |
| IV. Total | <u>39</u> |
| V. Minor (18 hours) | |
| V. Total | <u>18</u> |
| VI. Electives (to total 120 hours) | |
| VI. Total Hours | <u>2</u> |
| Degree Total Hours | <u>120</u> |

Total transfer hours from a community college
(66 hours + 4 activity) _____

At least 36 advanced hours _____

At least 42 hours in residence at SFA _____

Prepared by: _____ Date _____
Approval Signatures:
 Minor Advisor _____ Date _____
 Major Advisor _____ Date _____
 Educator Certificate Office _____ Date _____
 Dean _____ Date _____
 Student Signature (conditions accepted) _____ Date _____

TUITION REBATE FOR CERTAIN UNDERGRADUATES

Section 54.0065 of the Texas Education Code authorizes a tuition rebate of up to \$1,000 for certain undergraduates. The purpose of this program is to provide a financial incentive for students to complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the State. To be eligible for rebates under this program, students must meet all of the following conditions:

1. They must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later,
2. They must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university,
3. They must have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree, and
4. They must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the General Bulletin under which they graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

Interior Merchandising Courses (IM)

| | |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 115. | Principles, Elements & Resources in Design - 3 semester credit hours. Overview of basic interior design concepts/theories, relationships of principles and elements of design in interior environments; measurements, specifications and resources used by professional designers. |
| 206. | Fundamentals of Interior Design - 3 semester credit hours: (1 hour lecture, 4 hours lab per week) Interior Design fundamentals and presentations for three-dimensional interiors; color theory, and principles applied to the development of the spatial envelope of interior volume; illustrations of spaces through a variety of black, white, and color media. |
| 208. | Creative Design Studio - 3 semester credit hours: (1 hour lecture, 4 hours lab per week) Creative approaches and solutions to interior design problems. Emphasis on theories, design composition and concept development. Application of two-dimensional and three-dimensional design elements and principles in the development of the spatial envelope and volume of space. |
| 212. | History of Interior Furniture, Furnishings and Architecture - 3 semester credit hours. Identification of styles of furniture, furnishings and architecture from antiquity and the middle ages forward; classical, French, English, American and contemporary periods. Investigation of the influence of culture and politics on the interior environment. |
| 250. | Merchandising Applications – 3 semester credit hours. Application of consumer, economic, and fashion trends to analysis, planning and problem-solving in fashion and interior merchandising operations including mathematical calculation of sales figures, discounts, markups/markdowns, six month budgets, inventory planning, and productivity measures. |
| 260. | Principles of Textile Science (HECO 1320) – 3 semester credit hours (2 hours lecture, 2 hours lab per week) Fibers, fabrics, finishes and the factors influencing appearance, serviceability and end use. Laboratory testing and experiences in selection and care of textile products. |
| 310. | Graphics – 3 semester credit hours, (1 hour lecture, 4 hours lab per week) Introduction to graphic communication techniques for interior design; architectural lettering, mechanical drafting, perspective drawing, problem identification, problem solving, and information gathering. |
| 318. | Accessories in Interiors – 3 semester credit hours. Exploration of the role of accessories and their quality in creating aesthetically pleasing environments. |
| 343. | Visual Merchandising Display - 3 semester credit hours, (2 hours lecture, 2 hours laboratory per week). Techniques for visual presentation of merchandise used to maximize product sales potential; focus is on display, merchandising a sales area, space utilization, lighting, tools and equipment. Pre-requisites: Junior standing; at least 6 hours in Human Sciences or Business. |
| 419. | Merchandising Procedures - 3 semester credit hours. Principles underlying origination, production, promotion, distribution, marketing, storage, advertising and consumption. Junior standing. |
| 420. | Practicum - 3 semester credit hours. Individualized instruction. Supervised on-the-job training program in the field. |
| 442. | Visual Merchandising Display II - 3 semester credit hours. Continued exploration of visual presentation techniques to maximize sales potential and consumer purchasing. Knowledge of elements and principles of design is further developed to create successful displays using home products, furniture, accessories, and textiles. |
| 460. | Housing and Furnishings - 3 semester credit hours. Study of environmental space, including climate control, lighting, building and interior materials, construction, costs, furnishings, estimating, finishes, and psychological, physiological and emotional factors. |

Interior Merchandising Course Sequencing

120 Hour Degree Plan

| Freshman | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">Fall</p> <p style="text-align: center;">HMS 115 ENG 131 HMS 100 HIS 133 or 134 <u>Math</u> 15 Hrs</p> | <p style="text-align: center;">Spring</p> <p style="text-align: center;">HMS 206 & L ENG 132 HIS 133 or 134 Natural Science: Gen Ed. C <u>Communication: Gen Ed A/2</u> 15 Hrs</p> |
| Sophomore | |
| <p style="text-align: center;">Fall</p> <p style="text-align: center;">HMS 208 & L HMS 212 or HMS 426 (Travel Course) Art 110 Communication: Gen Ed A/2 <u>Poli Sci 141</u> 15/16 Hrs</p> | <p style="text-align: center;">Spring</p> <p style="text-align: center;">HMS 310 & L Poli Sci 142 HMS 260 AGM or HRT 325* <u>Art 280, 281, 282: Gen Ed D/1</u> 15 Hrs</p> |
| Junior | |
| <p style="text-align: center;">Fall</p> <p style="text-align: center;">HMS 343 HMS 250 Social/Behavioral Science: Gen. Ed E/3 Natural Science: Gen Ed. C <u>Minor</u> 15/16Hrs</p> | <p style="text-align: center;">Spring</p> <p style="text-align: center;">HMS 318 (was 214) ART 315 College Requirement: Gen Ed F (2 hr) Minor <u>Minor</u> 14 Hrs</p> |
| Senior | |
| <p style="text-align: center;">Fall</p> <p style="text-align: center;">HMS 460 HMS 442 Gen Ed D/2 College Requirement: Gen Ed F (1 hr) <u>Upper Level Minor</u> 13 Hrs</p> | <p style="text-align: center;">Spring</p> <p style="text-align: center;">HMS 419 HMS 400 / 1 hr HMS 300 Upper Level Minor <u>Upper Level Minor</u> 13 Hrs</p> |
| <p style="text-align: center;">Summer I</p> | <p style="text-align: center;">Summer II / HMS 420</p> |
| Total Hours 120 | |

Suggestion for Minors: Hospitality Administration (Meeting Planning), General Business, Marketing, or Digital Media

Course selections for Hospitality minor are:

HMS 139, HMS 202, HMS 220, HMS 390, and HMS 403, 404, or HMS 426 (study abroad).

STUDENT ORGANIZATIONS

Interior Design and Merchandising Alliance (IDMSA)

Interior Design and Interior Merchandising students may increase their professional development by joining the Interior Design/Merchandising Student Alliance (ID/MSA).

Purpose:

The purpose is to advance the professions of Interior Design and Interior Merchandising.

Objectives:

To promote further understanding of the Profession through speakers, trips and other events

To promote leadership, fellowship, cooperation and communication between professionals and students.

To facilitate the preparation of students to assume responsibility as future Interior Design and Interior Merchandising professionals

Membership Eligibility Requirements:

SFA interior design/interior merchandising students may participate in IDMSA events as long as they hold current membership in one of the following organizations. In addition to the national student dues for ASID, IIDA, IFDA, alliance dues are \$20.00 payable in the fall semester. This fee provides membership from September 1 through August 31 and must be renewed every year. Student should go on-line to join ASID (www.asid.org), IIDA (www.iida.org), and/or IFDA (ifda.com).

ASID

The American Society of Interior Designers (ASID) student chapter at SFA offers students a chance to invest in their future as interior designers. With opportunities such as networking with professionals, involvement within the community, attending seminars, entering competitions and leadership roles, our student members have a chance to advance in the interior design profession while at SFA. To learn more about ASID go to www.asid.org.

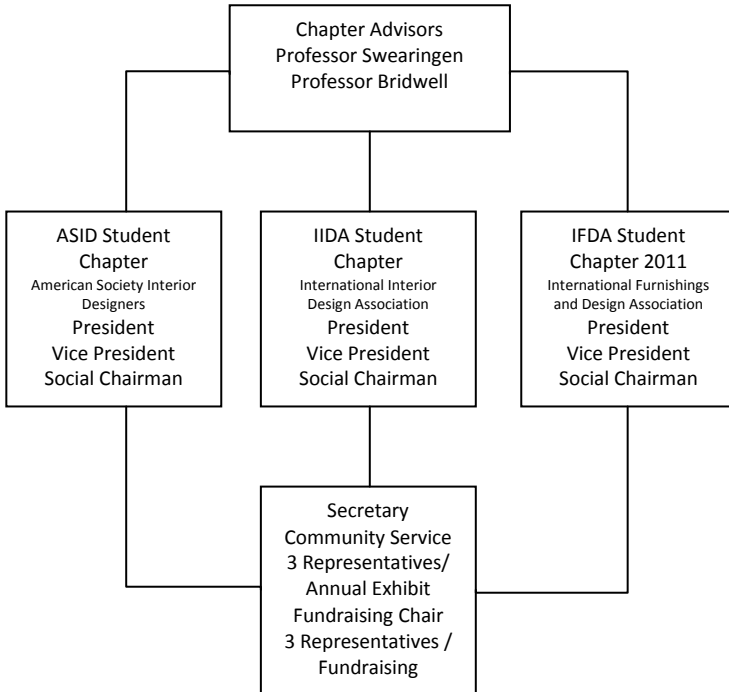
IIDA

The International Interior Design Association (IIDA) student chapter at SFA offers students a chance to invest in their future as interior designers. With opportunities such as networking with professionals, involvement within the community, attending seminars, entering competitions and leadership roles, our student members have a chance to advance in the interior design profession while at SFA. To learn more about IIDA go to www.iida.org.

IFDA (Beginning Fall 2011)

The Interior Merchandising Program will start a SFA Chapter of The International Furnishings and Design Association (IFDA) beginning fall 2011. IFDA is the only all-industry association whose members provide services and products to the furnishings and design industry. IFDA is the driving force, through its programs and services, to enhance the professionalism and stature of the industry worldwide. This will be a great addition to the interior merchandising program. To learn more about this organization go to www.ifda.com.

Interior Design / Merchandising Student Alliance



Phi Upsilon Omicron

Phi Upsilon Omicron is the national honor society for Family and Consumer Sciences, the umbrella discipline for all students in the School of Human Sciences. Students who have completed 60 hours of coursework with a minimum 3.25 grade point average are eligible for membership. Letters of invitation are mailed to prospective initiates each long semester prior to fall and spring initiations. The SFA chapter, Beta Upsilon, has a long history of excellence in conducting professional service projects which have won regional and national competitions.

INTERNSHIP

The Interior Design/Interior Merchandising internship is included in the degree plan to give students the opportunity to apply design theory to practical work experience. It provides an opportunity to confer with and to observe successful design firms. A large part of students' learning about the profession of Interior Design/Interior Merchandising can be gained through constant observation and awareness of the built environment and from working with persons in the profession. A positive attitude coupled with the knowledge one receives during the internship experience can start the student toward a rewarding career in interior design.

For the intern experience, students are encouraged to seek the areas of application that they would hope to pursue as a future career. It is the hope and intention of the SFA Interior Design/Interior Merchandising programs that students participate in a wide variety of activities of the particular firm and that they, in turn, will be of some service and assistance to the professional host employer.

The student receives three (3) semester hours of university academic credit for participation in the internship program (250 hours). A grade is earned on the basis of the student's involvement in the work of the firm, on-line presentation, and assignments. All correspondence between student and coordinator is treated in a strictly confidential manner.

The host design firm expects professionalism when dealing with clientele and/or business associates. Confidentiality to the host firm must be honored; it is considered inappropriate to discuss business dealings or design projects outside the host firm unless authorized to do so. The intern is in the professional world of design and must conduct themselves as an ethical business person.

Students should always remember that they are not only representing Stephen F. Austin State University and the Interior Design/Interior Merchandising Programs but also working as part of the firm. Company policies regarding dress codes, smoking, piercings/tattoos, confidentiality, work schedules and procedures to follow when working with clients must be followed.

Student Liability Insurance

It is university policy that SFASU students participating in internships shall purchase and provide evidence of professional liability coverage. Liability coverage forms from SFASU are provided if you are an unpaid intern. Paid interns are covered under the liability insurance of the firm or business.

FACULTY OFFICE HOURS

Professors maintain regular office hours as identified on course syllabi to maintain good communication with students. If at any time a student has a problem related to the course, he/she is advised to contact the professor as soon as possible. Likewise, the professor may request a meeting with a student outside of class time if necessary. Many problems can be resolved easily if promptly addressed.

Office hours are also posted on professors' office doors. It is requested that students respect the professor's time by adhering to the posted office hours. Should an unforeseen conflict arise, the professor will leave a note on the door stating when the time will be made up. The professors have many responsibilities and duties required of their position and are engaged in multiple endeavors such as class preparation, grading, research, writing, committee meetings, and service. Your cooperation will be appreciated.

BUILDING USE

Safety Issues

Most of the Interior Design/Interior Merchandising courses are taught in the Human Sciences South Building (HMSS); therefore, student access to the building after hours may often be necessary. HMSS hours are 7 a.m. – 6 p.m. Monday – Friday. Students enrolled in an interior design/interior merchandising class are automatically placed on a list at the University Police Department (UPD) which provides after-hours access to the building. If possible, try to arrive before the building is locked to insure quick entry. HMSS after-hours admittance procedures are as follows:

- Ring door bell to see if anyone is in building to let you in.
- If no one answers, call UPD (936-468-2608). Identify yourself as an ID/IM student and that access is needed to the HMS South Building. Campus police will confirm your enrollment and meet you at the building.
- If you do not have a cell phone, a phone is located on the porch of the Human Sciences North Building.

Rules:

- Do NOT prop doors open after hours for any reason. After-hours access is a privilege that may be withdrawn if not handled responsibly.
- Do NOT let anyone in the building you do not know.

Building Use Procedures

The Human Sciences South Building is provided for student use 24 hours a day during the semester. Faculty take pride in the building's condition and appearance and expect the same from ALL students. Students are expected to monitor their own and others' usage of the facility and its contents to make sure that the building is not damaged. Students should follow all building use rules.

Building Use Rules:

- NO spray adhesives are allowed in the building. All spraying MUST be done in the brick spray booth located on the east side of the building.
- NO cutting is allowed on the drafting tables. Students are required to purchase and use a cutting matt at all times. It is the students' responsibility to always have one on the desk while cutting.
- DO NOT use the parallel bars as a straight edge for cutting. Students should ONLY use metal edge rulers.

- Eating is allowed in the gallery ONLY. A small microwave and refrigerator located in Room 109 (Resource Room). Please keep the area clean. Date and put names on all items placed in refrigerator.
- All students who use a drafting table are responsible for cleaning the top and area before and after usage. Cleaning supplies are located under the sinks in each studio.

Equipment Usage

Computers

Student computers are located in the Computer Room (103A). Any Human Sciences major is allowed to use the computers. Saving files on the computers is not allowed; students need a memory stick for saving documents.

Printers

When a class is not in session, ID/IM students may use the computer in HMS South Room 103 to print assignments from the small printer for ID/IM curriculum ONLY. All other printing should be done at the library.

Scanners

A scanner is provided in Room 103A below the computer. Likewise, the scanner may be used only when a class is not in session.

CAD Printers

ONLY upper level students (HMS 312, 314, 410, 412, and 414) are allowed to use the printers on a regular basis (after trained). Students in other classes may have assignments but are only allowed to use these printers with the professor's permission.

Mat Cutter

The matt cutter is located in HMS South 109. Additional blades are kept in the drawer of the big table. Extra blades may be purchased at Barnes and Noble.

Blue Print Machine

The blueprint machine and paper are located in HMSS 109. The paper is light sensitive and should be kept covered at ALL times. Students should not pull out more paper than needed.

FINAL NOTES

University Attendance Policy

Regular and punctual attendance is expected at all classes, laboratories and other activities for which a student is registered. For those classes where attendance is a factor in the course grade, the instructor shall make his/her policy known in writing at the beginning of each term and shall maintain an accurate record of attendance. Regardless of attendance, every student is responsible for course content and assignments.

It is university policy to excuse students from attendance for certain reasons. Among these are absences related to health, family emergencies and student participation in university-sponsored events. Students are responsible for providing documentation satisfactory to the instructor for each class missed. Students with acceptable excuses may be permitted to make up work for absences to a maximum of three weeks of a semester or one week of a summer term when the nature of the work missed permits.

NOTE: As a courtesy, interior design faculty permit students TWO free, undocumented absences per course each semester.

The Syllabus

Students must read and adhere to the policies of the course syllabus. The syllabus states objectives, requirements, supplies, and grading criteria for each course.

Student Code of Conduct

University Policy

Classroom behavior should not interfere with the professor's ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). 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 prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The professor 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 Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Interior Design/Interior Merchandising Policy

Unacceptable conduct includes but is not limited to the following:

- Ringing cell phones during class– turn phones off or set to silent
- Talking on cell phone in any class
- Texting in class
- Checking email or blogs (ie. facebook, myspace) in class – computers are for classroom activities only
- Head phones/ear buds discourage studio interaction and synergy. Do not utilize these items during class meetings.
- Doing homework for other courses in class
- Bringing children to class – this is against University policy
- Discussing grievances in front of class or in hall – make appointments to talk with professors in their offices
- Dominating professors' time in class – it is important that all students get equal time.
- Missing class excessively
- Arriving tardy to class – this is disruptive
- Coming to class unprepared – keep a close eye on the class schedule and always check Blackboard before class if your professor uses this tool.
- Taking long breaks during studios – it is acceptable for students to get a beverage or take a restroom break during studios if the professor is not lecturing– these breaks

should not exceed 5 minutes in length. If the professor allows, beverage may be brought into the studio but no food is allowed.

- Missing deadlines for assignments and projects is not allowed. Students should consult the professor in special circumstances.
- Having beverages in class without knowing the professor's policy.

Withheld Grades

Per university policy, a student may receive a WH for a course only in unavoidable circumstances. Students must complete course work within one year from the end of the semester in question or the grade becomes an F.

Ethics Policies SFA/HMS/ID/IM

Academic integrity is a responsibility of all university faculty and students. Faculty promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) 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 your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work that has been purchased or otherwise obtained from an Internet source or another source; and (2) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Stephen F. Austin State University considers academic dishonesty a completely unacceptable mode of conduct and, therefore, it will not be tolerated **in any form**. Students involved in academic dishonesty will receive a zero on the first assignment discovered to be falsified in any way. If an additional instance of cheating in any form is discovered, the student has chosen to receive an F in the course. Additional discipline may include suspension or expulsion from the University. (see Academic Integrity A-9.1)

Student Grievance Procedures

If you have a concern about a course you should always speak to the professor as soon as possible. If your concern is grade related, especially a final course grade, you must speak to the professor within five days of receiving the grade as stated in the Grade Appeals procedure of the *SFA Student Handbook*. If you do not resolve your concern you should then meet with the Coordinator of the Program. If more assistance is needed you should then meet with the Director of Human Sciences. If you still have not resolved your concern you may file a formal Grade Appeal to the Faculty Grade Appeal Committee as stated in the *SFA Student Handbook*. For problems other than grade issues, speak with the professor of the course first, Program Coordinator second, and the School Director.

Professional Dress Policy

There are times throughout the Interior Design/Interior Merchandising program when students are required to wear "professional dress." This attire might be needed to present a project, to visit a showroom or to interview for an internship. Building a professional wardrobe can be an expensive challenge; therefore, a student may begin with a basic suit (three pieces) and add one or two items to the wardrobe each semester. This will provide you with adequate professional clothing throughout the program and give you a wardrobe for your internship and first job.

SEE Appendix C

Final Exam Policy

Final exam date and time are established by the university and are not to be changed by the faculty. Students may not ask to change the final exam date or time.

Course Evaluations

Near the conclusion of each semester, students in the College of Education (COE) electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes such as course and program improvement, planning, accreditation, and instructional evaluation. Students should be thoughtful, thorough, and accurate in completing the evaluation. The COE faculty is committed to excellence in teaching and continued improvement. Therefore, student response is critical!

Students with Disabilities

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, 468-3004/468-1004 (TDD) 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/disabilityservices/>. Location: Human Services Building, room 325. Phone: (936) 468-3004.

Smoking Policy

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

Blackboard

Blackboard is a technology tool used by many professors to enhance and ease student learning. ID/IM professors use Blackboard in all courses. The homepage of each course has a link to the syllabus, assignments, and other course material. A mail icon is located on the course homepage for faculty to notify you about course work. It is the student's responsibility to check it regularly. A computer lab is available in HMS South Room 103A along with the computers in the Ralph Steen Library and Baker Pattillo Student Center.

Student E-mail

To enhance student services, the University will use your SFA email address (firstname_lastname@titan.sfasu.edu) for communications. Students may go to MySFA online to confirm their email address. Please check your SFA email on a regular basis. If students have problems accessing their email account, they may contact the Help Desk at (936)468-1212.

Work Retention Policy

The Interior Design Faculty reserves the right to retain student work for the upcoming CIDA site visit. It is the responsibility of the student to photograph or duplicate projects for portfolios before graduation. All projects can be returned to the student after the CIDA site visit. In order to receive a notification, it is the responsibility of the student to maintain current contact information with the SFA Interior Design Faculty. The professors reserve the right to dispose of any project not picked up within 6 months of the CIDA site visit.

LiveText

LiveText is the data management system used by the Perkins College of Education for program improvement and accreditation. All students are required to purchase a LiveText account, either through the University Bookstore or at www.livetext.com. This is a one-time purchase, and the account will be used throughout your program. Required program

assignments must be submitted through LiveText. Successful completion of the course and program are dependent on submission of all required LiveText assignments.

Other Important Acronyms

AAHID American Academy of Healthcare Interior Designers

AFH Architecture for Humanity

AIA American Institute of Architects

CIDA Council for Interior Design Accreditation

CKD Certified Kitchen Designer

CSI Construction Specification Institute

IDEC Interior Design Educators Council

NHBA National Home Builders Association

Appendix A

Sophomore Portfolio Review

Name: _____ Date: _____

Submittal Requirements:

Students must submit an organized portfolio of work that demonstrates the skills below, and each submittal **MUST** be identified with the student's name. A minimum of five examples must be submitted along with the following items.:

- A copy of this form should be included with the student's first and last name printed legibly above.
- A current unofficial transcript should be printed and included.
- The student's major and overall GPA should be calculated on this form.
- A self-addressed, stamped envelope must be included.
- A typed statement explaining your design philosophy and a list of the work submitted i.e., projects, sketches, models, etc. with a statement of how each demonstrates the expectations below. Grammar and punctuation will be closely monitored in this document and in the work you present.

NOTE: Portfolios will not be reviewed unless all requirements are submitted.

| Scale 3 – Exceptional, 2 – Acceptable, 1 - Unacceptable | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|
| Expectations | Notes | Total (1-3 pts) |
| <u>Creative Thinking:</u> Variety of ideas and approaches Design concepts identified and expressed Originality | | |
| <u>Manual Drafting:</u> Symbology (drafting symbols) Architectural lettering Drafting technique (line weight, etc...) | | |
| <u>Volumetric Thinking:</u> Sketches Perspectives Rapid visualization Model building | | |
| <u>Color Application:</u> Perspectives/sketches Sample selections (color schemes) | | |
| <u>Active Listening Skills:</u> Programming Matrixes | | |
| <u>Design Merit:</u> Concept statements Space planning <ul style="list-style-type: none"> • positive/negative volume • experiential understanding of the designed environment Anthropometric/ergonomic understanding Physiological and psychological comfort FF&E <ul style="list-style-type: none"> • color and pattern coordination • decorative enrichment • social and cultural | | |
| <u>Historical Awareness:</u> Architecture Interior | | |

| | | |
|--------------------------------------------------------------------------------------------|--|--|
| <u>Craftsmanship/Professionalism:</u> Neat construction (all submittals) | | |
| <u>Written Communication:</u> Correct grammar, syntax, and punctuation (all submittals) | | |
| <u>Portfolio Assembly:</u> Careful organization Clear identification of expectations | | |
| TOTAL SCORE | | |

Possible portfolio review outcomes include:

- a) unconditional advancement (exceptional - 27-30 pts, acceptable 20-26 pts)
- b) project reworks required before advancement or retake of courses required before advancement (11-19 pts)
- c) change of major recommended (0-10 pts)

Note:

Portfolio review takes place twice a year, June 1st for ID majors who have completed HMS 310 and August 1st for transfer students and ID Majors who have already gone through the process but would like to submit again. If a student misses the portfolio review, he/she must wait until the following spring semester to present. **No exceptions will be made. Place submittals in HMSS 108 by 5:00PM the day before portfolio review.**

Please start preparing early enough to present exceptional examples of your work.

| | |
|----------------------------------------------------------------------------|-----|
| <u>Overall GPA</u> | GPA |
| <u>Major (Interior Design)GPA</u> for ID majors who have completed HMS 310 | GPA |
| Total grade points _____ / Total hours _____ = GPA | |

| <u>List of Major Courses:</u> | <u>Grade:</u> | <u>Hours:</u> | <u>X</u> | <u>Multiplier</u> | <u>= Grade Points</u> |
|-------------------------------|---------------|---------------|----------|-------------------|-----------------------|
| HMS 115 | | | x | | |
| HMS 206 w/L | | | x | | |
| HMS 208 w/L | | | x | | |
| HMS 212 | | | x | | |
| HMS 260 | | | x | | |
| HMS 290 | | | x | | |
| HMS 310 w/L | | | x | | |
| Total | | | | | |

Grade Multiplier:

A = 4

B = 3

C = 2

D = 1

F = 0

Pass/Fail 0 point

| |
|----------------------------------------------------------|
| <u>Evaluators' General Comments:</u> |
|----------------------------------------------------------|

Appendix B

Laptop Computer Policy

Introduction

Over the past two decades, electronic technology has had a major impact on the interior design/interior merchandising profession. The Interior Design program is committed to the integration of computers throughout the design curriculum. Each student in the interior design program is required to purchase a laptop computer upon successful completion of the Sophomore Portfolio Review for integration into third and fourth year classes.

Research conducted on laptop programs indicates that laptops contribute to the quantity of student work along with improved motivation to do the work (Albion, 1998). Interior design programs across the nation have begun this implementation. These programs show that the required purchase of a laptop computer by design students has proven to be an excellent investment, not only toward required computer courses but also in studio design applications. A study by Virginia North on required laptop policies states that an interesting result has been an increase in quality of non-computer generated work. This was contributed to increased efficiency and access to resources (North, 2001).

Note: enrollment in HMS 312 is contingent upon ownership of a laptop computer with the specified requirements. The laptop specifications are given each spring semester and posted on the HMS website.

Computer Applications in Interior Design Curriculum

HMS 312 & L Residential Interiors (3 hours)

HMS 314 & L Building Construction Systems (3 hours)

HMS 410 & L Design Environmental Factors (3 hours)

HMS 412 & L Commercial Design I (3 hours)

HMS 322/ 411 Interior Design Portfolio Development

HMS 414 & L Commercial Design II (6 hours)

HMS 419 Merchandising Procedures (3 hours)

Where to Purchase

Effort has been made to obtain an academic discount through www.DELL.com; however, due to the volatile nature of hardware prices, students may get better prices through a mail order catalog or local computer stores. In addition, it is very important to protect your investment with an insurance rider.

Microsoft Office can be purchased from SFA's Barnes & Noble Bookstore at educational discounts. Compare educational pricing with sales or promotions in your area.

CAD program download information will be provided in HMS 312.

Insurance

Speak to your insurance agent about insuring your computer with a rider. Some insurance companies will include your computer under renter's insurance policy or a homeowner's insurance policy. Some computer manufacturers offer extended warranties that cover damage or theft.

Common Questions

HAS THE SYSTEM OR SOFTWARE BEEN LIMITED BECAUSE OF EDUCATIONAL PRICING?

No. Your system and software will have the full capabilities of any sold to the general public. It has not been altered or limited in any form.

IF I ALREADY HAVE A SYSTEM, CAN I BUY THE SOFTWARE SEPARATELY?

Yes. Make sure the system meets the requirements.

HOW MUCH MEMORY DOES MY COMPUTER NEED?

Your computer needs enough memory to support Revit, Architectural Desktop, Sketch-up, and Microsoft Office Suite. Review the computer program's website for the memory requirements for each program.

IF I DON'T BUY A COMPUTER, IS THERE ONE I CAN USE?

The laptop is required for class. You will not be able to complete the assignments and projects in the required computer courses, required labs, and design studios without your own laptop. For students with demonstrated financial need, the Interior Design Program is working to obtain a laptop computer to be made available for loan.

I ALREADY OWN A DESKTOP SYSTEM. DO I STILL NEED TO BUY A LAPTOP?

Yes. You are required to use a laptop computer in the course lab sessions.

IS THERE FINANCING AVAILABLE?

Several local banks will finance computer equipment. In addition, several manufacturers have special educational financing available.

SHOULD I INSURE MY COMPUTER?

Yes. We strongly recommend that you purchase insurance for your computer. Neither the Interior Design Program nor Stephen F. Austin State University is liable for any theft or damage to personal equipment. It is your responsibility to safeguard your equipment. Keep your purchase receipt in a safe place: it contains the serial number of your computer and will be required for identification of lost goods and for warranty repairs. If you purchase through Dell's SFA quote, a Complete Care Accidental Damage Protection Plan is provided and good for 3 years.

IS THE COMPUTER SOFTWARE MINE OR DOES IT BELONG TO THE UNIVERSITY?

It is a copyrighted licensed copy that belongs to the original manufacturer and provided to you for your use until graduation. No software may be copied for any reason other than to make a backup copy for your own use. The reproduction of software to sell, give to someone else or to use for any other purpose is a violation of the law. Please read each software vendors' license agreement carefully. It is illegal to use software purchased at educational discounts for commercial purposes.

Citations

Albion, P. (1998). Challenging the unquestioning rush towards adopting laptop programs in schools. *Proceeding of the QSITE State Conference*.

North, V. (2001). Introduction of a laptop computer requirement in an integrated design studio. *Proceedings of the International Conference of the Interior Design Educators Council, USA*, 60-61.

Appendix C

How To Dress For Success

Dressing for success is not an exact science. That ensemble of black pants, black shirt, and dark tie might strike one client as hip and another as bad riff. The see-through blouse and tight pants might win style points on one listing presentation and smack club-wear at another appointment.

Even though dress-for-success rules vary, this much is certain: you get only one chance at first impressions. In the world where khakis and polo shirts have become common even among once-formal bankers, a business suit can be the best bet.

Here are some rules for looking your best, courtesy of the Dress to Impress site run by Washington State University's Department of Apparel, Merchandising and Interior Design.

PROFESSIONAL DRESS TIPS – General:

Select apparel, fragrances, jewelry, hairstyle, etc. that do not detract from your professional image. The interviewer's attention should be focused on what you say and your qualifications. Make sure your hair is clean, neat and professionally styled. Avoid styles that cover over more than your forehead or one that you have to brush back.

Remove facial and body piercings other than single ear jewelry for interviews.

Visible tattoos should be covered to avoid distraction.

Apparel should be clean and neatly pressed.

Apparel should fit well and remain in place while sitting and/or walking.

Choose professional apparel that you like for which you receive positive feedback from people who are knowledgeable about the industry standard or specific company policy.

Less is more. Keep your look simple and successful until you become accustomed to the environment and learn about the company's dress code.

PROFESSIONAL DRESS TIPS – Women:

Select a skirted suit, pantsuit or tailored dress that draws the eye to your face.

Skirts are traditionally knee-length – calf-length.

Select blouses or sweaters that provide visual interest, but avoid transparent tight fit, or ones that have low necklines, revealing waistlines or details that detract from your face as a focal point. Typically, arms are covered at least to the biceps and often to the wrist.

Always wear hose to interviews. Wear plain-style, non-patterned hosiery and select colors that flatter your coloring. For traditional industries, wear a neutral color. For other industries, you may choose to wear hose that coordinates with your skirt. Carry an extra pair in case of runs.

• Perfume should never be strong. A fragrance can cause an allergic reaction or offend the interviewer. When in doubt, do not wear perfume.

• Use natural-looking makeup and clear or neutral nail polish. This keeps the focus on the interview.

• Do not carry a purse with a briefcase. Choose one or the other.

• Wear flat shoes or low pumps in colors that avoid making your feet a focal point. Be sure that they are clean and polished. Avoid shoes that hinder walking fast. This lowers credibility. Avoid open-toed shoes since associated with social agendas.

• Add accessories to express your personality and accentuate your best features. A scarf or necklace is an effective way to focus on your face. Keep it simple!

• Women in general wear too many accessories at the same time such as earrings, necklaces, and rings. These can accentuate your personality and can be an asset if worn in moderation.

Avoid dangling earrings and wear no more than one ring per hand and a dress watch. Be sure all jewelry focuses on the face.

PROFESSIONAL DRESS TIPS – Men:

Wear a matching suit in navy, black or gray (pinstripe or solid) or wear a navy blazer and gray dress slacks. They serve as a visual background that draws the eye to the face.

Wear white or a light blue dress shirt that contrasts with the jacket and/or tie. Typically, arms should be covered to the wrist. Exposing arms by rolling up your sleeves is interpreted as less powerful and is less formal.

A (silk or silk-like) tie should coordinate with the jacket and pant but choose one that strongly contrasts with the color of your shirt; selecting subtle or simple patterns enhances credibility. Socks should be calf-length or above the calf. Choose natural-fiber blends that allow a flow of air and do not hold in perspiration and heat. Choose colors such as dark blue, black or gray.

Wear conservative, clean, and polished shoes.

Select lace-up (not slip-on) dress shoes. The color should be dark or blend with pant.

Select a leather belt that visually blends or matches your shoes.

A short hair cut and no facial hair is expected.

Minimize jewelry. Avoid a necklace. Wear no more than one ring per hand and a dress watch.

Be sure all jewelry supports a focus on the face.

A full-length coat can be worn over your suit; avoid casual coats.

Cologne should never be strong. A fragrance can cause an allergic reaction or offend the interviewer. When in doubt, do not wear cologne.

Your briefcase/portfolio is part of your visual effect; consider a simple portfolio as an effective substitute and try to select a color that supports your visual effect.

NOTES:

SFA SPIRIT FRIDAYS

“SFA President Baker Pattillo has signed a proclamation designating the last day of each work week as “SFA Spirit Friday” to show the university community's pride. The proclamation encourages faculty, staff, students, alumni and supporters to wear clothes that bear the colors and insignia of SFA.”

The School of Human Sciences supports SFA Spirit Fridays

**Axe ‘em
‘Jacks!**

Stephen F. Austin State University
Interior Design/Interior Merchandising Programs
PO Box 13014, SFA Station
Nacogdoches, TX 75962-3014
www.sfasu.edu/hms
Revised 9-1-2011