

Term Information

Effective Term Spring 2024

General Information

Course Bulletin Listing/Subject Area Design
Fiscal Unit/Academic Org Design - D0230
College/Academic Group Arts and Sciences
Level/Career Undergraduate
Course Number/Catalog 4752
Course Title Professional Practice for Interior Design
Transcript Abbreviation DESIGN 4752
Course Description The study of business practices and professional responsibilities that define the practice of interior design including the study of project management, contract administration, legal environments of the profession and professional ethics.
Semester Credit Hours/Units Fixed: 3

Offering Information

Length Of Course 14 Week
Flexibly Scheduled Course Never
Does any section of this course have a distance education component? Yes
Is any section of the course offered Greater or equal to 50% at a distance
Grading Basis Letter Grade
Repeatable No
Course Components Lecture
Grade Roster Component Lecture
Credit Available by Exam No
Admission Condition Course No
Off Campus Never
Campus of Offering Columbus

Prerequisites and Exclusions

Prerequisites/Corequisites
Exclusions
Electronically Enforced No

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code 50.0404
Subsidy Level Baccalaureate Course
Intended Rank Junior

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors

Course Details

Course goals or learning objectives/outcomes

- At the end of this course, students should be able to identify contexts for interior design and the impact of regional and global markets on various contexts.
- At the end of this course, students should be able to identify the breadth and depth of interior design's impact and value to society.
- At the end of this course, students should be able to articulate the inter-relationships of professional practice, social responsibility, and environmental stewardship including WELL building, LEED, and CIDQ.
- At the end of this course, students should be able to describe the components and responsibilities of business practice of interior design and types of professional business formations.
- At the end of this course, students should be able to demonstrate the elements of project management.
- At the end of this course, students should be able to recognize instruments of service.
- At the end of this course, students should be able to describe professional ethics and conduct.

Content Topic List

- Best practices of interior design professionalism
 - Interior design project management
 - Business ethics
 - Legal terms and responsibilities
 - Global markets
 - Contract administration
 - Bidding and negotiation
 - Construction and FF&E contracts
 - CIDQ exam

Sought Concurrence

No

Attachments

- DESIGN_4752_syllabus.pdf: Syllabus
(Syllabus. Owner: Beecher, Mary Anne)
- INT_curr_map_Sp23.pdf: Interior Design curriculum map
(Other Supporting Documentation. Owner: Beecher, Mary Anne)
- DESIGN_4752_revised_syllabus.pdf: Updated syllabus
(Syllabus. Owner: Beecher, Mary Anne)

Comments

- Please see Panel feedback email sent 04/07/2023. *(by Hilty, Michael on 04/07/2023 05:22 PM)*
- I can confirm that this course will not be taught as distance enhanced. *(by Beecher, Mary Anne on 03/21/2023 01:56 PM)*
- - If this course can be used in your major(s) even as an elective, please upload updated curriculum map(s) with new course & how it fulfills which program goal(s) and at what level(s). This is a requirement for new courses that can count in a unit's major(s).
 - Can you please confirm that this course will not be taught as Distance Enhanced (75% online)? *(by Vankeerbergen, Bernadette Chantal on 03/06/2023 11:55 AM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Beecher, Mary Anne	03/01/2023 04:33 PM	Submitted for Approval
Approved	Munch, Fabienne	03/02/2023 11:13 AM	Unit Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	03/06/2023 11:56 AM	College Approval
Submitted	Beecher, Mary Anne	03/21/2023 01:56 PM	Submitted for Approval
Approved	Munch, Fabienne	03/22/2023 05:00 PM	Unit Approval
Approved	Vankeerbergen, Bernadette Chantal	03/29/2023 11:31 AM	College Approval
Revision Requested	Hilty, Michael	04/07/2023 05:22 PM	ASCCAO Approval
Submitted	Beecher, Mary Anne	09/18/2023 02:50 PM	Submitted for Approval
Approved	Munch, Fabienne	09/18/2023 02:56 PM	Unit Approval
Approved	Vankeerbergen, Bernadette Chantal	09/18/2023 04:13 PM	College Approval
Pending Approval	Jenkins, Mary Ellen Bigler Hanlin, Deborah Kay Hilty, Michael Neff, Jennifer Vankeerbergen, Bernadette Chantal Steele, Rachel Lea	09/18/2023 04:13 PM	ASCCAO Approval

SYLLABUS

D4752

Professional Practice for Interior Design
Spring 2024 (16 week)
3 credit hours
Teaching modality: Hybrid

Zoom: <https://osu.zoom.TBD>

COURSE OVERVIEW

Instructor

Instructor: Jeffrey Haase
Email address: haase.3@osu.edu
Phone number: 614-397-7341
Office hours: TBA (by email appointment)

Course description

The study of business practices and professional responsibilities that define the practice of interior design including the study of project management, contract administration, legal environments of the profession, and professional ethics. Students gain an understanding of the value of interior design to society, its value to public life, and learn of career and advanced studies opportunities in interior design.

Course learning outcomes

By the end of this course, students should successfully be able to:

- Identify contexts for interior design and the impact of regional & global markets on various contexts
- Identify the breadth & depth of interior design's impact & value to society
- Articulate the inter-relationships of professional practice, social responsibility, and environmental stewardship including WELL Building, LEED, and CIDQ
- Describe the components & responsibilities of business practice of interior design and types of professional business formations
- Demonstrate the elements of project management
- Recognize Instruments of Service
- Describe professional ethics and conduct

HOW THIS ONLINE COURSE WORKS

Mode of delivery: This is a hybrid course. It is a combination of in-person and synchronous online learning experiences. Class meets for 1 hour and 20 minutes twice a week at its assigned time. One class per week is in-person, the other is online via Zoom. All course materials can be found on CarmenCanvas. It is required that all assignments and readings are done ahead of time so that class time can be used answering questions and discussing the topics for that week/module. The zoom link is posted at the top of the page to access our virtual class space.

Pace of online activities: This course is divided into **three modules** with 5-week topic specific coursework in each module. Students are expected to keep pace with weekly assignments including readings, videos, and in-class activities.

Class sessions are comprised of lectures, class discussions, guest speakers, and in-class team-based activities. Students are expected to participate in each class discussion, complete each assignment on time, and engage in class activities. Written assignments, quizzes, and team-based assignments comprise the deliverables for course completion.

Engaged participation is critical for class success; please help support a dynamic learning environment that encourages diverse perspectives, cultivates listening and learning from others, fosters sincere reflection, and inspires a growth mindset.

The weekly reading and videos assignments, study materials, quizzes and in-class activities will be defined within the Carmen modules. (See Course Schedule for overview of class topics).

Communication Tools: Connecting to this class requires the use of a video call using Zoom. Therefore, it is required that you install the Zoom application. Be sure to log in with the SSO (osu.zoom.us).

Credit hours and work expectations: This is a **3-credit-hour course**. According to Ohio State policy (go.osu.edu/credithours), students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.

Scanning and Documentation Tools:

You are not required to print anything for this course. All of your work will be uploaded as a digital file (a pdf). In some cases, images may be included in your work, and you will be required to scan or download and insert them into documents to upload to our Carmen site.

Attendance and participation requirements: For this hybrid course, your attendance is based on your in-person engagement and online activity and participation with course materials, peers, instructors, and guest speakers. The following is a summary of students' expected participation:

- **Students are expected** to participate in every class. Out of courtesy, inform the instructor prior to class time of your absence.
- **Students are expected** to work in and outside of class time with teammates and/or individually. Assignments must be submitted on the day they are due.
- **Participating in online activities for attendance: AT LEAST ONCE PER WEEK**
You are expected to log in to the course in Carmen every week. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible*.
- **Office hours and live sessions: OPTIONAL**
I am available for a live session appointment; please email me: haase.3@osu.edu
- **Participating in discussion forums: 1+ TIMES PER WEEK**
As part of your participation, each week you can expect to post at least once as part of our substantive class discussion on the week's topics.

COURSE MATERIALS AND TECHNOLOGIES

Textbooks

Required

- All required reading will be available on our CarmenCanvas class site.
- Ballast, Kenneth. *NCIDQ Interior Design Reference Manual 7th Edition*. PPI Kaplan Co.
- Coleman, Cindy. *Interior Design Handbook of Professional Practice*. New York: McGraw-Hill Professional Publishing.
- Piotrowski, Christine M. *Professional Practice for Interior Designers*. New York: John Wiley & Sons.

Recommended/optional

- Ballast, Kenneth. *NCIDQ Interior Design Reference Manual 7th Edition*. PPI Kaplan Co.
- Coleman, Cindy. *Interior Design Handbook of Professional Practice*. New York: McGraw-Hill Professional Publishing.
- Piotrowski, Christine M. *Professional Practice for Interior Designers*. New York: John Wiley & Sons.
- Downey, Joel, and Patricia K. Gilbert, *Successful Interior Projects Through Effective Contract Documents*. Kingston, MA: R.S. Means.
- Farren, Carol E. *Planning and Managing Interior Projects*. Kingston, MA: R.S. Means.
- Sampson, Carol A. *Estimating for Interior Designers*. New York: Watson-Guptill.

Course technology

Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** ocio.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu

- **TDD:** 614-688-8743

Technology skills needed for this course

- Basic computer and web-browsing skills
- Navigating Carmen (go.osu.edu/canvasstudent)
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings)
- Recording a slide presentation with audio narration (go.osu.edu/video-assignment-guide)
- Recording, editing, and uploading video (go.osu.edu/video-assignment-guide)

Required equipment

- Computer: current Mac (MacOs) or PC (Windows 10) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found at go.osu.edu/office365help.

Carmen access

You will need to use BuckeyePass (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions (go.osu.edu/add-device).
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.

- Download the Duo Mobile application (go.osu.edu/install-duo) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you.

GRADING AND FACULTY RESPONSE

Evaluation of student work is based on quality individual work, contributions to class discussions, quizzes, and quality of student assignments. Students will be expected to work outside class time. Please inform the instructor if any issues arise.

See CarmenCanvas for specific assignment deliverables and quiz study materials.

How your grade is calculated

ASSIGNMENT CATEGORY	POINTS	CIDA STANDARD REFERENCE
Module 1: Intro: Who are we as professionals?	10	6a, 6c, 6k, 6l
Module 2: Common best practices	10	6a, 6d
Module 3: Design Process & Project Management	10	6e, 6f
Module 4: Business Ethics	10	6h
Module 5: Legal terms & responsibilities	10	6g
Module 6: Interior Design Business Practices	10	6e
Module 7: Business types & structures	10	6d, 6e
Module 8: Global Markets & International Design Firms	10	6b
Module 9: Regional & Local market influence	10	6c
Module 10: Contract Administration	10	6g

Module 11: Owner-Designer Agreements	20	6g
Module 12: Bidding & Negotiation of Contracts	10	6f, 6g
Module 13: Construction & FF&E Contracts	20	6g
Module 14: Life-long learning (CIDQ)	10	6l, 6m
Module 15: NCIDQ certification	40	6m, 6n
	200 total points	

See course schedule below for due dates.

Descriptions of major course assignments

Week 1: Course Introduction: Who are we as professionals? **QUIZ** (10 pts)

Week 2: Common best practices **QUIZ** (10 pts)

Week 3: Design Process and Project Management / Coordination **QUIZ** (10 pts)

Topics for assigned readings and class discussions include Project management / Scheduling Coordination / Follow-up.

An in-class, team-based assignment and an end-of-the-week quiz tests students' proficiency of weekly topic.

Week 4: Business Ethics **QUIZ** (10 pts)

Topics for assigned readings and class discussions include professional conduct and professional ethics.

An in-class, team-based assignment and an end-of-the-week quiz tests students' proficiency of weekly topic.

Week 5: Legal terms & responsibilities **QUIZ** (10 pts)

Topics for assigned readings and class discussions include Regulatory Environment of Interior Design / Currency and tax laws (State Law, Fed Law, Breach of contract, Negligence liability, strict liability).

An in-class, team-based assignment and an end-of-the-week quiz tests students' proficiency of weekly topic.

Week 6: Interior Design Business Practices **QUIZ** (10 pts)

Topics for assigned readings and class discussions include Business Structures / Business Issues / Insurance / Financial Management / Business Development / Trade Sources
An in-class, team-based assignment and an end-of-the-week quiz tests students' proficiency of weekly topic.

Week 7: Business types & structures QUIZ (10 pts)

Topics for assigned readings and class discussions include Business Types and various contexts for interior design practice.

An in-class, team-based assignment and an end-of-the-week quiz tests students' proficiency of weekly topic.

Week 8: Global Markets and International Design Firms QUIZ (10 pts)

Topics for assigned readings and class discussions include influences of the global market on design practices, a look at international design firms, and labor sourcing

An in-class, team-based assignment and an end-of-the-week quiz tests students' proficiency of weekly topic.

Week 9: Regional & Local market influence QUIZ (10 pts)

Topics for assigned readings and class discussions include regional and local market influences on design practices.

An in-class, team-based assignment and an end-of-the-week quiz tests students' proficiency of weekly topic.

Week 10: Spring Break

Week 11: Contract Administration QUIZ (10 pts)

Topics for assigned readings and class discussions include Pre-Design / Contract Admin / Project Close-out / AIA Contracts / Construction Industry Contract Forms / Risk Allocation.

An in-class, team-based assignment and an end-of-the-week quiz tests students' proficiency of weekly topic.

Week 12: Owner-Designer Agreements QUIZ (10 pts), Written Contract, RFI, RFP, and Supporting forms (10 pts)

Topics for assigned readings and class discussions include Business Basic elements of a contract / Scope of Basic Interior Design services / Owner's Responsibilities / Owner-Vendor Agreement / Owner-Contractor Agreement / Additional Services / Professional Fees / Prof Cost (Calculating billing rate; direct personal expense; direct salary expense).

An in-class, team-based assignment and an end-of-the-week quiz tests students' proficiency of weekly topic.

Week 13: Bidding & Negotiation of Contracts QUIZ (10 pts)

Topics for assigned readings and class discussions include Bidding Procedures / Bidding Documents / Cost Control / Negotiation.

An in-class, team-based assignment and an end-of-the-week quiz tests students' proficiency of weekly topic.

Week 14: Construction & FF&E Contracts QUIZ (10 pts), Written assignment including material/furniture specs & general conditions *This activity will be accomplished in teams of 3-4 students (10 pts)*

Topics for assigned readings and class discussions include Methods of Completing Interior Design Projects / Gen Conditions of Contract for FF&E / Gen Conditions of Contract for Construction / Supplementary conditions of the Contract / Conflict of Interest

Week 15: Life-long learning (CIDQ) QUIZ (10 pts)**Week 16: NCIDQ Certification QUIZ (10 pts), Mock NCIDQ test and practicum (30 pts)**

Late assignments

Assignments must be submitted on the day they are due. Three late entries results in lowering the final grade by one grade level.

Grading scale

Grade Distribution: Grading will be based on the following scale (minimum required points for each grade):

A	184 points	B+	174 points	C+	154 points	D+	134 points
A-	180 points	B	164 points	C	144 points	D	120 points
		B-	160 points	C-	140 points		

Instructor feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-4357(HELP)** at any time if you have a technical problem.)

- **Grading and feedback:** For weekly assignments, you can generally expect feedback within **7 days**.

- **Email:** I will reply to emails within **24 hours on days when class is in session at the university.**
- **Discussion board:** I will check and reply to messages in the discussion boards every **24 hours on school days.**

OTHER COURSE POLICIES

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation on our discussion boards. A more conversational tone is fine for non-academic topics during class conversations and exchanges.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.
- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

Academic integrity policy

See **Descriptions of major course assignments**, above, for my specific guidelines about collaboration and academic integrity in the context of this online class.

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- Committee on Academic Misconduct web page (go.osu.edu/coam)
- Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)

Student Services and Advising

University Student Services can be accessed through BuckeyeLink. More information is available here:

<https://contactbuckeyelink.osu.edu/>

FOR UNDERGRAD COURSES: Advising resources for students are available here:

<http://advising.osu.edu>

Copyright for instructional materials

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu

Commitment to a diverse and inclusive learning environment

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Religious Accommodation

It is Ohio State's policy to reasonably accommodate the sincerely held religious beliefs and practices of all students. The policy permits a student to be absent for up to three days each academic semester for reasons of faith or religious or spiritual belief.

Students planning to use religious beliefs or practices accommodations for course requirements must inform the instructor in writing no later than 14 days after the course begins. The instructor is then responsible for scheduling an alternative time and date for the course requirement, which may be before or after the original time and date of the course requirement. These alternative accommodations will remain confidential. It is the student's responsibility to ensure that all course assignments are completed.

Land Acknowledgement

We would like to acknowledge the land that The Ohio State University occupies is the ancestral and contemporary territory of the Shawnee, Potawatomi, Delaware, Miami, Peoria, Seneca, Wyandotte, Ojibwe and Cherokee peoples. Specifically, the university resides on land ceded in the 1795 Treaty of Greenville and the forced removal of tribes through the Indian Removal Act of 1830. I/We want to honor the resiliency of these tribal nations and recognize the historical contexts that has and continues to affect the Indigenous peoples of this land.

More information on OSU's land acknowledgement can be found here:

<https://mcc.osu.edu/about-us/land-acknowledgement>

Religious Accommodations

It is Ohio State's policy to reasonably accommodate the sincerely held religious beliefs and practices of all students. The policy permits a student to be absent for up to three days each academic semester for reasons of faith or spiritual belief. Students planning to use religious beliefs or practices accommodations for course requirements must inform the instructor in writing no later than 14 days after the course begins. The instructor is then responsible for scheduling an alternative time and date for the course requirement, which may be before or after the original time and date of the course requirement. These alternative accommodations will remain confidential. It is the student's responsibility to ensure that all course assignments are completed.

Your mental health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling [614-292-5766](tel:614-292-5766). CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at [614-292-5766](tel:614-292-5766) and 24 hour emergency help is also available 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Requesting accommodations

The University strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- Canvas accessibility (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

COURSE SCHEDULE

- Refer to the Carmen course for up-to-date assignment due dates

Week	Dates	Topics	Assignment Reading/watching see carmen for links and pdfs	References
1	Jan 8	Course Intro: Who are we as Professionals	IIDA.org "what is Interior Design" NCIDQ "what is Interior Design"	www.iida.org www.cidq.org
2	Jan 15	Common Best Practices	Design communication, Business communication vs. Interior	Professor's notes Chapter 5 NCIDQ Interior Design Reference Manual, 7 th Edition by David Ballast
3	Jan 22	Design Process, Professional Management & Coordination	Scope of Interior design services. Project and Business management	Chapter 11 Professional Practice for Interior Designers 5 th edition by Christine Piotrowski Chapter 6 NCIDQ Interior Design Reference Manual, 7 th edition by David Ballast
4	Jan 29	Business Ethics	IIDA code of ethics, IDSA and AIGA Code of ethics "Does buying knockoff furniture make you a thief?"	PDF: IIDA Code of Ethics https://www.idsa.org/about-idsa/governance/code-ethics/ SURFACE magazine June 2018 By Angela Serratore
5	Feb 5	Legal Terms and Responsibilities	Ethics and the Law	Chapter 7 & 8 Professional Practice for Interior Designers 4 th edition by Christine Piotrowski
6	Feb 12	Interior Design Business Practices	Interior designer, Owners, Contractors Insurance Marketing and Public Relations for Interior Designers	Part 7 (ch 24-27) Professional Practice for Interior Designers 4 th edition by Christine Piotrowski
7	Feb 19	Business Types and Structures	Business Structure comparisons Tax and Corporate structure	Chapter 22 & 23 Professional Practice for Interior Designers 4 th edition by Christine Piotrowski
8	Feb 26	Global Markets and International Design	Has globalization failed (podcast) Global Influences on Interior Design	Freakonomics radio podcast Chapter 3 Professional Practice for Interior Designers 4 th edition by Christine Piotrowski
9	March 4	Regional and Local Market Influences	Trend forecasting services and reports. Design future and business influencers	https://iida.org/articles/a-view-towards-the-workplace-of-2024-iida-members-forecast-an-office-designed-for-enhanced-wellness
10	March 11	Spring Break		
11	March 18	Contract Administration	IIDA Before you sign Practice Management Career development	https://www.iida.org/content.cfm/before-you-sign Chapter 12 Professional Practice for Interior Designers 5 th edition by Christine Piotrowski

Week	Dates	Topics	Assignment Reading/watching see carmen for links and pdfs	References
12	March 25	Owner-Designer Agreements	RFI, RFP and services negotiations	Chapter 9 NCIDQ Interior Design Reference Manual, 7 th edition by David Ballast pg 101-106
13	April 1	Bidding & Negotiation of Contracts	Bidding forms and documentation Addenda, administration and awarding the bid contract	Chapter 9 NCIDQ Interior Design Reference Manual, 7 th edition by David Ballast pg 106-111
14	April 8	Construction & FF&E Contracts	AIA B152 & B252 Owner Design services FF&E contract	Chapter 10 NCIDQ Interior Design Reference Manual, 7 th edition by David Ballast AIA contract samples
15	April 15	Life-long Learning	Futur YouTube: salary negotiations and self-worth assessment tools Continuing education requirements for interior designers	https://youtu.be/Pr-yyUw9ra8 https://www.cidq.org/certificate-renewal
16	April 22	NCIDQ Certification	NCIDQ Candidate Handbook CIDQ slides from visitor presentation 2022 Practicum practice exam	https://www.cidq.org/

Interior Design Major

Bachelor of Science in Design (BSD), College of Arts and Sciences

PROGRAM LEARNING GOALS: #1 OF 2

Goal 1: Thinking **Goal 2:** Doing **Goal 3:** Practice **Goal 4:** Scope **Goal 5:** Context **Goal 6:** Role

Required Courses	Goal 1: Thinking	Goal 2: Doing	Goal 3: Practice	Goal 4: Scope	Goal 5: Context	Goal 6: Role
2110: D. Fundamentals 1	Beginning	Beginning				
2120: D.Fundamentals 2	Beginning	Beginning				
2310: Vis. Principles 1	Beginning	Beginning				
2320: Vis. Principles 2	Beginning	Beginning				
2700: Intro. to D. Practice			Beginning	Beginning	Beginning	Beginning
2130: D.Fundamentals 3	Beginning	Beginning	Beginning			
2140: D. Fundamentals 4	Beginning	Beginning/Interm	Beginning			
2330: Vis. Principles 3	Beginning	Beginning	Beginning			
2340: Vis. Principles 4	Beginning	Beginning/Interm	Beginning			
2750: D. History			Beginning	Beginning	Beginning	Beginning
3102: Intro. to INT 1	Beginning/Interm	Beginning/Interm	Beginning			Beginning
3200: D. Research 1	Beginning		Beginning		Beginning	Beginning
3402: D. Media 1	Beginning/Interm	Beginning/Interm	Beginning/Interm			
3302: Vis Strategies INT 1		Intermediate	Intermediate			
3152: Intro. to INT 2	Intermediate	Beginning/Interm	Beginning/Interm			Beginning
3452: D. Media 2	Beginning					
3552: INT D. Tech 1			Intermediate	Intermediate	Intermediate	
4102: Intermediate INT 1	Intermediate	Intermediate	Intermediate			Beginning/Interm
4200: D. Research 2	Intermediate	Beginning/Interm	Intermediate	Beginning/Interm	Intermediate	Beginning/Interm
4302: Vis Strategies INT 2	Intermediate	Intermediate	Intermediate			Beginning/Interm
4502: INT D. Tech 2	Intermediate	Intermediate	Intermediate			Beginning/Interm
4152: Intermediate INT 2	Intermediate	Intermediate	Intermediate			Beginning/Interm
4650: Collaborative D.		Intermediate		Intermediate	Advanced	
4752: Prof. Practices INT			Advanced	Intermediate		Intermediate
4797: Study Abroad	Intermediate	Intermediate			Advanced	Intermediate
5102: Advanced INT 1	Advanced	Advanced	Advanced	Interm/Advanced	Interm/Advanced	Intermediate
5202: D. Research 3	Interm/Advanced	Intermediate	Intermediate	Intermediate	Intermediate	Interm/Advanced
5502: INT D. Tech 3	Advanced		Advanced	Interm/Advanced	Interm/Advanced	Interm/Advanced
5152: Advanced INT 2	Advanced	Advanced	Advanced	Interm/Advanced	Advanced	Advanced
5552: INT D. Tech 4	Interm/Advanced	Interm/Advanced	Interm/Advanced			Advanced

Interior Design Major

Bachelor of Science in Design (BSD), College of Arts and Sciences

PROGRAM LEARNING GOALS: #2 OF 2

Goal 1: Thinking Goal 2: Doing Goal 3: Practice Goal 4: Scope Goal 5: Context Goal 6: Role

Elective Courses						
5191: Internship	Intermediate	Intermediate	Advanced	Intermediate	Intermediate	Intermediate
5193: Individual Studies	Intermediate	Intermediate			Advanced	
5194: Group Studies	Intermediate	Intermediate			Advanced	
5600E: Design Matters: Embedded	Advanced	Intermediate	Intermediate	Intermediate	Intermediate	Intermediate
5600S: Design Matters: Service	Advanced	Intermediate	Intermediate	Intermediate	Intermediate	Intermediate
5798: Study Tour	Advanced				Intermediate	
5998: UG Schlrshp: Creative	Advanced			Advanced	Advanced	
5998H: Honors UG Schlrshp: Creative	Advanced			Advanced	Advanced	
5999: UG Schlrshp: Writing	Advanced			Advanced	Advanced	
5999H: Honors UG Schlrshp: Writing	Advanced			Advanced	Advanced	