SYLLABUS

INSTRUCTOR:
Carolyn Gibbs

OFFICE LOCATION:
Office location: Mariposa 5005
Phone: 278-3948
Email: carolyng@csus.edu

OFFICE HOURS:
Mondays 10:30 am to 11:30am
Tuesdays 1:15 pm to 2:15 pm
Wednesdays 10:30 am to 11:30am

CLASS LOCATION/TIME:
Section 1: Tuesdays and Thursdays 9:00 am to 11:30am (Mariposa 4000A)

INSTRUCTOR:
Staff: Steve Jones

OFFICE LOCATION:
Office location: MRP 400b
Email: sjones@csus.edu

OFFICE HOURS:
Tuesdays and Thursdays 11:30 – 12:00pm

CLASS LOCATION/TIME:
Section 2: Tuesdays and Thursdays 9:00 am to 11:30am (Mariposa 4000B)

TEXTBOOK/MANUALS/SUPPLIES:

Required Texts/Manuals:
Designing with Models, Mills  (other model-making textbooks acceptable)
Residential Interior Design: A Guide to Planning Spaces, Nystuen
Designing Commercial Interiors, Rogers

Other Readings available through WebCT.

Optional Texts:
Architects Studio Companion, Allen

Supplies:

This course requires payment of a lab fee. Lab fees are used for the replacement of t-squares, borco boards, cutting mats, design markers, and color pencils that are used in the manual drafting labs.
Medium size 3-ring Binder (8 1/2 x 11 size)
CALIFORNIA STATE UNIVERSITY, SACRAMENTO
INTERIOR DESIGN 153
INTERIOR DESIGN STUDIO I

FALL 2007
INSTRUCTOR: GIBBS, STAFF

Roll of tracing paper - 12-inch height
Fat black pen
Manual drafting supplies to include:
    1 lead holder and pointer, leads of various hardness: 2H, H, 2B, and blue non-printing leads, adjustable
           triangle, 30/60 degree triangle, 45 degree triangle, Architects scale, Circle templates (small and large),
           drafting dots or tape, drafting brush, erasing shield, pink pencil erasure and white ink eraser, sand paper pad,
           “Skum – X” or other drawing cleaning powder, 8 ½ x 11 vellum pad made by Clearprint – type 1000HP

Additional supplies:
    Model-making supplies
    (10) Pre-cut 18”x 24” drafting vellum sheets, no borders or title blocks. Made by Clearprint – type 1000HP
    36” long parallel bar or T-square w/ borco on board (for use at home)
    Small tape measure
    8 ½” x 11” Sketch book – spiral bound (Notebook paper NOT allowed)

Local Art Supply Stores:
Utrecht – 641-6400
University Art Supply – 443-5721
California surveying and Drafting Supply – 344-0232
Brownie’s Reprographics

Other Requirements:
 Students will need an email account and computer access to the Web for this class. All CSUS students enrolled in
this course are able to create SacLink accounts for electronic mail and Internet services. Although a home
computer with a high speed modem running Firefox, Netscape or Internet Explorer would be beneficial, students
can use the Web from one of the campus student labs.

In addition, you are expected to use the following software products to complete your readings/assignments:
Microsoft Word, Microsoft PowerPoint (or Keynote), Adobe Acrobat Reader. All of the above software can be
used in the Mariposa computer labs.

INTRODUCTION AND COURSE DESCRIPTION:
INTD 153. Interior Design Studio I. Introductory studio course with emphasis on understanding functional and
formal elements of architectural interiors. Students will build upon conceptual and technicals skills learned while
addressing expanded programmatic requirements. Understanding of the formal issues of design as well as
technical skills of visualization and presentation will be assesed through two main projects and various technical
exercises. Graphic communication of designs will include two- and three-dimensional drawings and models. This
studio will include 1-2 field trips. Studio activity six hours. Prerequisite: INTD 025, INTD 030 and acceptance
into Interior Design Major. Corequisite: INTD 151 and INTD 155. 3 units.

Please Note: This course is administered through WebCT. To view additional course materials you must
have a SacLink account and be enrolled in the class.

Design skills:
During the course of the semester you will be introduced to design concepts critical for creating spaces, and assess their application to programmatic aspects such as use, view, circulation/spatial sequence, scale, private/public and light. You will also be exposed to research-based design methodologies as well as spatial principles to help you generate formal solutions and manage the evolution of your design. You will also be introduced to the typical materials and construction methods used in projects.

Technical skills:
You will continue to develop your hand drawing as well as manual and computer drafting skills. You will continue to develop your skills in generating plans, sections/elevations, three dimensional drawings and models.

COURSE OBJECTIVES:
Upon completion of the course you will:
1. demonstrate competency in solving both residential and commercial design problems appropriately, functionally, and creatively.
2. demonstrate competency in the programming skills needed for interior design problem-solving including problem identification, research gathering and research synthesis.
3. demonstrate competency in research-based concept formation as well as the skills needed to develop and communicate concepts.
4. demonstrate your understanding of human factors and human behavioral theories.
5. demonstrate your ability to communicate project ideas and solutions effectively - visually, verbally and through writing.
6. demonstrate a beginning understanding of methods of construction, codes, regulations and standards of practice to protect the health, safety and welfare of the public.

COURSE PREREQUISITE:
INTD 025, INTD 030 with a Grade C or better and acceptance into the Interior Architecture track of the Interior Design Major.

VERIFICATION OF PREREQUISITE REQUIREMENTS:
Students will be required by the second class meeting to provide appropriate prerequisites verification such as a CSUS Grade Report to the instructor. It is the student’s responsibility to present appropriate documentation to the satisfaction of the instructor, verifying that the student is eligible to be enrolled in a course. A CSUS Grade Report, or for new transfer students, a signed statement from their Major Advisor indicating the student is eligible for course enrollment, will be accepted for review. Students not able to provide acceptable verification that the course prerequisite requirement has been satisfied will automatically be dropped from the course.

DEADLINES:
All readings and assignments are due in class on the dates assigned. Assignments will not be accepted late without penalty of grade reduction. It is absolutely essential that each individual student be able to effectively manage time in order to successfully complete and submit each project as required. Incomplete design projects as a result of scheduling conflicts or time management difficulties are unacceptable; they will receive a failing grade.

Projects and exercises will be penalized 5 points each studio day they are late. Incompletes will not be given except for verifiable medical reasons. All assignments must be submitted with at least “D” quality work to receive credit for the assignment.
Final projects must be submitted by the deadline specified. Final projects submitted within one week after project deadline will NOT be graded until the third week of the following semester. Incomplete or late final projects will automatically restrict student eligibility for INTD163 the following semester.

**Grading:**

Students will be graded on individual abilities as demonstrated by completed projects and examinations. Criteria for assigned grades will be based on objective measures of content, quality, and thoroughness. The following outline represents the course grade structure for INTD 153:

- Exercises ................................................... 10 points of final grade
- Student Development/Participation ....... 10 points of final grade
- Project 1: ................................................... 35 points of final grade
- Project 2: ................................................... 45 points of final grade

Total Possible Points.............................. 100 points

**Student Responsibilities:**

One of the chief benefits of the studio class environment is the sharing of ideas between you, your peers, and the instructor. It is important that you are here to receive and reflect on information as well as support your peers. Unless otherwise noted or announced, be prepared to be productive in class during our allotted studio time.

**Incremental Pinup Reviews**

Pinup review dates are tentatively listed on the semester class schedule. These dates could change depending on how the class is proceeding. It is your responsibility to know when these reviews will occur. Approximately **10% of each project’s grade** will be based on presenting the required materials at class pinup reviews.

1. It is expected that students work on project related research outside of class time. This may include product research, space standards development, and building codes research.
2. **Complete all readings.**
3. **Cell phone and in-class computer regulations:** No photographing, recording, or text messaging is allowed without permission of the instructor.
4. **Plagiarism:** “Plagiarism is a form of cheating. At CSUS plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person’s contribution. It is important to note that whether the original material is online, in print, or from a multimedia source, appropriate credit must be given.” Sac State’s plagiarism policy found at [http://library.csus.edu/content2.asp?pageID=353](http://library.csus.edu/content2.asp?pageID=353)
5. **Special Accommodations:** If you have a disability and require accommodations, you need to provide disability documentation to SSWD, Lassen Hall 1008, (916) 278-6955. Please discuss your accommodation needs with me after class or during my office hours early in the semester.
6. **Complete all exercises and project assignments.**
7. **Attend all scheduled classes and arrive on time.** Students are responsible for all notes and demonstrations they have missed due to absence. The instructor is not required to spend any extra time with students who do not attend their weekly scheduled lab time.
8. To receive a passing course grade, **every project** must be completed. No exceptions given.
9. **Take responsibility for managing your time.** Homework and readings take time. It is given to reinforce lectures and information given to you in class. It also gives you confidence by showing your skills improvement and comprehension of the material.
10. **Take responsibility for managing your own learning.** This means asking for help when you need it. I am here to help you learn not discourage you from your profession.

11. And finally… Office hours offer you the opportunity to meet with me one on one to discuss any difficulties, concerns.

**ATTENDANCE POLICY:**

Class attendance is extremely important and is required for every scheduled class meeting. Attendance will be taken every class period within the first 15 minutes of class. The following scale will be used to assign a point value for class attendance:

<table>
<thead>
<tr>
<th>Absences:</th>
<th>Course Grade Step Reduction Resulting From</th>
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<tbody>
<tr>
<td>0-3 absences</td>
<td>no grade step reduction</td>
</tr>
<tr>
<td>4 absences</td>
<td>1 grade step reduction</td>
</tr>
<tr>
<td>5 absences</td>
<td>2 grade step reduction</td>
</tr>
<tr>
<td>6-7 absences</td>
<td>3 grade step reduction</td>
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<tr>
<td>8+ absences</td>
<td>failing course grade</td>
</tr>
</tbody>
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**Project reviews days are mandatory. One full letter grade will be deducted from your final grade for each Project Review missed.**

Although your final course grade can be affected by your attendance, the quality of the work you submit is also affected. When considering the loss of direction and supervised instruction as well as the loss of student interaction and information sharing, it is to your advantage to attend every scheduled class meeting. Please come prepared for each class by tracking your work schedule with the course outline and assume the responsibilities of professionalism, which are to be expected of you.

**ADDITIONAL INFORMATION:**

**Retention of Student Work:**
Due to the nature of the reprographic processes used by the computer graphic output, the instructor reserves the rights to retain prints/plots and digital files of a student work’s which will be used by the Interior Design Program for both instructional purposes and CIDA accreditation review.

**Grade Scale:**
The following grade scale will be used for this class:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>100-94%</td>
<td>A</td>
</tr>
<tr>
<td>93-90%</td>
<td>A-</td>
</tr>
<tr>
<td>89-87%</td>
<td>B+</td>
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<tr>
<td>86-83%</td>
<td>B</td>
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<tr>
<td>82-80%</td>
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<tr>
<td>79-77%</td>
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<td>76-73%</td>
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<tr>
<td>72-70%</td>
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<tr>
<td>69-67%</td>
<td>D+</td>
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<td>66-63%</td>
<td>D</td>
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<tr>
<td>62-60%</td>
<td>D-</td>
</tr>
<tr>
<td>59% and below</td>
<td>F</td>
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