

Policy Statement

The University of Southern Mississippi, Department of Art & Design, Fall 2008

Grading Scale

93-100	A*	(Superior Work)
85-92	B	(Above Average Work)
77-84	C	(Average Work)
69-76	D	(Below Average Work)
0-68	F	(Failure)

To earn a grade of "A" in the course, all projects, assignments, examinations and/or scheduled tours must be completed as stated in the syllabus, agenda, and/or project descriptions. Each project description will include an evaluation criteria description explaining how the project will be evaluated.

When completing project requirements, remember to:

- Follow all instructions
- Meet all project due dates
- Check for accuracy
- Turn in all phases of the project as instructed
- Allow adequate time to complete the project (do not wait until the due date to plot your AutoCAD work. I will not take accept any excuses for the plotter being out of paper, or the lines being too long.)
- Fully demonstrate your competency level for the skills and application knowledge to be evaluated
- Demonstrate creative problem solving and presentation techniques
- Be serious about your education and work to your full potential

"A" Superior

The student must demonstrate **exceptional** creative problem solving, technical accuracy, visual presentation skill and decorative detailing in all aspects of a project, assignment, and/or exam. The project must be complete and demonstrate a very high competency level in drafting and/or CAD, drawing, sketching, rendering, composition, craftsmanship, and presentation technique. The project must not have any major errors and few minor errors. Solutions must be solved according to the project instructions and the design sequence.

"B" Above Average

The student must demonstrate **above average** creative problem solving, technical accuracy, visual presentation skill and decorative detailing in all aspects of a project, assignment, and/or exam. The project must be complete and demonstrate an above average competency level in drafting and/or CAD, drawing, sketching, rendering, composition, craftsmanship, and presentation technique. The project must not have any major errors and few minor errors. Solutions must be solved according to the project instructions and the design sequence.

"C" Average

The student must demonstrate **average** creative problem solving, technical accuracy, visual presentation skill and decorative detailing in all aspects of a project, assignment, and/or exam. The project must be complete and demonstrate an average competency level in drafting and or CAD, drawing, sketching, rendering, composition, craftsmanship, and

presentation technique. The project must not have any errors that are life threatening and/or seriously restrict the adequate use of the space. Solutions must be solved according to the project instructions and the design sequence.

"D" Below Average

The student **does not demonstrate acceptable** creative problem solving, technical accuracy, visual presentation skill and decorative detailing in all aspects of a project, assignment, and/or exam. The project may not be complete and/or demonstrate an average competency level in drafting and or CAD, drawing, sketching, rendering, composition, craftsmanship, and presentation technique. The project may have errors that are life threatening and/or seriously restrict the adequate use of the space. Solutions may not be solved according to the project instructions and the design sequence.

"F" Failure

The student demonstrates **below average** creative problem solving, technical accuracy, visual presentation skill and decorative detailing in all aspects of a project, assignment, and/or exam. The project may not be complete and/or demonstrate an average competency level in drafting and/or CAD, drawing, sketching, rendering, composition, craftsmanship, and presentation technique. The project may have errors that are life threatening and/or seriously restrict the adequate use of the space. Solutions may not be solved according to the project instructions and the design sequence.

NOTE: A grade of "D" or "F" usually is the result of one of the following:

Failure to meet check dates and due dates

Failure to complete the project/assignment/exam requirements

Failure to follow instructions

Solution is life threatening (code violations)

Failure to demonstrate a competency level which is adequate for the course level

Grading Policy

1. Assignments and project descriptions will be given to the student prior to each assignment and/or project. Due dates will be assigned with each project. All projects should be turned in to the instructor assigning the project. **Late projects will not be accepted**, and should be turned in "as is". Projects turned in late due to an excused absence must be documented with a written letter from the attending doctor and/or other approved authority, and presented to the instructor on or before the day the student returns to class. (Documentation from the clinic secretary or nurse is not acceptable for a late project). Deadline extensions must be approved by the instructor prior to the project's due date. Routine medical appointments will not be considered as an excused absence for late projects or missed examinations. Documentation for an excused absence (scheduled activity) will not be accepted if turned in later than one day after returning to class (unless permission is granted by the instructor).
2. Each phase of the assignment/project must be completed according to the projected schedule for full credit. Assignment/project phases not completed and checked by the

instructor on specified due dates will be given an assigned penalty deduction from the final project grade. Assignment/project phases not met due to an excused absence must be checked by the instructor the first day the student returns to class or will be given the same penalty. Extensions must be approved by the instructor prior to returning to class.

3. In-class assignments (scheduled activities) may not be completed outside of scheduled class time unless permission is granted by the instructor.
4. The assignment/project will be considered unfinished unless all aspects of the design presentation (written, visual, and oral) are represented. Unfinished assignments/projects will receive a grade of "C" or below.
5. Assignments/projects which show haste and lack of care in preparation, no matter how complete, are not professional and do not deserve high scores.
6. All written work must be typed or hand lettered using an appropriate architectural style lettering as requested in the assignment/project description. Grammar, spelling, punctuation, and neatness will be included in the evaluation of each project. Assignments/projects that are not legible and/or organized in the appropriate format will be penalized accordingly.
7. If the instructions for preparing an assignment/project are not followed, the project will be penalized accordingly. Failure to follow instructions could result in failure of the assignment/project, depending on the instructional objective and/or presentation value of the instruction(s) in question.
8. All phases of a project must be worked on in class unless permission has been granted by the instructor. All work must be approved by the instructor during scheduled class hours prior to proceeding to the next phase of the project. Failure to obtain the professor's approval prior to proceeding could result in the loss of valuable time due to extensive corrections on work completed and/or low grade on the project.
9. Assignments/projects must be turned in directly to the instructor. Do not leave an assignment/project on my desk or at my door.

Class Attendance Policy

Class attendance directly relates to your course grade. As in the real world, you must show up for work on time, you must meet your appointments and you must follow through and meet your boss's deadlines. I expect the same. Consider me you employer and your boss!

Each course will have a separate attendance policy stated in the syllabus that discloses the number of allowed absences and tardiness, along with the specific penalties. Students are expected to attend all scheduled class meetings for the duration of the scheduled time. Failure to do so will result in the reduction of the student's final grade. Tardiness, as well as failure to stay the duration of the class, will be counted as a partial absence for each

offense. If the student enters class late, it is the students' responsibility to tell the instructor, in writing, immediately after the class period is over that he/she has been in attendance. You must include the date, your name and a note stating you came in late. Otherwise, it is not guaranteed that your attendance will be recorded accurately. **Regardless of the individual course attendance policy, any student with the equivalent to six (6) or more unexcused absences will be asked to withdraw from the course, or receive a grade of "F" for the course.**

The following attendance guidelines will apply and will be considered in determining the student's final course grade:

1. If excessive absences occur (for whatever reason), due date deadlines are not being met, and work quality is below average, the student will be asked to schedule an appointment with the instructor to discuss dropping the course. However, University drop penalties may apply. **Deadline for dropping without penalty is Tuesday, August 5th for the Fall Mini Session and Wednesday, October 1st for the regular Fall semester.**
2. The following absences are considered excused absences and will be considered for late projects/assignments or rescheduled exams/quizzes if proper documentation is presented along with a completed request for extension or make-up form (see attached forms).
 - Illness documented with a valid letter stating you were not able to attend class on the day the project was due from the doctor (documentation signed by a nurse or secretary will not be accepted). If an extension is to be granted, the letter must provide the dates of the illness and documentation that the student was not able to work on the project at home. Doctor's appointments for routine visits or visits which could be scheduled at another time will not be accepted.
 - Death in the immediate family documented with a published death notice or knowledge of the professor. Other documentation will be considered on an individual basis.
 - Emergency car trouble only. This does not apply to problems which the student was aware of prior to one hour before class (must be documented with a taxi receipt, service receipt, or approved by the instructor). Students are responsible for getting the project to class regardless of transportation difficulties.
 - To attend a professional related meeting and to serve in community service or jury duty. The student must make prior arrangements with the instructor, and the project must be turned in prior to the due date or delivered to the instructor (classroom) at the designated time the project is due.
 - Other circumstances will be considered on an individual basis.
3. Assignment/project extensions for excused absences will be determined by the instructor. If the student fails to complete the project/assignment by the extension deadline, the student must turn the project in "as is" for grading.
4. Students are expected to be in class the entire scheduled class

period, unless permission is granted by the instructor to complete a phase of the project in the library, CAD lab, etc. Under no circumstances can a student leave class because they have to go to work!

5. Students are responsible for all instructions/information provided during scheduled class time. It is the student's responsibility if absent to find out what was covered in class, what is due, request handouts, and make note of any changes made in the class schedule. Information covered in class will not be repeated unless it is necessary for the entire class to review material covered.
6. Points will be deducted as indicated in the course syllabus or schedule if the student is not in attendance for certain scheduled activities, pop quizzes, and in-class assignments. However, if the absence is excused, the student can make up the points missed by completing an out-of class assignment. The professor will determine the requirements for earning the missed credits.
7. Medical excuses should be presented to the professor the day the student returns to class for consideration and will not be accepted if turned in more than 3 weeks after the student returns to class and/or by the last class meeting date, whichever comes first. The excuse is valid for the missed class days only, so that all assignments and exams will be required on the following meeting date. Medical excuses will not be accepted at the end of the semester as a means for improving ones grade. Excuses must be submitted within 3 weeks of the absence.

The quality of work often reflects attendance and the frequency of project development check points initiated by the student. Many times when student work is completed outside of the classroom and not checked regularly by the instructor, the result is incorrect work and valuable time lost due to making changes after the project is almost complete.

Service Work

Students enrolled in this course will be required to perform 1 hour (per course) of service work for the interior design department and under the supervision of the course instructor. Failure to do so will result in a 1% reduction in the student's overall course grade. It will be the student's responsibility to make the necessary arrangements with that faculty member.

Printing/Plotting Facilities

The Studio's "Printing and Plotting Room" provides interior design students with a variety of printing, plotting, scanning, and computing equipment and resources for use in interior design program courses. **Hours of operation are Monday - Friday, from 8:00 am – 5:00 pm.** When utilizing the facility, all students are required to adhere to the following rules and procedures:

1. Food or drinks are strictly prohibited in the printing/plotting room.
2. The computer room closes promptly at 5:00. No exceptions.
3. The computer is to be used for printing and scanning only. The computer is not meant to be used to check email, browse the internet or edit drawings and documents, etc.
4. The computer is available on a first-come-first-served basis.

5. The time limit for using the computer on a walk-in basis is 15 minutes. After that, you must sign up for an appointment with Ms Margaret.
6. Students must go thru training in ID 310 before using the plotter.
7. Students must install the appropriate drivers for the equipment and have a backup USB cable to connect if necessary.
8. Please conserve paper (print drafts on 2nd side) and recycle waste in the bins provided.
9. Contact Ms Margaret when paper, ink or toner is running low.
10. When using the 11" x 17" Laser printers, paper must be fed individually (one sheet at a time) or it will jam.
11. When using the scanner, do not place hard objects onto the scanner bed as it will scratch the glass. Anyone caught doing so will lose privileges and may be required to pay for repairs.
12. The plotter and scanner are available by appointment only. Please sign up with Ms Margaret for an appointment.
13. When your appointment is over, you must stop what you are doing so others may take their turn. If no one has signed up, you may sign up for an additional appointment, not to exceed one (1) hour total at any given time.
14. Verify that you are using the appropriate plotter paper for your class and change out the paper if it is not the correct paper. Refer to the plotter instruction manual for loading and unloading the rolls.
15. Return the instruction manual to the compartment on the plotter so it is easy to locate.
16. **DO NOT** leave any project files on the computer. Should someone steal your work and claim the work as their own, both students will be held accountable and receive a grade of "F" for the assignment/project and possibly the course.
17. Delete your work and empty the recycle bin after you use the computer.

Plagiarism

Plagiarism, scholarly theft, and the use of another's ideas without giving appropriate credit, will result in a grade of "0" for the project, assignment, exam, or course, and may result in further actions by the University. See the Student Handbook and the Interior Design Policy Statement. This applies to both written and design work turned in for credit by the student. The University will retain all work in question. All outside work must be performed by the student. If seeking the assistance of an outside tutor, (i.e., CAD) do not allow your tutor to do your assignment for you as part of your instruction. If the work does not appear to be the student's own, the instructor may require the student to redo the work under the supervision of the instructor.

Cheating and/or Misrepresentation

Cheating and/or misrepresentation will result in a grade of "0" for the project/assignment/exam or course, and may result in further actions by the University. See the Student Handbook and the Interior Design Policy Statement. The University will retain all work in question.

Professionalism and Respect for the Instructor

The instructor may ask a student to leave class if they are showing disrespect toward the instructor or another student in the class. Security may be called if the student is verbally abusive and/or uses vulgar language. Any check points will be forfeited and points will be deducted for the absence. In addition, the act could result in expulsion from the interior design major and/or further actions by the University could be requested. **See page 86 of Student Handbook for "Prohibited Conduct".**

Mobile Phones

All mobile phones are strictly prohibited.

Retention of Student Work

The following policy was passed by The University of Southern Mississippi interior design faculty:

The Interior Design Program reserves the right to retain any student work completed by students in ID prefix courses and support courses required to earn a major in interior design. The course instructor and program coordinator will determine which projects, if any, will be retained by the program. The instructor may allow the student to substitute a slide or reproduction of the work, provided the substitution demonstrated adequate documentation of student competency for examination by the FIDER accreditation site team. Original work will be returned to the student, upon written request by the student, after the next FIDER site visit and accreditation review requirements are completed. This does not apply to projects which the instructor retains for other reasons. See the Interior Design Policy Statement.

In-Class Feedback

Feedback to the student from the instructor is a major component of studio course instruction and is usually evident in the quality of work turned in by the student. When these situations occur, all assignments relevant to the progression of project completion will be assigned preliminary due dates and will be checked and reviewed with the student during the scheduled class period. Due to the extensive amount of time required to review each student's work, it is necessary to require that the student meet the following criteria:

- Assigned work is 90% complete.
- Assigned work is plotted and/or drawn to an appropriate scale, and presented in an appropriate format.

If these two criteria are not met, the student will not be allowed to meet one-on-one with the instructor during class time. He/She must schedule an appointment outside of class. Any points will be lost.

Out-of-Class Feedback

Students needing additional instruction with course assignments may schedule an appointment with the instructor. It is the student's responsibility to seek additional time with the instructor if assignments are not clear, projects need to be checked prior to proceeding with the next aspect of the project design, and/or additional instruction is needed. These appointments will not take the place of class attendance and any scheduled in class check dates. Scheduled in class check points may not be made up unless documented with an excused absence. The instructor reserves the right to cancel an appointment if a student consistently fails to attend class or show up for appointments.

Americans with Disabilities Act

If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:

The University of Southern Mississippi, Office for Disability
Accommodations, 118 College Drive # 8586, Hattiesburg, MS
39406-0001

Voice Telephone:

(601) 266-5024 or (228) 214-3232

Fax:

(601) 266-6035

Individuals with hearing impairments can contact ODA using the *Mississippi Relay Service* at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu

Application for Degree Deadline

Friday, November 7th: Students eligible for Spring 2008 graduation.

This is the deadline for applications to be received in the registrar's office. Students desiring to graduate at this time should begin the application process ASAP if they have not already started. Forms are available in the Office of the Dean of Arts and Letters. The student is required to request the application from the secretary. The application will take several working days for processing and the entire application process will require additional time to obtain all necessary approvals. Be aware that meeting these deadlines will determine your date of graduation, and it will not be possible to complete the paperwork at the last minute.

After obtaining the Application Degree, the student will need to make an appointment with his/her advisor to complete the application form and obtain all necessary approvals. It is the student's responsibility to begin and complete this process.

Request for Project Extension

I, _____ (student name),

request to extend the due date of the project:

_____ which was
due on _____ (date). I am attaching an approved
excuse along with this request and will wait for the instructors approval along
with the new due date, if approved.

Signature

Date

Request for Make-up Assignment/Quiz

I, _____ (student name),

request to make up the missed assignment/quiz:

_____ which was due on
_____ (date). I am attaching an approved excuse
along with this request and will wait for the instructors approval along with the
new due date, if approved.

Signature

Date

Request for Make-up Exam

I, _____ (student name),

request a make-up examination for the missed exam on:

_____ (date). I am attaching an approved excuse
along with this request, and I can come in on _____
(date) at _____ (time) to take the make-up exam (during the
instructor's office hours if at all possible).

Signature

Date