Class Policy

Grading Scale:

90-100	A * (superior work)
80-89	B (above average work)
70-79	C (average work)
60-69	D (below average)
0-59	F (failure)

- To earn a grade of "A" in the course, all projects, assignments, and 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 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.

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. **LATE PROJECTS WILL NOT BE ACCEPTED**. Projects must be turned in by the deadline regardless of the completeness of your project. The completeness of your project will be reflected in your grade. Incomplete projects will not receive high scores, in most cases, a C or below. If you have an excused absence, you must notify the instructor by email on the due date of your excuse and then follow up with a written document verifying your absence for a missed deadline. Deadline extensions must be discussed either in person, on the phone or via email and it must be approved by the

instructor no later than the original deadline for the project. DO NOT WAIT to get an extension after the original deadline because you may not be approved, resulting in a 0/F on the project. **Routine medical appointments will not be considered as an excused absence for late projects or missed examinations.** Documentation for your excused absence (scheduled activity) must be submitted by the next scheduled class period that follows your absence.

2) In-class assignments (scheduled activities) may not be completed outside of scheduled class time unless permission is granted by the instructor.

3) The project will be considered unfinished unless all aspects of the design presentation (written, visual, and oral) are represented. Unfinished projects will receive a grade of "C" or below.

4) Projects which show haste and lack of care in preparation, no matter how complete, are not professional and do not deserve high scores.

5) **All written work must be typed** as requested in the project description. Grammar, spelling, punctuation, and neatness will be included in the evaluation of each project. Projects that are not legible and/or organized in the appropriate will be penalized accordingly.

6) If the instructions for preparing an assignment/project are not followed, the project may penalized. Failure to follow instructions could result in failure of the project, depending on the instructional objective and/or presentation value of the instruction(s) in questions.

7) Projects that are not turned in directly to the professor (early projects) must be left in the administrative offices and signed by Margaret Lee. Do not leave a project on my desk or at my door. If documentation is not provided showing time/date of completion, then I will assume the project was turned in at the time I find it and late projects are not accepted.

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!

A record of student absences will start with the second class meeting. The student is expected to be in attendance at all scheduled times. **A student will be given one "free" absence and all other absences will result in a 3-pont deduction to the overall points earned in the class.** Any points associated with in-class assignments will be forfeited for unexcused absences and for your "free" absence. **Being late for class 3 times is equal to one absence. 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.

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 Wednesday, October 5, 2011

2) The following absences are considered excused absences and will be considered for late projects if proper documentation is presented with the project 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) **Project extension for excused absences will be determined by the instructor. Approval for an extension must be discussed and approved by the instructor before the original deadline has passed. NO EXCEPTIONS.** I can be reached by phone, in person or via email. If the student fails to meet the approved extension deadline the project will not be accepted.

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 must 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.** The excuse is valid for the missed class days only, meaning that all assignments and exams will be required on the following meeting date unless an extension has been requested and approved. Medical excuses will not be accepted at the end of the semester as a means of improving ones grade. You must submit the excuse within 3 weeks of the absence. NO EXCEPTIONS.

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

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*) 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 without collaboration of other ID majors. If seeking the assistance of an outside tutor, (ie: 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, or if it is similar in format and design to other student work, the instructor may require the student to redo the work under the supervision of the instructor.

ALL RESEARCH PAPERS MUST BE SUBMITTED TO THE INSTRUCTOR IN A DIGITAL FORMAT SO THAT THE PAPER CAN BE VERIFIED FOR AUTHENTICITY.

Cell Phones:

Cell phones must be on silent during class time. Students will be asked to leave if they are talking or text-messaging on their phone during class time. Absolutely no cell phones are allowed during exam time. If phone is heard or seen, it will be taken from the student and can be picked up at the end of class.

Email and Wireless Internet:

Only the USM email address issued by ITECH will be used to contact students. It is recommended that students forward their university webmail to their preferred account if they do not regularly use this account. In addition, it is strongly advised that each student subscribe to Eagle Air for internet access. Often times, students will be asked to get online during class. The program requires that each student have internet access that can quickly meet the needs of the instructor's request for courses that require laptop computers. Grade discussion can only be done through the USM email address.

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*. 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 3 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 Student Handbook for "Prohibited Conduct".**

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 demonstrates adequate documentation of student competency for examination by the Council for Interior Design Qualifications accreditation site team. Original work will be returned to the student, upon written request by the student, after the next site visit and accreditation review requirements are completed. This does not apply to projects which the instructor retains for other reasons.

Computer Room Rules

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.** The School of Construction Lab is also available. Check schedule for hours of operation.

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) You must go thru training in ID-310 before you can use 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) 11 x 17 Laser printers: paper must be feed individually – one sheet at a time or it will jam.
11) Scanner: Do not place hard objects onto the scanner bed as it will scratch the glass. Anyone caught doing so will loose 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 a second 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 computer files on the computer. Should someone steal your work and claim it as their own, you will be held accountable and both students will 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.

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 the scheduled in class check dates. Scheduled in class check points can not be made up unless documented with an excused absence. The instructor reserves the right to cancel an appointment is a student

consistently fails to attend class or show up for appointments. The student must sign up for an appointment at the instructor's door.

Application for Degree Deadline:

Friday, November 18th : Spring 2011 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 on the Registrar's website at: http://www.usm.edu/registrar/graduation-commencement 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. If a student applies for graduation and does not graduate, they will have to re-apply to the university before they can be flagged for the next semester.

After completing and printing out the Application for 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.

Important Dates

Wednesday, August 24th	Class begins
Friday, September 2	Last day to register for full term classes
Wednesday, September 7	Last day to drop for 100% financial refund
Thurs/Fri. Oct. 13-14	Fall Break
Wednesday, Oct. 5th	Last day to drop w/o academic penalty
Tuesday, Oct. 18th	Midpoint in semester
Friday, November 18th	Last day to file application for degree
Thursday, December 7	Last day of regular scheduled class
December 12-15	Exams
Friday, December 16th	Graduation Ceremony