TIME/PLACE:  M/W  9:00 – 11:50  
Kate Hubbard House (KHH) Room 306

INSTRUCTOR:  Claire Hamilton, ASID

OFFICE:  Kate Hubbard House 301

Telephone:  601-266-6437
Email:  claire.hamilton@usm.edu
Website:  http://ocean.otr.usm.edu/~wi35249/
          http://www.usm.edu/interiordesign/

Office Hours:  M/W  8:00 – 9:00  
T/TH  9:00 – 11:00 and 1:00 – 3:00

(Office hours will not be honored during the week of final exams. If you need to meet with the instructor during this week, please schedule an appointment.)

Course Description:  Advanced problems in commercial interiors with an emphasis on office design projects.

Prerequisites:  ID 320 and ID 339 with a “C” or better.

Textbook(s):  Required:


Recommended:

References:


Course Objectives: Upon completion of ID 439, students will:

- experience the various methods of research and data collection essential for non-residential projects.
- develop competency and demonstrate through design application, interior ergonomics and proxemics theory as applied to non-residential projects.
- become familiar with current design principles for open plan office systems
- gain additional working knowledge of codes, regulations and standards applicable to the design of interior environments.
- develop competency in selection and documentation of design materials for non-residential projects.
- develop both verbal and visual communication skills for the presentation of design solutions.
- develop an understanding of the procedure of the design of a non-residential environment, problem definition, concept statement, design analysis, design solution, space planning, lighting, and presentation methods.
- organize a set of documents and design presentation materials into a professional format.
- develop an understanding of creative and innovative design problem solving by self-evaluation of the design development during all stages of the design process.
CIDA
The following 2017 CIDA standards will be addressed in this course:

Standards:
Standard 7: Human Centered Design: A, C, D, E, I, K
Standard 9: Communication: A, B, D, E, F
Standard 11: Design Elements and Principles: A, B, C, D
Standard 13: Products and Materials: A, B, D, E, F
Standard 14: Environmental Systems and Comfort: B, C, D, G
Standard 15: Construction: A, B, D, E

Exams & Assignments:
There will be two announced exams. If a student misses an exam, a make-up exam will be given only in the case of an excused absence (see separate policy statement). Each situation will be dealt with by the instructor on an individual basis.

Every effort is made to arrange field trips at times when all students in the class can participate. If, however, an assigned field trip is arranged at a time when a student already has a class or conflict, arrangements can be made with the instructor for an alternate field trip or assignment so that the student may achieve any points awarded for participating. As soon as dates are confirmed for field trips, they will be shared with the class. Times for attending field trips that exceed normal class contact hours will be given back to the student.

Late Projects will not be accepted and will be given a grade of 0/F. Projects that are not complete must be turned in as-is by the deadline. See policy for requesting an extension. Incomplete projects will receive lower grades, typically a C or lower.

Point System:

Required Field Trip (5% of grade)
Houston Feb. 25-28 50

Assignments/Exams: (60% of grade)
Codes Notebook Project 200
Exam 1: 100
Exam 2: 100
Professionalism Assignment 100
Homework/In-class assignments 100

Design Project: (35% of grade)
Office Design Project 350

Total: 1000 points

A = 900-1000 (90%-100% superior work)
B = 800-899 (80%-89% above average work)
C = 700-799 (70%-79% average work)
D = 600-699 (60%-69% below average)
F = below 599 (0-59 % failure)

All student work is the property of the University of Southern Mississippi Interior Design Program and is required to be submitted (digital and/or hard copy) before grading will be completed. Failure to submit work as requested by the faculty member will result in a grade of 0/F.
NOTE: The instructor reserves the right to make changes in the above point system and assignments as necessary. Make-up work will not be given unless appropriate documentation required for an excused absence is presented the first day the student returns to class. (Refer to policy statement).

**Class Attendance Policy:**
Class attendance is recorded beginning with the first class. Each student is allowed one “free absence”. Each unexcused absence will result in 5 points being deducted from the total points in the class. **If you miss more than 4 classes, you will be asked to drop the class.** If a student is late to class, points will be deducted at 5 points for each 3 late arrivals. Class begins at 9:00. If arriving late to class, students must notify the instructor at the end of class with a note stating they were late to class. This note should provide the date, and your name and serves as a reminder for the instructor to change your “absence” to a late arrival. Without this note, the instructor is not guaranteed to change the recorded absence to a late arrival and you may be penalized accordingly.

**Course Communications:**
This course will use the USM’s Canvas delivery system found at: [https://usm.instructure.com/](https://usm.instructure.com/) Assignments and projects will be submitted in class as a hard copy. Grades will be posted on Canvas and cannot be emailed to the student due to confidentiality concerns. It is advised that students turn on Canvas notifications and install the Canvas apps onto their mobile devices in order to receive the latest announcements and agendas.

**Academic Calendar:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan. 16th</td>
<td>Class begins</td>
</tr>
<tr>
<td>Jan. 23rd</td>
<td>Last day to drop for 100% financial refund</td>
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<tr>
<td></td>
<td>A grade of W issued for courses dropped after this date</td>
</tr>
<tr>
<td>Feb. 12-13th</td>
<td>Mardi Gras Holiday - No classes</td>
</tr>
<tr>
<td>March 12-16th</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 19th</td>
<td>Classes resume</td>
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<tr>
<td>March 30th</td>
<td>Good Friday – Holiday- No Class</td>
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<tr>
<td>April 1st</td>
<td>Last day to file application for degree – Summer graduation</td>
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<tr>
<td>April 5th</td>
<td>Last day to withdraw from full term classes and receive a grade of W. After this date, students will earn a letter grade for all enrolled classes.</td>
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<tr>
<td>May 4th</td>
<td>Last day of regular scheduled class</td>
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<tr>
<td>May 7-10th</td>
<td>Exams</td>
</tr>
<tr>
<td>May 11th</td>
<td>Graduation Ceremony</td>
</tr>
<tr>
<td>May 16th</td>
<td>Grades available to view in SOAR for student completing their course evaluations.</td>
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</table>
ACADEMIC INTEGRITY:

All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

- Cheating (including copying from others’ work)
- Plagiarism (representing another person’s words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
- Falsification of documents
- Disclosure of test or other assignment content to another student
- Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members’ involved
- Unauthorized academic collaboration with others
- Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of “XF” for the course, which will be on the student’s transcript with the notation “Failure due to academic misconduct.” For more details, please see the University’s Academic Integrity Policy: [https://www.usm.edu/institutional-policies/policy-acaf-pro-012](https://www.usm.edu/institutional-policies/policy-acaf-pro-012) Note that repeated acts of academic misconduct will lead to expulsion from the University.

Southern Miss Counseling Services:
The Southern Miss Student Counseling Services provides free confidential online mental health screenings for our students. Screenings available to students include: depression, PTSD, binge drinking consequences, eating disorders, generalized anxiety, and bipolar disorder. Anonymous feedback is given to students. Use the following link for this free service:

[www.mentalhealthscreening.org/screening/southernmiss](http://www.mentalhealthscreening.org/screening/southernmiss)

ADA Statement:
If a student has a disability that qualifies under the Americans 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 ODA at oda@usm.edu.