

Class Policy

Grading Scale:

93-100	A * (superior work)
85-92	B (above average work)
77-84	C (average work)
69-76	D (below average)
0-68	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 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 presentations skills and decorative detailing* in **all** aspects of the project. The project must be complete and demonstrate a very high competency level in drafting and/or CAD, programming, space planning/problem solving, application of codes/laws/recommendations, architectural knowledge, and presentation skills. 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 must be followed and turned in on time.

“B” ABOVE AVERAGE

The student must demonstrate **above average** *creative problem solving, technical accuracy, visual presentations skills and decorative detailing* in **all** aspects of the project. The project must be complete and demonstrate an above average competency level in drafting and/or CAD, programming, space planning/problem solving, application of codes/laws/recommendations, architectural knowledge, and presentation skills. 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 presentations skills and decorative detailing* in all aspects of the project. The project must be complete and demonstrate an average competency level in drafting and or CAD, programming, space planning/problem solving, application of codes/laws/recommendations, architectural knowledge, and presentation skills. 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 **may not demonstrate acceptable** *creative problem solving, technical accuracy, visual presentations skills and decorative detailing* in all aspects of the project. The project may not be complete and/or demonstrate an average competency level in drafting and or CAD, programming, space planning/problem solving, application of codes/laws/recommendations, architectural knowledge, and/or presentation skills. 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, and/or the project may not meet project due dates.

“F” FAILURE

The student demonstrates **below average** *creative problem solving, technical accuracy, visual presentations skills and decorative detailing* in all aspects of the project. The project may not be complete and/or demonstrate an average competency level in drafting and/or CAD, programming, space planning/problem solving, application of codes/laws/recommendations, architectural knowledge, and/or presentation skills. 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, and/or the project may not meet project due dates.

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 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

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.

- 1) **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) Each phase of the project must be completed according to the projected schedule for full credit. 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. 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 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.
- 5) All preliminary graphic programming schematic documents must be turned in and organized in the order of completion. All components of the project must be represented as instructed. Projects lacking complete preliminary graphic planning schematics will receive a grade of "C" or below.
- 6) Projects which show haste and lack of care in preparation, no matter how complete, are not professional and do not deserve high scores.
- 7) 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.
- 8) If the instructions for preparing an assignment/project are not followed, the project may be 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.

- 9) 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.
- 10) 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 your 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 5-point deduction to the overall points earned in the class. Any check appointments cannot be made-up when taking your free absence. Also, missed check appointments will be deducted as indicated in the project description.** See Policy statement on what is acceptable for an excused 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,
SEPTEMBER 30, 2009.**

- 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 is 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 will 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 ISP 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.

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 5 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 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.

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. 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.

- 1) Assigned check-work is 90% complete.
- 2) Assigned check-work is plotted to scale and not on a paper size smaller than 11 x 17.

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 check points will be lost.

Out-of-Class Feedback

Students needing additional instruction with course assignments may schedule an appointment with the instructor. An appointment schedule and sign up sheet can be found on the instructor's office door. 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 if 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.

Resource Library/ Studio Housekeeping

Each student is responsible for removing all materials from the workstation occupied during class or open lab. If ink, graphite, glue residue, etc is on the table or floor the student is responsible for cleaning. Materials/projects/books left at the workstation or on the floor will be placed in a box or thrown in the trash. The instructor reserves the right to assign additional time for organization of the resource library and/or studio when necessary. Failure to participate will result in penalty points deducted from the total points for the course.

After Hours Studio

The lower lab is available, after hours, for students enrolled in ID studio courses. The combination for the lock is available from our assistant (Margaret) in the ID office. For student security, the two doors leading to the main building must be kept locked at all times while in the studio after hours. As courses are taught in this studio during the week, it is again each student's responsibility to clean the workstation and remove all materials when leaving the building. Failure to keep the workstations and the studio equipment/areas clean will result in closure of the studio after hours.

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.**

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 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 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.

Americans with Disabilities Act:

If a student has a disability that qualifies under the Americans with Disabilities Act and requires accommodation, he/she should contact the Office of 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 of Disability Accommodations
118 College Drive #8586
Hattiesburg, MS 39406-0001
Voice Tel: (601) 266-5024 or (228) 214-3232 Fax: (601) 266-6035 T
Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1-800-582-2233 or email Suzy Hebert at Suzanne.hebert@usm.edu .

Application for Degree Deadline:

Friday November 6 : Spring 2010 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. 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 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.

Important Dates

Wed. August 19	Class begins
Friday, August 28	Last day to register for full term classes
Monday, Sept. 7	Labor Day Holiday
Wed. Sept. 30	Last day to drop w/o penalty
October 8-9	Fall Break
Friday, Nov. 6	Last day to file application for degree
Nov. 25	Thanksgiving Holidays
Nov. 30	Classes resume
Wed. Dec. 3	Last day of regular scheduled class
Dec. 1-10	Exams
Friday, May 11	Graduation Ceremony