



SYLLABUS

Instructor

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Office Hours: MW 10:40-11:30am or by appointment

COURSE INTENTIONS

This course addresses current issues affecting interior design practice, ethical parameters of practice, business formation, management, and marketing, and specific procedures involved in project management. The course provides an understanding of Interior Design within a larger social, economic, and political context. It addresses individual student career planning, including strategies for securing employment. Class format is a combination of lecture, discussion, and student presentation.

Educational Objectives

- The interior design program provides exposure to the current and relevant events that are shaping contemporary society and the world (CIDA Standard 4d)
- Students have awareness of the nature and value of integrated design practices (CIDA Standard 5a)
- Students have awareness of the contexts for interior design practice; impact of a global market on design practices; breadth and depth of interior design's impact and value; components of business practice (CIDA Standards 6a-d)
- Students understand types of professional business formations; elements of project management; instruments of service: contract documents, transmittals, schedules, budgets, and specifications; professional ethics and conduct (CIDA Standards 9e-g)
- The interior design program provides exposure to career opportunities an interior design education can afford and the options for advanced study; role models who are qualified by education and experience in interior design (CIDA Standard 6i-j)
- The interior design program provides exposure to the role and value of legal recognition for the profession; professional organizations; life-long learning; public service (Council Standard 6k-n)
- Students are able to express ideas in written communication (CIDA Standard 9c)

COURSE ORGANIZATION

Required Texts

- Winchip, S. M. (2012). *Professional Practice for Interior Designers in the Global Marketplace*. New York: Fairchild Publications, Inc. ISBN: 978-1609011383.

Format

Lectures will occur on Mondays Period 6 and Wednesdays during Period 6-7 and will consist of material presented by the instructor as well as class discussions based on readings. Reading Assignments will be drawn primarily from the course texts. Assignments are noted on particular dates and should be completed by those dates. Reading will help familiarize you with the lecture material beforehand and will enhance class discussions.

Discussion Sessions will take place on Wednesdays during Periods 6 and 7.

Discussion sessions will provide you with the opportunity to apply material learned during lectures to current issues in interior design practice. Groups will be formulated around current topics with each group required to lead one discussion session. Students will also write reaction papers to selected scholarly readings in regard to the topic.

Projects and Exams

Assignments throughout the semester will help students navigate and acquire internships. These will include: resume, cover letter & business card; portfolio; and contract. Projects and assignments are to be presented for interim or final review as scheduled. No projects will be accepted late except by special permission of the instructor. There will be 2 exams, a midterm and a final. The exams must be taken at the scheduled time. You must notify the instructor before the exam is scheduled if there are extenuating circumstances. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrd/academic-regulations/attendance-policies/>

COURSE POLICIES

Attendance

Attendance is essential to the learning process, therefore is mandatory. It is expected that students will be both present and on time for each class session, and that the instructor will be notified in advance of any necessary absence in person, by phone or by email. Two absences will be tolerated without penalty. Each additional absence will result in the reduction of your course grade by one letter grade. If you have more than six absences you will automatically fail the course.

Classroom Climate

Equitable participation in this class requires the use of inclusive language, methods, and materials. Students are expected to use inclusive language in written and oral work, and to respect diversity in viewpoints expressed by others. Students are also

encouraged to identify language, methods, and materials used in this course that do not contribute to an inclusive classroom climate.

Special Accommodations

Students requesting classroom accommodation must first register with the Disability Resource Center at University of Florida Dean of Students Office, see <https://disability.ufl.edu/> The Dean of Students Office will review the case and, if appropriate, provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

Criteria for Grades

The format for this course is a combination of lecture, discussion, and student presentation. Assessment will occur through examination, evaluation of student projects and exercises, and evaluation of effort and class participation, as indicated below.

Projects	45%
Discussion Session/ Participation	15%
Midterm exam	20%
Final exam	20%

Grading Scale

A	93-100	4.0
A-	90-92.9	3.67
B+	87-89.9	3.33
B	83-86.9	3.0
B-	80-82.9	2.67
C+	77-79.9	2.33
C	73-76.9	2.0
C-	70-72.9	1.67
D+	67-69.9	1.33
D	63-66.9	1.0
D-	60-62.9	.67
E	0-59	0.0

Information in regard to UF's grading policy can be found at:
<https://catalog.ufl.edu/ugrd/academic-regulations/grades-grading-policies/>

Academic Integrity

All students at the University of Florida are expected to adhere fully to University of Florida Student Honor Code, view at: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

The Honor Code outlines the expectations for student conduct in regard to academic honesty. All students should review this policy to understand the range and scope of the standards and the seriousness of any infractions of the code. The policy places full responsibility on students to know and adhere to these standards for academic integrity. All examinations, quizzes, design projects, and assignments in the Department

of Interior Design are subject to this policy. Maintaining strict academic integrity is a priority of the Department of Interior Design and all instructors will fully enforce the UF Honor Code in their studios and classes. A strict adherence to the Honor Code is expected by the University of Florida and reflects the ethical standards of the interior design profession.

Course Evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/

COURSE SCHEDULE

JANUARY		
WEEK 1	06 Lecture: Career Opportunities in ID Reading: Winchip, 2	08 Lecture: Fundamentals of the ID Profession Reading: Winchip, 1 Assign: Project #1 Identify DFE/ELE
WEEK 2	13 Lecture: Attaining an Entry-Level Position Reading: Winchip, 3	15 Lecture: Resumes, Teaser Assign: Project #2 Resume, CL, BC, Teaser DUE: Project #1 Identify DFE/ELE
WEEK 3	20 No class- MLK	22 Lecture: Portfolio Assign: Project #3 Portfolio Guest Lecturer: Senior Students DUE: Project #2 Resume, CL, Card, Teaser
WEEK 4	27 Lecture: Prof. Business Responsibilities Reading: Winchip, 4	29 Share portfolio work (Peer Review) Reading: Bender, 7-10 DUE: Project #3 Portfolio- Part 1 *IIDA Student Portfolio Review Jan 31
FEBRUARY		
WEEK 5	03 Atlanta Trip	05 Atlanta Trip DUE: Project #3 Portfolio- Part 2
WEEK 6	10 Lecture: International Business Practices Reading: Winchip, 5 Assign: Project #4 Business Documents DCP Career Fair	12 Discussion Session DFE: Internships, Study Abroad *DCP Career Fair- Feb 14-15
WEEK 7	17 Lecture: Professional Compensation, Administrative Practices, Legal Reading: Winchip, 6	19 Discussion Session: Graduate Education Assign: Project #5 Contract
WEEK 8	24 Lecture: Client Relationship Skills Reading: Winchip, 7 DUE: Project #4 Business Documents	26 Midterm
MARCH		
WEEK 9	02 Spring Break	04 Spring Break
WEEK 10	09 Lecture: Business Requirements Reading: Winchip, 10	11 Lecture: Finish Knowledge of Design Process & Project Management Skills Reading: Winchip, 8-9 Assign: Project #6 Reaction Paper
WEEK 11	16 Business Policies & Operations Reading: Winchip, 12 DUE: Project #5 Contract	18 Discussion Session #1 DUE: Project #6 Reaction Paper Assign: Project #7 Reaction Paper

WEEK 12	23 Lecture: Promoting an ID Business Reading: Winchip, 13	25 Discussion Session #2 Reading: DUE: Project #7 Reaction Paper Assign: Project #8 Reaction Paper
APRIL		
WEEK 13	30 Lecture: Managing, Growing and Leading a Profitable Business Reading: Winchip, 14	01 Discussion Session #3 DUE: Project #8 Reaction Paper Assign: Project #9 Reaction Paper
WEEK 14	06 NCIDQ Info Session	08 Discussion Session #4 DUE: Project #9 Reaction Paper *Awards Ceremony Apr 10
WEEK 15	13 Discussion Session: DFE Expectations Design Field Experience Proposals due	15 Final Exam
WEEK 16	20 Design Field Experience Consultations	22 Design Field Experience Consultations

*The instructor reserves the right to alter the sequence, scope, and content of the above course outline. Adjustments to the course outline will be made when necessary and according to the professional judgment of the instructor. A new course outline will be distributed when changes occur.