



3360 – Business Practices for Interior Designers

Spring Semester, 2018 (3 Credit Hours)

College of Health Sciences

Department of Family and Consumer Sciences

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Office Hours: M, T, W, Th.: 2:00 – 3:00 or by appointment.

Course Lecture: Margaret Lea Houston Building - Rm 302, 11:00 – 12:20 p.m. – Tuesday and Thursday

Course Description: This course includes fundamentals of business procedures used in interior design residential and commercial establishments. Practical application is implemented through design project management. (3-0). Offered spring semesters. Credit 3. Prerequisites: Grade of C or better in FACS 2364 and FACS 2388.

Course Content: This course will include instructional discussion and lectures. The student is expected to read textbook chapters, discussion material and produce work related to interior design business practices.

Required Text:

Winchip, Susan., Professional Practice for Interior Designers in the Global Marketplace, 13th Edition, 2013. ISBN: 9781609011383

Course Objectives: Upon completion of this course, students should be able to apply knowledge to:

1. to develop interior environment based on client and/or user needs and responses.
2. to be aware of legal and ethical issues of an interior design business,
3. to develop a business plan for operating an interior design business through critical, analytical, and strategic thinking,
4. to communicate in oral and written formats using correct and appropriate terminology as the,
5. to understand business activities and procedures used by interior design firm,
6. to demonstrate knowledge of certification, licensing and registration requirements established in the state of Texas and variation that may exist throughout the other states,
7. to understand interior design professional organizations ,
8. to be able to develop techniques in marketing, selling and strategic, and
9. to outline personal career goals and objectives for seeking an interior design internship or entry level position in an interior design firm.

Accreditation Information/Standards/Student Learning Outcomes: The following 2017 Council for Interior Design Accreditation standards will be addressed, and upon successful completion of the course, it is expected that students will meet the standards below.

- **Standard 4 – Global Context**

Student work demonstrates **understanding** of:

c) how environmental responsibility informs the practice of interior design.

Program Expectations

The interior design program provides:

- d) exposure to the current and relevant events that are shaping contemporary society and the world.
- e) exposure to a variety of cultural norms.
- f) opportunities for developing multi-cultural awareness.

- **Standard 5. Collaboration**

Student Learning Expectations

Students have **awareness** of:

- a) the nature and value of integrated design practices.
- b) the terminology and language necessary to communicate effectively with members of allied disciplines.
- c) technologically-based collaboration methods.

Students **understand**:

- d) team work structures.
- e) leadership models and the dynamics of collaboration.

- **Standard 6. Business Practices and Professionalism**

Student Learning Expectations

Students have **awareness** of the:

- a) contexts for interior design practice.
- b) impact of a global market on design practices.
- c) breadth and depth of interior design's impact and value.
- d) components of business practice.

Students **understand**:

- e) types of professional business formations.
- f) elements of project management.
- g) instruments of service: contract documents, transmittals, schedules, budgets, and specifications.
- h) professional ethics and conduct.

Program Expectations

The interior design program provides exposure to:

- i) career opportunities an interior design education can afford and the options for advanced study.
- j) role models who are qualified by education and experience in interior design.

The interior design program provides exposure to the role and value of:

- k) legal recognition for the profession.
- l) professional organizations.
- m) life-long learning.
- n) public service.

- **Standard 9. Communication**

Student Learning Expectations

Students are **able** to effectively:

- b) express ideas in oral communication.
- c) express ideas in written communication.

Course Evaluation: All assignments and projects will be evaluated and graded for substantive content, design quality, soundness of planning, craftsmanship, presentation, creativity and specific criteria required in the assignment. Reassessment of grades will only be done when presented in writing and accompanied by professional documentation that supports the item in dispute. **A grade of C is required for credit toward a degree in interior design and as a prerequisite for the next level of course work in the interior design major.** All course work due in each course should be turned in on the date and at the time scheduled. **Late work will NOT be accepted unless proper documentation which includes the date of absence is provided by the student.** Course work will only be received if turned into the instructor. Never leave your work with someone else or outside the office suite. In accordance with the university catalog, you may not take the final exam unless all work is turned in. There is no extra credit accepted in this course. The only way a student can improve the course grade is to improve the work performance on examinations and assigned projects. Grades are allotted on the following grading scale based on the total points possible for each course:

1800 - 2000 = A, 1600 - 1799 = B, 1400 - 1599 = C, 1200 - 1399 = D, and 0 - 1199 = F

Examinations will be given on the date and time scheduled in the syllabus calendar. A comprehensive make-up examination over all material covered by previous test in the course will be given at the time specified in the calendar for those who had excused absences.

Assignments:

See individual assignments and assignment rubrics for detailed descriptions and point distributions.

This section is subject to change per instructor.

Exams (4 @ 100 points)	400
<u>13 Assignments (points vary – see Blackboard)</u>	<u>1600</u>
Total:	2000

Course Outline:

- A. Chapter 1: Fundamentals of the Interior Design Profession
- B. Chapter 2: Career Opportunities in Interior Design
- C. Chapter 3: Attaining an Entry Level Position
- D. Chapter 13: Promoting an Interior Design Business
- E. Chapter 10: Business Requirements
- F. Chapter 11: Operating and Managing a Green Interior Design Business
- G. Chapter 12: Business Policies and Operations
- H. Chapter 14: Managing, Growing, and Leading a Profitable Interior Design Business
- I. Chapter 7: Enhancing Your Value: Client Relationship Skills
- J. Chapter 8: Enhancing Your Value: Project Management Skills
- K. Chapter 9: Enhancing Your Value: Knowledge of the Total Design Process
- L. Chapter 4: Professional Business Responsibilities
- M. Chapter 5: International Business Practices
- N. Chapter 6: Professional Compensation, Administrative Practices, and Legal Responsibilities

Academic Policies:**Attendance (AP 800401):**

Each instructor is obligated to clarify her/his classroom policy regarding absences in writing to each student enrolled in class at the beginning of the semester. Each faculty member will announce to her/his class the policies for accepting late work or providing make-up examinations. A student shall not be penalized for three or fewer hours of absences when examinations or other assigned class work have not been missed. Class absences will be counted only from the actual day of enrollment for the individual student in that specific class.

<http://www.shsu.edu/dotAsset/b719129b-9593-424f-9d5a-920e2eda6890.pdf>

Procedures in Cases of Academic Dishonesty (AP 810213): Students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

<http://www.shsu.edu/dotAsset/728eec25-f780-4dcf-932c-03d68cade002.pdf>

Academic Grievance Procedures for Students (AP 900823): Academic grievances include disputes over course grades, unauthorized class absences/tardiness, suspension for academic deficiency, instructor's alleged unprofessional conduct related to academic matters, graduate comprehensive and oral exams, theses and dissertations, and withdrawal or suspension of privileges related to degree-required clinical rotation, internships, or other clinical service delivery in professional degree programs. If the dispute is determined to be based upon professional judgment, the aggrieved student is entitled to have, as appropriate and in turn, the department/school chair, College Academic Review Panel, academic dean, Dean of Graduate Studies (for graduate student issues), and Provost and Vice President for Academic Affairs form an opinion about the dispute and so advise the individual(s) involved.

<http://www.shsu.edu/dotAsset/0bb1346f-b8d6-4486-9290-dba24123d0d8.pdf>

Students with Disabilities (AP 811006): It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired. SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to

providing reasonable accommodations for students with disabilities. NOTE: No accommodation can be made until a student registers with the Services for Students with Disabilities. <http://www.shsu.edu/dotAsset/187f9029-a4c6-4fb4-aea9-2d501f2a60f3.pdf>

Student Absences on Religious Holy Days (AP 861001): Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: “a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20....” A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. <http://www.shsu.edu/dotAsset/0953c7d0-7c04-4b29-a3fc-3bf0738e87d8.pdf>

Use of Telephones and Text Messagers in Academic Classrooms and Facilities (AP100728): As members of the classroom community, all students have a responsibility to others who are a part of that community. The goal is to produce an environment that is conducive to learning. Students are to treat faculty and other students with respect. Cell phones, laptop computers, pagers, and similar devices have become increasingly a part of everyday life in our society; however, when used in the classroom environment they can become disruptive. Students are to turn off all cell phones and other electronic equipment while in the classroom. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the use by students of cell phones, pagers, or similar communication devices during scheduled class-time is prohibited. All such devices should be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. If there is an emergency situation for a student, that student should inform the instructor and place himself/herself in a seat near the door where an exit for a phone call would be only minimally disruptive. With instructor approval, students may record lectures, take notes via laptop computer, etc., provided that they do not disturb other students in the process. Other exceptions to this policy may be granted at the discretion of the instructor. Any use of cell phones or other electronic devices during a test period is prohibited. Even the visible presence of a cell phone or other device during the test period may result in a zero for that test. Use of a cell phone during a test could result in a charge of academic dishonesty. During the test these instruments should be left at home or stored securely in such a way that they cannot be seen or used by the student. For a complete copy of Student Guidelines, see: <http://www.shsu.edu/dotAsset/6d35c9c9-e3e9-4695-a1a1-11951b88bc63.pdf>

Visitors in the Classroom: Unannounced visitors to class must present a current, official SHSU identification card to be permitted into the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

Instructor Evaluations: Students that they will be asked to complete a course/instructor evaluation form toward the end of the semester.

Returning Work: Due to accreditation procedures the department is required to keep student work done in major FACS, ETCM and ARTS courses. Work will be returned to the student to inform the student of their evaluation and grade. Selected work will be collected and held by the instructor until after the accreditation site.

1. Each student should photograph their work before turning it in to the instructor for evaluations. ARTS projects can also be photographed. ETCM drawings should be reprinted for the department.
2. Students must notify the program director in order for projects to be returned to them.

Q-Drops: A Q-drop is a drop made after the last date for tuition refunds (12th class day for fall/spring; 4th class day for summer) but before the date for which a drop would result in the grade of 'F' as published in the Academic Calendar. Students will be allowed no more than five Q-drops during their academic career at Sam Houston State University. Classes that are dropped prior to the Q-drop date will not count toward the limit. Students who have used their limit of five Q-drops will need to petition their respective dean to drop a class. If the dean refuses to grant permission to drop a class, a student will be required to remain in the class. This limit will take effect with the start of the fall 2004 semester. Any drops accumulated prior to the fall 2004 semester will not be included in the five Q-drop limit, nor will Q-drops from other universities.

Interior Design Student Handbook: Please see for additional information.

Additional Resources:

All SHSU Policies: <http://www.shsu.edu/intranet/policies/>

Student Guidelines <http://www.shsu.edu/students/guide/>

**FACS 3360 – Business Practices for Interior Designers
Spring Semester, 2018**

Due by the beginning of class on the first day of the semester enrolled.

I, _____,
student's name - printed

- have read the syllabus for FACS 3360 – Business Practices for Interior Designers and fully understand and accept the responsibilities and expectations of me as a student enrolled in this course.
- acknowledge that my success in this course is dependent upon my willingness to follow the schedule listed in the syllabus, turn assignments in on time, and consult the instructor for assistance.
- recognize that although points are not given for attendance, my success in this course is dependent upon my regular attendance.
- I agree to allow the interior design program in the Department of Family and Consumer Sciences to keep any and all interior design assignments, projects, papers, preliminary and final drawings, and reports produced in this course for accreditation purposes.

Contact phone number: (_____) _____

Signature _____ Date: _____