Instructor; Professor Steven Mansfield  
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Class Time;  Monday, Wednesday, and Friday 12:30pm – 1:20pm

Office Hours;  Monday, Wednesday and Friday 1:30pm-2:30pm, 3:30pm-4:30pm

Required Texts; The Codes Guide Book for Interiors, Harmon & Kennon

Recommended Texts; A Manual of Construction Documentation, Wiggins

COURSE DESCRIPTION:
Study of architectural systems in contemporary buildings. Investigation of construction drawings and their interpretation. Includes related codes and professional terminology.

COURSE OBJECTIVES:
As defined by the IDEA student evaluation form

- Gaining factual knowledge (terminology, classifications, methods, trends)
- Learning to Apply course material (to improve thinking, problem solving and decisions)
- Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

More specific objectives
(number letter) refers to CIDA standards

The following list of course objectives will be addressed in this course. All objectives are intended to enhance the employability of students in design professions.

- the concepts, principles, and theories of sustainability as they pertain to building methods, materials, systems, and occupants (2a)
- the implications of conducting the practice of design within a world context (2b)
- how designs needs may vary in cultural and social groups with different economic means (2c)
- exposure to contemporary issues affecting interior design (2d)
- exposure to a variety of business and organizational structures (2e)
- understanding that social and behavioral norms may vary from their own and are relevant to making appropriate design decisions (3a)
- select, interpret, and apply appropriate anthropometric data (3c)
- Appropriately apply universal design concepts. (3d)
Gather, evaluate, and apply appropriate and necessary information and research findings to solve the problem (pre-design investigation) (4b)
opportunities to solve simple to complex design problems (4e)
opportunities to develop critical listening skills (4h)
team work structures and dynamics (5a)
the nature and value of integrated design practices (5b)
multi-disciplinary collaboration, leadership, and team work (5c)
interaction with multiple disciplines representing a variety of points of view and perspectives (5d)
express ideas clearly in written communication (6c)
produce integrated contract documents including drawings, schedules, and specifications appropriate to project size and scope (6f)
integrate oral and visual material to present ideas clearly (6g)

contributions of interior design to contemporary society (7a)
various types of design practices (7b)
the elements of business practice (business development, financial management, strategic planning, and various forms of collaboration and integration of disciplines) (7c)
the elements of project management, project communication, and project delivery methods (7d)
professional ethics (7e)
The interior design program provides exposure to various market sectors and client types (7f)
legal recognition for the profession (7g)
professional organizations (7h)
life-long learning (7i)
public and community service (7j)
understanding the social, political, and physical influences affecting historical changes in the design of the built environment (8a)
the interaction of light with materials, texture, light, form and the impact on interior design (10b)
an awareness of typical fabrication and installation methods, and maintenance requirements (11b)
Students select and apply materials and products on the basis of their properties and performance criteria, including ergonomics, environmental attributes and life cycle costs (11c)
Students are able to layout and specify furniture, fixtures, and equipment (11d)
understand the principles of natural and electrical lighting design (12a)
competently select and apply luminaires and light sources (12b)
understand the principles of acoustical design (12c)
understand appropriate strategies for acoustical control (12d)
understand the principles of thermal design (12e)
understand how thermal systems impact interior design solutions (12f)
understand the principles of indoor air quality (12g)
understand how the selection and application of products and systems impact indoor air quality (12h)
structural systems and methods (13a)
non-structural systems including ceilings, flooring, and interior walls (13b)
distribution systems including power, mechanical, HVAC, data/voice telecommunications, and plumbing (13c)
energy, security, and building controls systems (13d)
the interface of furniture with distribution and construction systems (13e)
vertical circulation systems (13f)
Students are able to read and interpret construction drawings and documents (13g)
Sustainability guidelines (14a)
Industry-specific regulations (14b)
Compartmentalization: fire separation and smoke containment (14c)
Movement: access to the means of egress including stairwells, corridors, exitways (14d)
Detection: active devices that alert occupants including smoke/heat detectors and alarm systems (14e)
Suppression: devices used to extinguish flames including sprinklers, standpipes, fire hose cabinets, extinguishers (14f)
Knowledge of federal, state/provincial, and local codes (14g)
Knowledge of standards (14h)
accessibility guidelines (14i)
Building envelope
Heat transfer
Moisture transfer
Air transfer

ATTENDANCE POLICY:
In that there is a tremendous amount of material to cover in this course and because this material is critical for success in the design professions - it is imperative that students attend class during designated hours. Class will be in a lecture format. Lectures will be given once. If a student misses a class it is the responsibility of that student to obtain notes from peers. Attendance will be verified at the beginning of each class period. Students may miss class twice without penalty. After each subsequent absence the grade will drop a full letter grade i.e....A to B or from B to C. After five absences, students will not be able to pass the class and will be withdrawn from the program since a grade of C or better is required from all classes within the major.
To strongly discourage students from being chronically late, students will receive a step reduction in grade for every four tardies i.e. . . . being late for the first 10 minutes of class.

COURSE EVALUATION:
Grading will be based on assignments, ADA project and Exams. Assignments will be graded based on criteria set forth by the instructor. The basis for grading in this course will be based on the following percentages:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>90 - 94%</td>
<td>A-</td>
</tr>
<tr>
<td>87 - 89%</td>
<td>B+</td>
</tr>
<tr>
<td>83 - 86%</td>
<td>B</td>
</tr>
<tr>
<td>80 - 82%</td>
<td>B-</td>
</tr>
<tr>
<td>77 - 79%</td>
<td>C+</td>
</tr>
<tr>
<td>73 - 76%</td>
<td>C</td>
</tr>
</tbody>
</table>
70 - 72%  C-
67 - 69%  D+
60 - 66%  D
59 and below  E

GRADING:
Field Measuring assignment  5%
ADA Project               20%
Other Assignments          5%
Commercial Design problem
With Construction Documents 40%
Midterm Exam               10%
Final Exam (Dec 14th 11:30am) 20%

LATE POLICY:
Work turned in after the due date will be marked down each day following the original due date. Late assignments/projects will be immediately marked down 20% for not meeting the completion date. For each subsequent 24 hours that the assignment is late the project will receive another 10% reduction. In the case of an extreme emergency please - contact me immediately and we will work with you on a case by case basis.

CRITIQUES:
Critiques are essential in the design process. Unfortunately, this is not a studio class. I will not have time in class to critique your work. I will however provide weekly classroom critiques were I will respond to general trends and mistakes I observe on student work.  It is your responsibility.... to listen carefully to see if any of my comments apply to your project and then....to implement them into your project.  Failure to hear and recognize that something applies to you is not a valid excuse when I grade your projects.

OPEN DOOR POLICY
I am a believer in making myself available to students. Besides my office hours, I will keep my door open if I’m available to help you. If the door is closed and I’m in the office, the door is closed because I need to not be interrupted. Please do not knock if the door is closed! Thank You.

PARTICIPATION:
Attendance is suggested for this class as instruction will be given pertinent to class material and assignments and will not be repeated. Lecture notes are unavailable from the instructor due to the nature of the class and lecture style. Lectures may or may not present information acquirable from the readings or other sources. Therefore, if a student misses a class, it is their responsibility to make arrangements for notes from a peer. If classes are missed, lectures will not be repeated.
Calendar of Due Dates

September 4th  Field Measuring Assignment
September 23 & 25  ADA Presentations

Calendar of Due Dates for Commercial Design Project

**Design**
Oct 2  (9%)  Schematic Design
   A.  Bubble Diagrams
   B.  Sketches
   C.  Research
   D.  Program

Oct 9  (9%)  Initial Design Development
   A.  Concept statement
   B.  Plans w/ overall dimensions

**Design Development**
Oct 23 (9%)  Design Development
   A.  Floor Plan
   B.  Room Names
   C.  Furniture layout
   D.  Built-ins i.e….cabinets, Reception Desk
   E.  Plumbing Fixtures with clearances

**Construction Documents**
Oct 30  (9%)  Floor Plan
   A.  Dimensions
   B.  Room Names
   C.  Room Numbers
   D.  Door Numbers
   E.  Laid out for a 24x36 sheet @1/4”
   F.  Scaled to print to fit on a 11x17
   G.  Dash over head items

   Demolition Plan
   A.  Dash items to be removed

Nov 6th  (9%)  Reflected Ceiling Plans
   A.  Ceiling layout
   B.  Dimensions where applicable
   C.  Elevation symbols
   D.  Title, Drawing Number, North Arrow & Scale
   E.  Exit signs

   Floor Plans
   A.  Wall Hatch – If applicable
   B.  Title, Drawing Number, North Arrow & Scale
Nov 13th
Interior Elevations (one page worth) or sections if applicable
A. Materials or keyed notes
B. Heights - if applicable
C. Cabinet Sizes – if applicable
D. ¼” scale
E. Title, Drawing Number & Scale

Floor Plans
A. Interior Elevation symbols
B. Section Symbol- if applicable

Nov 20
Finish Schedule
A. Select finishes

Door Schedule
A. Complete Door Schedule
B. Hardware Groups (attempt)

Frame Types
A. Draw Frames
B. Dimension Frames
C. Title, Drawing Number & Scale

Dec 2
Wall Types
A. Draw wall Types
B. Call out materials
C. Title, Drawing Number & Scale

Details
A. Cabinet Details
B. Fill any holes on sheets

Floor Plans
A. Wall Type Symbol
B. Detail Bubbles

Dec 4
Title Sheet
A. Abbreviations
B. Keys to Material
C. Code Analysis
D. Symbols
E. Vicinity Map
F. Index to Drawings
G. Title Block

Dec 9
Power Plan
Lighting Plan
Mechanical Plan
Plumbing Plan

Dec 11
Revisions

Final Exam - December 14 (1:30pm – 3:20pm)
ADA STATEMENT:
The Americans with Disabilities act states: “Reasonable accommodation will be
provided for all persons with disabilities in order to ensure equal participation within the
program.” If a student has a disability that will likely require some accommodation by the
instructor, the student must contact the instructor and document the disability through
the Disability Resource Center (797-2444), preferably during the first week of the course.
Any request for special consideration relating to attendance, pedagogy, taking of
examinations, etc., must be discussed with and approved by the instructor. In
cooperation with the Disability Resource Center, course materials can be provided in
alternative format, large print, audio, diskette, or Braille.

PLAGIARISM STATEMENT:
Plagiarism includes knowingly “representing, by paraphrase or direct quotation, the
published or unpublished work of another person as one’s own in any academic exercise
or activity without full and clear acknowledgement. It also includes the unacknowledged
use of materials prepared by another person or agency engaged in the selling of term
papers or other academic materials” (Code of Policies and Procedures for Students,
Article V, Section 3A.1). The penalties for plagiarism are severe. They include “#1)
warning or reprimand and #2) grade adjustment” (see: Article VI, Section 1A): Other
penalties may also be imposed at the Dean’s discretion. These include probation,
suspension, expulsion, withholding of transcripts, denial or revocation of degrees,
referral to psychological counseling, and other appropriate disciplinary actions.

Article VI: Discipline, Section 5C:

“Whenever a student is suspected of a(n) academic dishonesty violation(s), the
accused student shall be notified by the instructor of the violation and its
consequences, as soon as possible. Penalties #1 and #2 of Article VI, Section 1
are administered by the instructor in consultation with the Department Head. If
the violation results in a grade adjustment, the incident shall be reported to the
academic Dean and the Vice President for Student Services. If the student is a
graduate student, the incident shall also be reported to the Dean of the School of
Graduate Studies.”

EVACUATION PROCEDURES:
In case of an emergency, please walk to the nearest exit and stay clear from the
building. Wait to return until the building is declared safe. Take any valuable
possessions with you.