Interior Design 4740
Business & Professional Practice in Interior Design

Instructor; Senior Lecturer Steven Mansfield
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Office – FL 320E
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Class Time; Monday, Wednesday, Friday (11:30am-12:20pm)
Office Hours; Monday, Wednesday and Friday 10:30-11:30am, Wednesday 4:00-5:00 pm, other times by appointment

COURSE DESCRIPTION:
Overview of business practices and principles for interior design, including: salesmanship, marketing, client and trade relationships, establishing an interior design practice and fee structure.

COURSE PREREQUISITES:
ID 4750

ATTENDANCE POLICY:
Attendance will be verified at the beginning of each class period. For every 2 unexcused absences students will receive a step reduction in grade i.e. A to A-, A- to B+, etc… THIS WILL BE ENFORCED!!!

Syllabus change policy – This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester and may depend, in part, on the progress, needs, and experiences of the students. Changes to the syllabus will be made with advance notice.

COURSE GOALS:
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 concepts, principles, and theories of sustainability as they pertain to building methods, materials, systems, and occupants (2a)
- the implications of conducting practice of design within a world context (2b)
- how design needs may vary for a range of socio-economic stakeholders (2c)
- exposure to contemporary issues affecting interior design (2d)
- exposure to a variety of business and organizational structures (2e)
- opportunities for developing knowledge of other cultures. (2f)
- understand the contributions of interior design to contemporary society (7a)
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

• To understand the legal requirements to set up a business
• To learn concepts of marketing as they apply to interior design.
• Master the various methods that an interior designer selects to charge fees.
• Layout furniture and equipment.
• To understand licensing requirements of interior design
• Comprehend the issues related to selling products
• Learn how to write a legal contract
• To understand trade sources
• Learn how to prepare a business plan
• Master the basics of money management for a small firm
• Understand career options
• Learn about branding your firm
• Comprehend how to interview how to a potential employee

COURSE CONTENT AND PROCESS:
This course is taught in a lecture/lab format focusing on the contents goals described previously.

COURSE EVALUATION:
Grading will be based on Assignments that will be graded based on criteria set forth by the instructor. The basis for grading all assignments, projects, drawings, and the final grade in this course will be based on the following percentages:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>94 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>90 - 93%</td>
<td>A-</td>
</tr>
<tr>
<td>88 - 89%</td>
<td>B+</td>
</tr>
<tr>
<td>82 - 87%</td>
<td>B</td>
</tr>
<tr>
<td>80 - 81%</td>
<td>B-</td>
</tr>
<tr>
<td>78 - 79%</td>
<td>C+</td>
</tr>
<tr>
<td>72 - 77%</td>
<td>C</td>
</tr>
<tr>
<td>70 - 71%</td>
<td>C-</td>
</tr>
<tr>
<td>62 - 67%</td>
<td>D</td>
</tr>
<tr>
<td>60 - 61%</td>
<td>D-</td>
</tr>
<tr>
<td>59 and below</td>
<td>E</td>
</tr>
</tbody>
</table>

Late assignments and projects will be not accepted!
ASSIGNMENTS
The student’s grade will be based on the following breakdown

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments – TBD</td>
<td>50%</td>
</tr>
<tr>
<td>Midterm - Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
</tbody>
</table>

PARTICIPATION:
Attendance is required 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.

COURSE FEE: The fees for this class are covered by differential tuition. This money is used to cover the expenses that incur in this class, most of which come from extensive printing (the cost of paper, toner, maintenance and replacement of printers). This fee is also used to maintain & replace desks, computer connectivity and the projector. It also covers the purchase of incidental supplies.

SECURITY:
It is imperative that each student be responsible to secure your own belongings - especially your LAPTOP!!!! Please do not leave your valuables unsecured. Unfortunately, replacement of stolen items will be your own responsibility.

Americans with Disabilities Statement & Non-Discrimination 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 (sic?). 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.

Inclusion Statement
No student is permitted to create a threatening, intimidating, or harassing environment in this course. Classroom civility is a part of the Student Code, and infractions will be pursued through the Student Conduct Coordinator. This course will be conducted in a safe and tolerant environment, and any person who detracts from that environment will be instructed to leave without the ability to make up coursework.

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.