

# Interior Architecture Capstone (3 credits)

## Syllabus: Fall-2018

Tuesday, 11 am – 12:15 pm - Rm 323 CPS, Online for an additional 75 minutes minimum per week.

Instructor Name: Aaron Kadoch  
Office Location: 330

Office #: 715.346.4940  
Email: akadoch@uwsp.edu

### Office Hours

I am available without an appointment on the days/times below. Individual meetings can be arranged through an email request, phone call, or conversation directly before or after class. I do not hold normal office hours during the following weeks: (Thanksgiving week, Spring Break, Summer Break, and finals weeks.)

**Monday and Wednesday from 9-10am and 3-4:30pm, (unless I am in a meeting)**

### Course Description

Advanced application of design processes, theory, regulations, and codes for depth and enhancement to an IA studio project; portfolio and resume development; final portfolio presentation.

### Course Learning Experiences

- To critically evaluate design portfolios and presentation materials graphically and relative to design communication.
- Create a printed and digital portfolio and to recognize the difference in value for each.
- Compose a compatible bio/resume, philosophy and marketing materials for career advancement.
- Enhance design work and highlight core design skills through content creation or improvement within and for a portfolio document.
- Use networking and professional resources for valued feedback.
- Develop experience in marketing, branding and exhibit design

### Course Learning Outcomes

A learning outcome is a statement that describes what a student will know (knowledge), be able to do (skill), and/or value/appreciate (disposition) as a result of a learning experience.

- Examine the elements of planning, design, typography, content, layout and graphic presentation strategies, binding (Enclosure), and multi-media for professional portfolios.
- Explore a wide variety of creative approaches to portfolio formats, themes and content.

- To understand the role of the design portfolio in the pursuit of employment, or future advancement in the design industry. "What have you done? and what can you do?"
- To prepare a portfolio, bio/resume, philosophy and other marketing materials, that meets your career and design objectives.
- To understand public perception and visual communication as well as the need to celebrate hard work and good design through exhibit design and a portfolio show.

## General Education: Capstone Experience and Communication in the Major

### Capstone Experience:

- Complete a project that integrates knowledge, skills, and experiences related to those General Education Program Outcomes appropriate to the discipline.
- Demonstrate skills, processes, and resources needed to make a successful transition from college to the world beyond.

### Communication in the Major:

- Apply discipline-specific standards of oral and written communication to compose an articulate, grammatically correct, and organized presentation/piece of writing with properly documented and supported ideas, evidence, and information suitable to the topic, purpose, and audience.
- Critique their own and others' writing/oral presentations to provide effective and useful feedback to improve their communication.

## Evaluation/Course Requirements

### Stage 1: Concept Design

<b>Templates, Research, Planning, Interim Review</b>		<b>(30 Points Total)</b>
1.	Precedent Study	Total Points: 10
2.	Draft Collage and Philosophy Pages	Total Points: 2.5
3.	Draft Cover, Content, Transition Template	Total Points: 2.5
4.	Draft Project Template	Total Points: 2.5
5.	Interim Review Draft 1 / Format and Publishing Report	Total Points 12.5

### Stage 2: Design Development

<b>Exhibit Design and Portfolio/Project Enhancements</b>		<b>(20 Points Total)</b>
6.	Exhibit Design Solutions Stage (Draft Layout)	Total Points: 5
7.	Draft Portfolio Submission 2/ Format and Publishing Report	Total Points: 10

8.	Stage 2 Project Enhancements	Total Points:	5
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**Stage 3: Project Production**

**Portfolio, Exhibit and Project Publishing/Production (50 Points Total)**

9.	Draft Portfolio Submission 3"/Format and Publishing Report:	Total Points:	5
10.	Stage 3 Project Enhancements	Total Points:	10
11.	Final Exhibit Design Solutions Layout	Total Points:	10
12.	Final Show: Fabrication, Installation and Clean up	Total Points:	10
13.	Final Printed and Published Portfolio, and.....		
	Final Marketing Materials	Total Points	15

**Total Points for Course: 100**

**Required Course Materials**

All required texts provided in D2I content in Digital PDF form.

**Recommended Reference Texts:**

Optional Rental in University Book Store:

1. **Portfolio Design**, By Harold Linton, Published by W. W. NORTON & CO

In Studio References:

2. **Portfolio Design (2017 ed.)**, By Harold Linton, Published by W. W. NORTON & CO
3. **Design Portfolios**, By Diane Bender, Published by Fairchild Books, 2008

**Technology Guidelines**

Skills required include Adobe Photoshop, In-design/Illustrator, Cad, Revit/Sketch-up, and Web Tools, Microsoft Office.

**Cell phone usage:** Research supports that having visual access to a cell phone diminishes our ability to learn. Checking social media, texts, emails, and messages is unprofessional and disrespectful to our class community. Please turn off your phone during class; I will do so as well. If I notice that you are using your phone during class I may ask you to share what you are researching or ask you to put it away. Thank you for following these guidelines as they help create a positive learning community.

This course may require posting of work online that is viewable only by your classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for online programs. Your academic records (grades, student IDs, personal identification information) will not be shared by the instructor of this course. Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. If you elect to not participate in these online assignments due to confidentiality concerns then an alternate assignment will be offered to you.

## Studio Space

The studio is not dedicated to portfolio work and each student must keep the studio environment safe, clean, and in proper order. The last person to leave the studio must always lock the doors to ensure security.

Because of the environmental hazards and maintenance expenses inherent with the use of spray fixatives and spray adhesives of all kinds, they may not be used in the College of Professional Studies Building. Any student found in violation of these policies will have his/her privileges for unsupervised use of the building (i.e., after hours use) revoked. No cutting or destroying of furniture, or room finishes are allowed. Always use approved cutting boards, mats and protective covering when painting, or applying stainable products.

## Inclusivity Statement

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it using this [link](#). You may also contact the Dean of Students office directly at [dos@uwsp.edu](mailto:dos@uwsp.edu).

## Confidentiality

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

## Grading Scale

95 – 100% = A	76 – 79.9% = C+	60 – 62.9% = D-
90 – 94.9% = A-	73 – 75.9% = C	59.9% and below = F
86 – 89.9% = B+	70 – 72.9% = C-	
83 – 85.9% = B	66 – 69.9% = D+	
80 – 82.9% = B-	63 – 65.9% = D	

## Communicating with your Instructor



Email is the quickest/best way to reach me at: [akadoch@uwsp.edu](mailto:akadoch@uwsp.edu)



Call my office at any time (715-346-4940). Leave a voicemail if I do not answer.



Skype Videoconference is also available by request.

## Communicate Clearly

Remember some faculty receive as many as 100 emails per day. Yours should be clear, concise, and professional so that your issues can be responded to effectively. Include the entire thread of an ongoing email conversation so that your instructor can recall the history of your issue without searching for other emails you have sent. Sign off with your first and last name. I will not open attachments without messages or messages that are illegible.

Like all aspects of education and professional conduct, clear communication is essential. You will be receiving initial information and outlines about the course up front. All official documents will be posted on D2L. You will receive information and additional /supplemental information throughout the semester through email, documents posted on D2L, and verbally in-class. You are required to actively communicate by checking email for notifications, checking D2L for notifications and posts, and listening in class to updates regarding your assignments.

Any information that you feel is important to be communicated, please email me and/or make an appointment for an office visit. You are expected to notify me of any academic or personal issues affecting you or your ability to perform in the course, attend lecture and studio or fulfill any specific project requirements as soon as the problem becomes apparent. Notify your advisor of any extreme personal circumstances. See attendance requirements.

## Work Ethic, Participation and Production

Your overall work ethic and effort will manifest itself in several ways. How much time you spend on the work at hand will be reflected in the quality and craftsmanship of your drawings, the relevance of the research and how you integrate it into your work. Your work ethic is a reflection of your enthusiasm from day one and the total effort, energy in and out of class that you provide. Your work ethic is also reflected in the care and respect you exhibit with your classmates and your professor through verbal and written communication. In general, your work ethic is a mirror of you and the quality of your work, largely based on inquiring, searching, thinking and spending time to develop your ideas above the minimal requirements. Additionally you will note that there contains a substantial portion of points for your work ethic in each of the project phase grading rubrics.

### Portfolio Development

Being prepared for each studio/class is essential. You must have work assignments and progress drawings, sketches, digital materials, and laptop with you in each studio. Significant points will be deducted from each assignment if you are not fully prepared and making progress in a systematic way. You can not simply put the portfolio together at the end.

Follow the assignment schedule diligently. Desk critiques are held regularly each week in studio. Students are expected to present and discuss their design work and show how they are satisfying the portfolio criteria and following the studio process. All digital work performed in studio must be performed on your laptop and/or printed examples of your digital work to date should be brought to class if you do not have your laptop with you, to be able to participate with your professor's critiques and or submit regular PDF drafts for review on D2L. Working in IA labs where the professor can see you is also acceptable however space is often limited.

### Exhibit Design and Development

You are required to participate fully in the exhibition design, production, fabrication and installation as well as the final event in order to pass the course. Follow all course assignments and deadlines to meet this component.

## Attendance

Attending class will likely be the single most important factor in determining your performance and grade in the course, so plan to attend every class. In most class meetings you will have at least one project, exercise, test, and/or discussion that will impact your grade, and your class discussions will count toward participation. The relationship between attendance and achievement in education has been extensively documented in peer-reviewed research. ***I am not able to re-teach the material to you in the event that you are absent, but you can ask a classmate to share notes. Any exceptions to the attendance policy should be confirmed in writing.***

Please refer to the "Absences due to Military Service" and "Religious Beliefs Accommodation" below. Additionally, below are attendance guidelines as outlined by the [UWSP registrar](#): Attend all your classes regularly. We do not have a system of permitted "cuts."

If you decide to drop a class, please do so using myPoint or visit the Enrollment Services Center. Changes in class enrollment will impact your tuition and fee balance, financial aid award and veterans educational benefit.

During the first eight days of the regular 16 week term, your instructor will take attendance. If you are not in attendance, you may be dropped from the class. You are responsible for dropping any of your enrolled classes.

- If you must be absent during the term, tell your instructor prior to the class you will miss. If you cannot reach your instructor(s) in an emergency, contact the Dean of Students Office at 715-346-2611 or [DOS@uwsp.edu](mailto:DOS@uwsp.edu) .
- If you are dropped from a class due to non-attendance, you may only be reinstated to the class section using the class add process. Reinstatement to the same section or course is not guaranteed. Your instructors will explain their specific attendance policies to be followed at the beginning of each course.

- If you take part in an off-campus trip by an authorized university group such as an athletic team, musical or dramatic organization, or a class, make appropriate arrangements in advance with the instructor of each class you will miss. If you are absent from classes because of emergencies, off-campus trips, illness, or the like, your instructors will give you a reasonable amount of help in making up the work you have missed.
- If you enroll in a course and cannot begin attending until after classes have already started, you must first get permission from the department offering the course. Otherwise, you may be required to drop the course.
- If you do not make satisfactory arrangements with your instructors regarding excessive absences, you may be dismissed. If you are dismissed from a class, you will receive an F in that course. If you are dismissed from the University, you will receive an F in all enrolled courses.

## Late Work

Late work is not accepted, unless a student has provided adequate effort to complete the work on time, and has communicated ahead of time that there is a possible need for an extension at least 3 days (including Saturday and Sunday) prior to the assignment due date.

## Absences due to Military Service

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, [not to exceed two \(2\) weeks](#) unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](#).

## Religious Beliefs Accommodation

It is UW System policy ([UWS 22](#)) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

## Equal Access for Students with Disabilities

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

*If modifications are required due to a disability, please inform the instructor and contact the [Disability and Assistive Technology Center](#) to complete an Accommodations Request form. Phone: 346-3365 or Room 609 Albertson Hall.*

## Help Resources

Tutoring	Advising	Safety and General Support	Health
Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. 018 Albertson Hall, ext 3568	Academic and Career Advising Center, 320 Albertson Hall, ext 3226	Dean of Students Office, 212 Old Main, ext. 2611	Counseling Center, Delzell Hall, ext. 3553. Health Care, Delzell Hall, ext. 4646

### UWSP Service Desk

The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu) or at (715) 346-4357 (HELP) or visit this [link for more information](#).

### Care Team

The University of Wisconsin-Stevens Point is committed to the safety and success of all students. The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As your instructor, I may contact the Office of the Dean of Students if I sense you are in need of additional support which individually I may not be able to provide. You may also share a concern if you or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success or the safety of others, by reporting [here](#).

## Academic Honesty

Academic Integrity is an expectation of each UW-Stevens Point student. Campus community members are responsible for fostering and upholding an environment in which student learning is fair, just, and honest. Through your studies as a student, it is essential to exhibit the highest level of personal honesty and respect for the intellectual property of others. Academic misconduct is unacceptable. It



compromises and disrespects the integrity of our university and those who study here. To maintain academic integrity, a student must only claim work which is the authentic work solely of their own, providing correct citations and credit to others as needed. Cheating, fabrication, plagiarism, unauthorized collaboration, and/or helping others commit these acts are examples of academic misconduct, which can result in disciplinary action. Failure to understand what constitutes academic misconduct does not exempt responsibility from engaging in it.

*UWSP 14.03 Academic misconduct subject to disciplinary action.*

- (1) Academic misconduct is an act in which a student:
  - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
  - (b) Uses unauthorized materials or fabricated data in any academic exercise;
  - (c) Forges or falsifies academic documents or records;
  - (d) Intentionally impedes or damages the academic work of others;
  - (e) Engages in conduct aimed at making false representation of a student's academic performance; or
  - (f) Assists other students in any of these acts.
  
- (2) Examples of academic misconduct include, but are not limited to:
  - Cheating on an examination
  - Collaborating with others in work to be presented, contrary to the stated rules of the course
  - Submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another
  - Submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas
  - Stealing examinations or course materials
  - Submitting, if contrary to the rules of a course, work previously presented in another course
  - Tampering with the laboratory experiment or computer program of another student
  - Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in the [University System Administrative Code, Chapter 14](#).

## Other Campus Policies

### FERPA

The [Family Educational Rights and Privacy Act](#) (FERPA) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll.

## **Title IX**

UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.

Please see the information on the [Dean of Students webpage](#) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the [Title IX page](#).

## **Clery Act**

The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1<sup>st</sup> in our [Annual Security Report](#). Another requirement of the Clery Act, is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](#) page.

## **Drug Free Schools and Communities Act**

The Drug Free Schools and Communities Act (DFSCA) requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. The Center for Prevention lists information about alcohol and drugs, their effects, and the legal consequences if found in possession of these substances. [Center for Prevention – DFSCA](#)

## **Copyright infringement**

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](#).

## **Accreditation Standards**

Council of Interior Design Accreditation (CIDA) standards.