

San José State University
School of Art + Design, Interior Design
dsIT 112 Professional Practice of Interior Architecture
Spring 2019

Instructor:	Stephen Polcyn IIDA, CID, LEED-AP
Office Location:	IS 202
Telephone:	408.806.5669
Email:	steve@studiodesignlink.com
Office Hours:	By Appt. Friday, 2-3pm Phone or Email
Class Days/Time:	Friday 3:00 pm - 8:50 pm
Classroom:	IS 240
Prerequisites:	dsIT 104

Course Description / Format

This advanced professional practice course focuses on the business, legal, financial, and managerial considerations of the Interior Design profession. A case study is used to explain the formation of a design business and its structure and operations; designer/client and designer/vendor relationships; contract formats for residential and commercial projects; various forms of compensation; project management including programming, budgeting, scheduling, bidding, contract administration, and post-occupancy evaluations; government and statutory rules and regulations; insurance and dispute resolution. Students are introduced to the role and responsibilities of a design assistant, with special emphasis on ethical considerations and the issue of legal recognition of the profession and licensing.

This course adopts a hybrid format. Students need to access Canvas to complete assignments and test.

Course Goals and Student Learning Objectives

Students will:

- Gain a basic understanding of the Legal Context of an Interior Design Practice through studying the evolving legal context within which architects practice, and of the laws pertaining to professional registration, professional service contracts, and the formation of design firms and related legal entities.
- Develop a sensitivity to organizational management in the interior design practice and an awareness of the basic principles of office organization, business planning, marketing,

negotiation, financial management, and leadership, as they apply to the practice of interior design and architecture.

- Become familiar with contracts and documentation used in the interior design industry by studying and reviewing examples of the different methods of project delivery, the corresponding forms of service contracts, and the types of documentation required to render competent and responsible professional service.
- Gain a basic understanding of the context of Interior Design in relation to the shifts which occur, and have occurred in the social, political, technological, ecological, and economic factors that shape the practice of architecture.
- Gain a basic understanding of ethics and professional judgment through studying and discussion of ethical issues involved in the formation of professional judgments in Interior Design and practice.

Required Texts/Readings

Textbook

Required Text:

Interior Design in Practice: Case Studies of Successful Business Models [Paperback]
[Terri Maurer](#) (Author), [Katie Weeks](#) (Author), ISBN-13: 978-0470190531. (Available in the King's library)

Professional Practice for Interior Designers by [Christine M. Piotrowski](#) . ISBN-13: 978- 0471760863
(Available in the King's library) FIFTH EDITION

Other equipment / material requirements (optional)

Library Liaison

Rebecca Kohn 408.808.2007
Associate Librarian, Dr. Martin Luther King, Jr. Library
Liaison to the School of Art and Design
San Jose State University

Classroom Protocol

Cell Phones:

Students will turn their cell phones off or put them on vibrate mode while in class. They will not answer their phones in class. Students whose phones disrupt the course and do not stop when requested by the instructor will be referred to the Judicial Affairs Officer of the University.

Computer Use:

In the classroom, faculty allows students to use computers only for class-related activities. These include activities such as taking notes on the lecture underway, following the lecture on Web-based PowerPoint slides that the instructor has posted, and finding Web sites to which the instructor directs students at the time of the lecture. Students who use their computers for other activities or who abuse the equipment in any way, at a minimum, will be asked to leave the class and will lose participation points for the day, and, at a maximum, will be referred to the Judicial Affairs Officer of the University for disrupting the course. (Such referral can lead to suspension from the

University.) Students are urged to report to their instructors computer use that they regard as inappropriate (i.e., used for activities that are not class related).

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the [current academic calendar](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/) web page located at http://www.sjsu.edu/academic_programs/calendars/academic_calendar/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

Assignments and Grading Policy

The format of this course will be both lecture and studio. If you miss a class, it is your responsibility to find out what you missed BEFORE the next class. Technical demos and lectures will not be repeated for students who miss a class. It is your responsibility to find out about any announcements made in class, by communicating with your classmates.

Exams and projects will be issued during the semester. Exams will cover lecture, textbook, and handout information.

Class participation will impact upon your final grade. Class participation is expected at all lectures, including those by guest speakers, and field trips (on or off campus). Pop Quiz will be given at the beginning of each class as your class participation grade.

All classes start as the time indicated on the class schedule. Students who are late will be considered as non-participants.

All projects are due at the designated date and time. Late projects will not be accepted.

Make up exams are only given to students that have an emergency or/and immediate family death.

Grading Criteria:

Exams (Mid-term 25%; Final Exam 25%)	50%
Projects (Project 1 –10%; Project 2 –25%)	35%
Class Attendance / Participation	15%

The grading scale is as follows:

Grading Percentage Breakdown

97-100 = A+
93-96 = A
90-92 = A-
87-89 = B+
83-86 = B
80-82 = B-
77-79 = C+
73-76 = C

70-72 = C-
67-69 = D+
63-66 = D
60-62 = D-
59 and below = F

Determination of Grades

- A Excellent. Indicates work of a very high character; the highest grade given. This grade is reserved for work that shows leadership and inspiration, demonstrating significant insight developed to its fullest extent and presented with exquisite craftsmanship.
- B Good. Indicates work that is definitely above average, though not of the highest quality. This work shows thorough exploration and development, and is well presented with good craftsmanship, but it may not rise to the highest level of excellence.
- C Fair. Indicates work of average or medium character. Work in this category demonstrates complete fulfillment of the stated requirements and an understanding of the issues covered, but does not exceed the expectations of understanding, development, or execution.
- D Pass. Indicate work below average and unsatisfactory. It is the lowest passing grade. Though work may meet the minimum requirements, it lacks depth, development or is unsatisfactorily crafted.
- F Fail. Indicates work that the student knows so little of the subject that it must be repeated in order that credit may be received. Work in this category may be unfinished, unimaginative, underdeveloped or poorly executed, and shows minimal understanding of issues.

University Policies

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University's Academic Integrity policy](http://www.sjsu.edu/senate/S07-2.htm), located at <http://www.sjsu.edu/senate/S07-2.htm>, requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sa.sjsu.edu/judicial_affairs/index.html) is available at http://www.sa.sjsu.edu/judicial_affairs/index.html.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy S07-2 requires approval of instructors.

Academic Honesty:

Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information, ideally on the green sheet, about other unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by [Academic Senate Policy S04-12](#).

- “You are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc. found at <http://www2.sjsu.edu/senate/S04-12.pdf>

- Expectations about classroom behavior; see [Academic Senate Policy S90-5](#) on Student Rights and Responsibilities.
- As appropriate to your particular class, a definition of plagiarism, such as that found on Judicial Affairs website at <http://www2.sjsu.edu/senate/plagiarism/policies.htm>
- “If you would like to include in your project any material you have submitted, or plan to submit, for another class, please note that SJSU’s Academic Integrity policy S04-12 requires approval by instructors.”

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the [Disability Resource Center](#) (DRC) at <http://www.drc.sjsu.edu/> to establish a record of their disability.

Course Sequence:

Week	Date	Topics, Readings, Assignments, Deadlines
1	1/25/2019	Introduction... Overview of class. Definition of a Professional Designer
2	2/1/2019	<i>Professional Practice for Interior Designers</i> . Chapter 1: Interior Design as a Profession, pp.1-17 Chapter 2: Professional Advancement, pp.19-40
3	2/8/2019	Presentation... The History of Professional Interior Design
4	2/15/2019	<i>Interior Design in Practice</i> : Part I: Starting an Interior Design Business Chapter 1: The Beginning, pp. 3-27 PROJECT-1, PHASE-1 ISSUED
5	2/22/2019	<i>Interior Design in Practice</i> : Part I: Starting an Interior Design Business Chapter 2: Structure + Support, pp. 29-57
6	3/1/2019	<i>Interior Design in Practice</i> : Part I: Starting an Interior Design Business Chapter 3: Communications & Technology for a Modern Practice, pp. 59-81
7	3/8/2019	<i>Interior Design in Practice</i> : Part II: Sustaining and Growing your Business Chapter 4: Taking Your Business to the Next Level, pp. 99-127 PROJECT-1, PHASE-1 DUE PROJECT-1, PHASE-2 ISSUED
8	3/15/2019	<i>Professional Practice for Interior Designers</i> Chapter 6: Project Compensation & Design Fees, pp. 89-107 Design Professional Visit: To be Determined

9	3/22/2019	MID-TERM EXAM - ROOM 241, Friday @ 3:00 PM
10	3/29/2019	<i>Professional Practice for Interior Designers</i> Chapter 7: Preparing Design Contracts, pp. 109-149 PROJECT-1, PHASE-2 DUE PROJECT-2 ISSUED Furniture Dealer Office Visit: To Be Determined
11	04/05/2019	NO CLASS – Spring Recess
12	04/12/2019	<i>Professional Practice for Interior Designers</i> Chapter 11: The Project Management Process, pp. 215-254
13	04/19/2019	PROJECT-1 CLASS REVIEW Design Office Visit: To Be Determined
14	04/26/2019	<i>Professional Practice for Interior Designers</i> Chapter 15: Creating and Managing an Int. Design Practice, pp. 325-338 PROJECT-2 DRAFT REVIEW
15	05/03/2019	<i>Professional Practice for Interior Designers</i> Chapter 20 Strategic Planning; pp: 405-415
16	05/10/2019	<i>Professional Practice for Interior Designers</i> Chapter 23: Promotional Basics, pp. 463 – 478 Chapter 24: Promotional Tools & Methods, pp. 483-493 PROJECT-2 DUE
17	5/17/2018	FINAL EXAM - ROOM 241, Friday @ 3:00 PM