San José State University
School of Art + Design, Interior Design
dsIT 112 Professional Practice of Interior Architecture
Spring 2016

Instructor: Steve Krong, Architect, LEED-AP
Office Location: IS 241
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Email: steven.krong@sjsu.edu
Office Hours: Friday 8:30 a.m. – 11:20 a.m.
Class Days/Time: Friday 11:20 a.m. - noon
Classroom: IS 241
Prerequisites: dsIT 104

Course Description
This advanced professional practice course focuses on the business, financial, managerial, and legal 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.

Course Goals and Student Learning Objectives
Students will:

- Develop 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.

- 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.

### Required Texts/Readings

**Required Textbooks:**

- *Interior Design in Practice: Case Studies of Successful Business Models* [Paperback]  


**Library Liaison**

Rebecca Kohn 408.808.2007  
rebecca.kohn@sjsu.edu  
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 electronic devices (cell phones, tablets etc.) off or put them on vibrate mode while in class. They will not answer their phones in class. Students whose use of electronic devices disrupt the course and do not stop when requested by the instructor will be asked to leave the classroom, and may 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 section at http://info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the current academic calendar web page located at http://www.sjsu.edu/academic_programs/calendars/academic_calendar/. The Late Drop 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 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 affect your final grade. Class participation is expected at all lectures, including those by guest speakers, and field trips (on or off campus). A “pop quiz” may 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. Absences for emergencies or illness require notification to instructor before start of class to be excused.

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. The instructor must be informed of such absence before start of the class being missed.
Grading Criteria:

Exams 50%
Projects (Project 1: 15%; Project 2: 15%) 30%
Class Participation and quizzes 20%

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

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. Indicates 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, 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 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/plagarismpoliciess.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 Schedule:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics, Readings, Assignments, Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 29</td>
<td>Introduction</td>
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<tr>
<td>2</td>
<td>Feb 05</td>
<td>Professional Practice for Interior Designers Part I: The profession of Interior Architecture and Interior Design, pg.5-41; Project 1 issued: Business Plan for your own hypothetical design firm</td>
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<tr>
<td>3</td>
<td>Feb 12</td>
<td>Interior Design in Practice: Chapter 1-Starting your Design Business, pg.1-27; Professional Practice for Interior Designers Part II-III: How to Establish an Interior Design Practice; Pg.43-117</td>
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<td>4</td>
<td>Feb 19</td>
<td>Interior Design in Practice: Chapter 2-Structure + Support, Pg.29-55; Professional Practice for Interior Designers Part III: Interior Design Practice Business Formation; Pg.119-188</td>
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<tr>
<td>5</td>
<td>Feb 26</td>
<td>Interior Design in Practice: Chapter 3 - Communications and Technology for a Modern Practice, pg.59-97</td>
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<td>6</td>
<td>March 04</td>
<td>Interior Design in Practice: Chapter 4 - Sustaining and Growing your Business; pg.99-128</td>
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<td>7</td>
<td>Mar 11</td>
<td>Professional Practice for Interior Designers Part IV: Practice Organization and Management; Strategic Planning; pg. 191-212; Midterm review.</td>
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<td>8</td>
<td>Mar 18</td>
<td>Midterm</td>
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<td>9</td>
<td>Mar 25</td>
<td>Professional Practice for Interior Designers Part IV: The Business of Interior Design Human Resources, Legal and Financial Accounting/Management; pg. 213-298; Project 1 due; Project 2 issued; Marketing plan for Design Services from your Design Company for a hypothetical project that you create.</td>
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<td>Mar28-Apr 1</td>
<td>“Spring Recess”</td>
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<td>10</td>
<td>April 08</td>
<td>Professional Practice for Interior Designers Part V: Marketing and Promoting; pg. 301-341.</td>
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<tr>
<td>11</td>
<td>April 15</td>
<td>Professional Practice for Interior Designers Part V: The Business of Interior Design; Promoting, Selling and Design Presentations; pg. 343-399.</td>
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<tr>
<td>12</td>
<td>April 22</td>
<td>Professional Practice for Interior Designers Part VI: Project Compensation and Fees, Preparing Design Contracts; pg. 401-469</td>
</tr>
<tr>
<td>13</td>
<td>April 29</td>
<td>Project 2 due; Professional Practice for Interior Designers Part VI: Product Pricing, Sale of Goods, Warranties, Product Liability; pg. 471-524</td>
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<td>14</td>
<td>May 06</td>
<td>Professional Practice for Interior Designers Part VII: Project Management, pg. 529-560;; Final exam review</td>
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<tr>
<td>15</td>
<td>May 13</td>
<td>Final exam</td>
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