

Course Information

Date Submitted: 5/16/2016

Current Prefix and Number: ID - Interior Design , ID 427 INTERIORS INTERNSHIP

Other Course:

Proposed Prefix and Number: ID 427

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

5/16/16

5/15/16 R

1. General Information

a. Submitted by the College of: DESIGN

b. Department/Division: Sch of Interiors:Planning/Strategy/Desig

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Patrick Lee Lucas

Email: patrickleelucas@uky.edu

Phone: 8592574853

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: INTERIORS INTERNSHIP

Proposed Title: INTERIORS INTERNSHIP

c. Current Transcript Title: INTERIORS INTERNSHIP

Proposed Transcript Title: INTERIORS INTERNSHIP

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

Proposed Meeting Patterns

PRACTICUM: 3-9

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 9 - 12 (variable)

Proposed number of credit hours: 3-9

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? Yes

If Yes: Maximum number of credit hours: 9

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: A supervised full-time work experience with a professional interiors studio in a metropolitan area preferably outside Lexington. Specific work assignment to be defined by faculty/employer/student contract with a minimum of 450 working hours required during summer term (9 credits) or 600 working hours required during academic semester (12 credits).

Proposed Course Description for Bulletin: A supervised full-time professional work experience in the design industry. Specific work assignment to be defined by faculty/employer/student contract with a rate of 50 hours of work for each credit hour earned.

2j. Current Prerequisites, if any: Prereq: ID 326 and successful completion of two ID 370 studios.

Proposed Prerequisites, if any: Prereq: Permission of School Of Interiors Internship Coordinator or School Director.

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|HDSAWD|HDSAWD|ID 427 CHANGE College Review|20150930

SIGNATURE|JMETT2|Joanie Ett-Mims|ID 427 CHANGE Undergrad Council Review|20160506

SIGNATURE|JEL224|Janie S Ellis|ID 427 CHANGE Senate Council Review|20160510

SIGNATURE|PLLU222|Patrick L Lucas|ID 427 CHANGE Approval Returned to Dept|20160516

Course Change Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

Generate R

[Open in full window to print or save](#)

Attachments:

Upload File

ID	Attachment
Delete 6349	id427_learning_contract REVISED 26feb16.doc
Delete 6801	id427_finalsyllabus w REV 04may16.docx

NOTE: Start form entry by choosing the Current Prefix and Number
 (*denotes required fields)

Current Prefix and Number:	ID - Interior Design ID 427 INTERIORS INTERNSHIP	Proposed Prefix & Number: (example: PHY 401G) <input checked="" type="checkbox"/> Check if same as current	ID 427
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, except 799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does not change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change course content or emphasis, or which is made necessary by the elimi or significant alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above	
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No If YES, check the areas that apply:			
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics			
1. General Information			
a. Submitted by the College of: DESIGN		Submission Date: 5/16/2016	
b. Department/Division:		Sch of Interiors:Planning/Strategy/Desig	
c.* Is there a change in "ownership" of the course?			
<input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? <input type="text" value="Select..."/>			
e.* * Contact Person Name: Patrick Lee Lucas Email: patrickleelucas@uky.edu Phone: 8592574853			
* Responsible Faculty ID (if different from Contact) Email: Phone:			
f.* Requested Effective Date:		<input checked="" type="checkbox"/> Semester Following Approval OR <input type="checkbox"/> Specific Term: ²	
2. Designation and Description of Proposed Course.			
a. Current Distance Learning(DL) Status:		<input checked="" type="radio"/> N/A <input type="radio"/> Already approved for DL.* <input type="radio"/> Please Add <input type="radio"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box) that the proposed change not affect DL delivery.			
b. Full Title:		Proposed Title: *	
INTERIORS INTERNSHIP		INTERIORS INTERNSHIP	
c. Current Transcript Title (if full title is more than 40 characters):		INTERIORS INTERNSHIP	
c. Proposed Transcript Title (if full title is more than 40 characters):		INTERIORS INTERNSHIP	
d. Current Cross-listing:		OR	

	<input checked="" type="checkbox"/> N/A	Currently ² Cross-listed with (Prefix & Number):	none
Proposed – ADD ³ Cross-listing (Prefix & Number):			
Proposed – REMOVE ^{3,4} Cross-listing (Prefix & Number):			
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting pattern			
Current:	Lecture	Laboratory ⁵	Recitation
			Discussion
			Indep. Study
	Clinical	Colloquium	Practicum
			Research
			Residency
	Seminar	Studio	Other
			Please explain:
Proposed: *	Lecture	Laboratory ⁵	Recitation
			Discussion
			Indep. Study
	Clinical	Colloquium	Practicum
			Research
			Residency
	Seminar	Studio	Other
			Please explain:
f.	Current Grading System:	ABC Letter Grade Scale	
	Proposed Grading System:*	<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale	
g.	Current number of credit hours:	9 - 12 (variable)	Proposed number of credit hours:*
			3-9
h.*	Currently, is this course repeatable for additional credit?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
*	Proposed to be repeatable for additional credit?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	If YES:	Maximum number of credit hours:	9
	If YES:	Will this course allow multiple registrations during the same semester?	<input type="radio"/> Yes <input checked="" type="radio"/> No
i.	Current Course Description for Bulletin:		
	A supervised full-time work experience with a professional interiors studio in a metropolitan area preferably outside Lexington. Specific work assignment to be defined by faculty/employer/student contract with a minimum of 450 working hours required during summer term (9 credits) or 600 working hours required during academic semester (12 credits).		
*	Proposed Course Description for Bulletin:		
	A supervised full-time professional work experience in the design industry. Specific work assignment to be defined by faculty/employer/student contract with a rate of 50 hours of work for each credit hour earned.		
j.	Current Prerequisites, if any:		
	Prereq: ID 326 and successful completion of two ID 370 studios.		
*	Proposed Prerequisites, if any:		
	Prereq: Permission of School Of Interiors Internship Coordinator or School Director.		
k.	Current Supplementary Teaching Component, if any:		<input type="radio"/> Community-Based Experience

	<input type="radio"/> Service Learning <input type="radio"/> Both
Proposed Supplementary Teaching Component:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3. Currently, is this course taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Proposed to be taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, enter the off campus address:	
4.* Are significant changes in content/student learning outcomes of the course being proposed?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, explain and offer brief rationale:	
5. Course Relationship to Program(s).	
a.* Are there other depts and/or pgms that could be affected by the proposed change?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, identify the depts. and/or pgms:	
b.* Will modifying this course result in a new requirement ² for ANY program?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES ² , list the program(s) here:	
6. Information to be Placed on Syllabus.	
a. <input type="checkbox"/>	Check box if <u>changed to 400G or 500.</u> If <u>changed to 400G- or 500-level course</u> you must send in a syllabus and you must include the <i>differentiation</i> between under and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grad criteria in the course for graduate students. (See SR 3.1.4.)

¹See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.

²Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

³Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴Removing a cross-listing does not drop the other course -- it merely unlinks the two courses.

⁵Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

⁶You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷In order to change a program, a program change form must also be submitted.

SCHOOL OF INTERIORS INTERNSHIP LEARNING CONTRACT

Lindsey Fay, Assistant Professor, Internship Coordinator
108 Funkhouser Building, lindsey.fay@uky.edu, 859.257.2286

LEARNING CONTRACT MUST BE TYPED

Student Information

Student Name:
E-mail:
Phone:
Address:
City/ST/Zip:
Major: Interior Design
College: College of Design
Class Level:
Student Number *(not SSN)*:

Course Information

Semester/Year: _____
Course: ID 427
Credit Hours: 3-9 hours
Grade Option: Letter Grade
Paid____ Unpaid_____

Internship Partner Information

Organization/Company Name:
Supervisor's Name:
E-mail:
Phone:
City/ST/Zip:

Hours

Starting Date: _____
Ending Date: _____
Total Number of Weeks: _____
Average Hours Per Week: _____

Describe the duties of your internship: (examples include observing client meetings, observing installations, calling vendors, observing rep meetings, developing client presentations, CAD Drawings)

Learning objectives for this experience:

1. Explain professional practice in the design industry through documentation of client/designer processes, time and project management and designer work influences.
2. Discover resources and materials of design practice. i.e.- understanding systems and furniture in more detail, and appropriate methods for specifying finishes and materials.
3. Integrate design knowledge and tools required for project implementation and design processes from the schematic phase through project installation. i.e.- Computer skills through renderings and floor plans.
4. Develop communication and organization skills through networking with outside vendors and clients.

Specify the assignments agreed upon with your faculty sponsor:

Students participate as an employee in a position within the design industry, whether paid (preferred) or unpaid. Students develop a design blog for the documentation of the learning outcomes and update it on a weekly basis (preferably at weeks end i.e. Friday or Saturday). The design blog will include personal photography, sketches, newly discovered products and resources, and personal reflections on how this will impact a student's academic studies. The Internship Coordinator will evaluate the quality and quantity of blog posts and gather evaluative materials from the supervisor on site in determining the grade. Only a final grade will be submitted for this course.

During the internship, the faculty mentor and student will have three meetings. The first meeting will be used to discuss individual objectives. The second meeting will be used to report the progress of the internship on site or via Skype. The third meeting will be used to present internship experiences to other students in the School with a short Powerpoint or PDF slide show.

SIGNATURES

Lindsey Fay, Internship Coordinator Date
School of Interiors
117 Pence Hall
859.257.2286

Patrick Lee Lucas, Director Date
School of Interiors
117 Pence Hall
859.257.4853

Student Signature Date

Azhar Swanson, Director Date
Student Services
108 Pence Hall
859.257.7623

ID427 : INTERIORS INTERNSHIP : COURSE SYLLABUS : 3-9 CREDITS

Instructor: Lindsey Fay

Office Address: 108 Funkhouser

Email: lindsey.fay@uky.edu

Office Phone: 859.257.2286

Office hours: 11am-12noon Monday

Course Description

A supervised full-time professional work experience in the design industry. Specific work assignment to be defined by faculty/employer/student contract with a rate of 50 hours of work for each credit hour earned.

Internship Protocol

Students must make individual arrangements for this work experience in consultation with the School of Interiors Internship Coordinator. Internships may be found through personal or School networks.

Prerequisites

Permission of School of Interiors Internship Coordinator or school director.

Student Learning Outcomes

Through this internship, students will:

1. Explain professional practice in the design industry through documentation of client/designer processes, time and project management and designer work influences.
2. Discover resources and materials of design practice. i.e.- understanding systems and furniture in more detail, and appropriate methods for specifying finishes and materials.
3. Integrate design knowledge and tools required for project implementation and design processes from the schematic phase through project installation. i.e. Computer skills through renderings and floor plans.

4. Develop communication and organization skills through networking with outside vendors and clients.

Required Materials

No required texts or other materials required. Students are expected to operate within a professional environment, perhaps necessitating the purchase of appropriate attire to the work, manufacturing, and/or installation sites. Other requirements of the experience are detailed below.

Description of Course Activities and Assignments

Students participate as an employee in a position within the design industry, whether paid (preferred) or unpaid. Students develop a design blog for the documentation of the learning outcomes and update it on a weekly basis (preferably at weeks end i.e. Friday or Saturday but specific details will be included in the learning contract for timing). The design blog will include personal photography, sketches, newly discovered products and resources, and personal reflections on how this will impact a student's academic studies. The Internship Coordinator will evaluate the quality and quantity of blog posts and gather evaluative materials from the supervisor on site in determining the grade. Only a final grade will be submitted for this course.

During the internship, the faculty mentor and student will have three meetings. The first meeting will be used to discuss individual and course objectives. The second meeting will be used to report the progress of the internship on site or via Skype somewhere between one-third and one-half way through the internship with a time identified in the learning contract. The third meeting will be used to present internship experiences to other students in the School with a presentation that incorporates oral, visual, and/or other artifacts of the internship (prototypes, samples, finished products). The focus of the presentation is for the student to demonstrate the Student Learning Outcomes.

Grading Distribution

5% for initial meeting
15% for progress meeting
40% for design blog posts
40% for presentation and material submission

Course Grading Scale

90 – 100% = A
80 – 89% = B
70 – 79% = C
60 – 69% = D
Below 60% = E

Tentative Course Schedule

Specific dates determined semester by semester, following these guidelines:

1st meeting: Prior to Start of Internship

2nd meeting: One third to Middle of Internship on Site- to be coordinated with student intern either in person or via Skype, mid-term grade based on this meeting.

3rd meeting: End of Internship - Present experience to other students at School meeting. (In most cases, internships occur in the summer and the Internship Forum will occur within the first few weeks of the Fall Term. A specific date will be identified in the Internship Learning Contract.)

Submission of Assignments

Students submit weekly blog posts online during the internship, including visual and written elements. <https://ukschoolofinteriors.wordpress.com/> No late work is permitted.

Attendance

It is expected that students will meet the hours of the internship agreed upon by the employer and specified in the ID427 Internship Learning Contract. All hours will be agreed to by the internship coordinator/student/employer. A student and the

employer must agree about protocols for illness, religious observances, or other conflicts that arise during the employment period.

Professional Behavior

Each student is expected to practice professional behavior throughout the internship, including timely arrival, neat appearance, and an attitude/spirit of success. Problems among students and employees must be dealt with following the protocols of the employing agency. Students experiencing significant difficulty with the employer may request intervention by the Internship Coordinator/School Director for mitigation and/or potential reassignment.

Academic Integrity

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of Senate Rules) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel

unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates

campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

Clery Act Compliance

As with all University of Kentucky activities, the employer, the Internship Coordinator, and the student are expected to operate within the parameters of the Clery Act.

<http://www.uky.edu/regs/files/ar/AR 6-2.pdf>