

APPLICATION FOR NEW COURSE

1. General Information.				
a.	Submitted by the College of: <u>Design</u>	Today's Date: <u>08/16/2010</u>		
b.	Department/Division: <u>School of Interior Design</u>			
c.	Contact person name: <u>Dickson, Ann W</u>	Email: <u>hdsawd@uky.edu</u>	Phone: <u>7-7767</u>	
d.	Requested Effective Date: <input checked="" type="checkbox"/> Semester following approval	OR	<input type="checkbox"/> Specific Term/Year ¹ : _____	
2. Designation and Description of Proposed Course.				
a.	Prefix and Number: <u>ID 375</u>			
b.	Full Title: <u>Interior Material & Construction: Detailing</u>			
c.	Transcript Title (if full title is more than 40 characters): <u>Int Material & Construction: Detailing</u>			
d.	To be Cross-Listed ² with (Prefix and Number): _____			
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ³ for each meeting pattern type.			
	<u>2</u> Lecture	_____ Laboratory ¹	_____ Recitation	_____ Discussion
				_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research
				_____ Residency
	_____ Seminar	<u>2</u> Studio	_____ Other – Please explain: _____	
f.	Identify a grading system:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail	
g.	Number of credits: <u>3</u>			
h.	Is this course repeatable for additional credit?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES: Maximum number of credit hours: _____			
	If YES: Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
i.	Course Description for Bulletin:	<u>A continuation of ID 365 with emphasis on specification and graphic detailing of interior space including architectural finish materials, furniture, fixtures, and equipment.</u>		
j.	Prerequisites, if any: <u>ID 275 & ID 365</u>			
k.	Will this course also be offered through Distance Learning?	YES ⁴ <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
l.	Supplementary teaching component, if any:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both
3.	Will this course be taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
4.	Frequency of Course Offering.			

¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

² The chair of the cross-listing department must sign off on the Signature Routing Log.

³ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

⁴ You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

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a.	Course will be offered (check all that apply):	<input type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	<input type="checkbox"/> Summer
b.	Will the course be offered every year?	YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>
	If NO, explain: _____			
5.	Are facilities and personnel necessary for the proposed new course available?	YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>
	If NO, explain: _____			
6.	What enrollment (per section per semester) may reasonably be expected?	32		
7.	Anticipated Student Demand.			
a.	Will this course serve students primarily within the degree program?	YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>
b.	Will it be of interest to a significant number of students outside the degree pgm?	YES <input type="checkbox"/>		NO <input checked="" type="checkbox"/>
	If YES, explain: _____			
8.	Check the category most applicable to this course:			
	<input checked="" type="checkbox"/> Traditional – Offered in Corresponding Departments at Universities Elsewhere			
	<input type="checkbox"/> Relatively New – Now Being Widely Established			
	<input type="checkbox"/> Not Yet Found in Many (or Any) Other Universities			
9.	Course Relationship to Program(s).			
a.	Is this course part of a proposed new program?	YES <input type="checkbox"/>		NO <input checked="" type="checkbox"/>
	If YES, name the proposed new program: _____			
b.	Will this course be a new requirement ⁵ for ANY program?	YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>
	If YES ⁵ , list affected programs: <u>Interior Design</u>			
10.	Information to be Placed on Syllabus.			
a.	Is the course 400G or 500?	YES <input type="checkbox"/>		NO <input checked="" type="checkbox"/>
	If YES, the <i>differentiation for undergraduate and graduate students must be included</i> in the information required in 10.b . You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)			
b.	<input checked="" type="checkbox"/> The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached.			

⁵ In order to change a program, a program change form must also be submitted.

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Signature Routing Log

General Information:


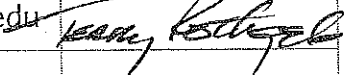
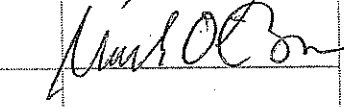
Course Prefix and Number: ID 375

Proposal Contact Person Name: Ann Dickson Phone: 7-7767 Email: hdsawd@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
School of Interior Design	8/16/2010	Ann Dickson / 7-7767 / hdsawd@uky.edu	
CoD Curriculum Committee	8/26/2010	Terry Rothgeb / 77762 / hdstdr@uky.edu	
CoD Assembly Meeting	9/10/2010	Mark O'Bryan / 77617 / mark.obryan@uky.edu	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁶
Undergraduate Council	1/18/2011		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁶ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

ID 375

Interior Material & Construction: Detailing

3 hrs. credit

TR 11-12:15, FB 216

Prereq.: ID 275 & 365

Instructor: Jane Hughes

107 Pence Hall

Office Hrs.: MWF 1-2

Course Description: A continuation of ID 365 with emphasis on specification and graphic detailing of interior space including architectural finish materials, furniture, fixtures, and equipment.

Course Requirements:

The student will be expected to apply construction documentation and specification standards to a previously-completed conceptual interior design project and take the project through the documentation and specification phase of the design process.

Student Learning Outcomes:

Upon completion of this course students will be able to :

1. Demonstrate an understanding of fabrication and installation methods for architectural surfaces, furniture, and fixtures in interior space. (CIDA 11. B., 11. d., 13. c.)
2. Produce specifications and documentation for sustainable interior design construction that meet industry standards, codes, and regulations. (CIDA 2. a., 14 b., 14. g., 13.c., 13b., 13 g.)
3. Demonstrate an understanding of project management, project communication, and project delivery methods. (CIDA 7.d.)

Course Outline

Weeks 1-4	Understanding documentation standards for contract documents and specification of interior work. 1 st Interim development pkg. due. Wk. 4
Weeks 5-7	Preparation for documentation: Conceptual project analysis, evaluation for code compliance, and design development for documentation. 2 nd Interim development pkg. due. Wk. 7
Weeks 8-13	Systematic specification and documentation production 3 rd Interim development pkg. due. Wk. 12
Week 14-15	Review, redline, and refine
Week 16	Contract Documentation finalization

Policies:

Academic Integrity

The study of interior design and professional design practice relies upon active, cooperative design investigation informed by the conceptual and factual study of theory and history. Consequently, academic study and design investigation must comply with strict academic and professional standards for intellectual integrity.

In the process of academic study any assignments requiring research shall include appropriate bibliographic citations for quoted text, paraphrased ideas or concepts, and graphic images. Students are referred to the *Chicago Manual of Style* for standard bibliographic citation formats (UK Fine Arts Reference & Young Reference sections: Z253.U69 1993). A failure to cite quotations, paraphrases, or graphics will result in the student receiving no credit for the affected assignment. A second failure to provide appropriate citations will result in the student receiving a failing grade for the course.

Design and drawing assignments frequently require and rely upon the inclusion of images from outside sources. For this course, all assignment-required images shall be photocopied, or scanned and printed. The architecture library provides only black-and-white photocopy machines and will facilitate color photocopying of images. Under no circumstances are original images to be removed from books, periodicals, or resources within any library system. Unless the instructor can verify the source of an original image, an assignment submitted with original images will not be accepted. If a submitted assignment is found to contain original images from a library system source, the student will not receive any credit for the affected assignment. All suspicious images will be turned over the UK Library System for investigation and determination of relevant replacement fees.

Accommodations

Appropriate accommodations will be made for students who have a documented need for alterations to course policy or expectations. Students seeking accommodation shall discuss the situation with the section instructor prior to the third course session. The instructor will require documentation from the Disability Resources Center or appropriate authority.

Attendance

Students are required to be physically present with appropriate supplies during all class sessions of the course. Instructor-student, student-student, and student-group interactions are essential for the design learning experience. During regular course instruction and critiques, instructor guidance and peer feedback enriches students' continued skill development. Outside of regular course hours, the studio atmosphere provides a unique, informal educational culture that promotes intellectual curiosity, fosters respect, supports educational discovery, and promotes student-to-student critique and evaluation.

A student who does not have appropriate supplies for regular course sessions will be marked absent. Each student shall have her or his design journal and drawing media for each course session.

Unless otherwise indicated, students are expected to remain for the entire scheduled class session. Students are expected to work on assigned exercises and projects during course time. The section instructor, at her or his discretion, may not accept work submitted for grading that the instructor has not seen developed in class.

Attendance will be taken during each course session.

- Partial absence from a course session will be recorded as an absence or 'tardy' at the instructor's discretion. In general, a 'tardy' will be considered as the late arrival for any course session.
- Three tardy arrivals will be considered the same as one absence.
- Three unexcused absences will result in a one letter-grade reduction of the student's final grade (i.e.: An 'A' reduced to 'B'). **There will be two excused absences (with proper documentation) for the semester. With the third absence from studio or lecture, letter grade reductions will begin.**
- Per University Senate Rule 5.2.4.1, any student missing more than one-fifth (1/5) of the scheduled course sessions (excused and unexcused) will be asked to withdraw from the course. For this course, one-fifth of the scheduled course sessions shall be eleven (11) absences (44 studios + 13 lectures = 57 sessions x 1/5 = 11.4 sessions).

University Senate Rule 5.2.4.2 defines acceptable excused absences as:

- Serious illness (physician's note required);
- Illness or death of family member;
- University-related trips;
- Major religious holidays;
- Other circumstances [that the instructor] finds to be "reasonable cause for nonattendance."

Students who will be unable to attend class—for any reason—should contact the section instructor by email or phone message **prior** to the absence. Students will be responsible for providing written verification for any excused absences to the session instructor.

Policies Related to GRADING

Throughout the term, grades will be assigned to completed course work. All assignments shall receive either letter grades or an equivalent numeric score. Assigned grades may include oral or written comments.

Numeric scores will be recorded as a decimal number out of five (5) to ten (10) possible points. Letter grades will be recorded as 'A,' 'B,' 'C,' 'D,' or 'E.' Letter grades may include 'plus' or 'minus' designations at the instructors' discretion.

Letter grades shall be understood to represent:

A – Assigned to work completed substantially above the final expectation for the studio level. Work represents **exceptional** integration of design issues in relation to the design problem. Work relies upon both consideration of relevant analysis and original design ideas to jointly support design decisions. (U.S.R. 5.1.1: "Represents an exceptionally high achievement as a result of aptitude, effort and intellectual initiative.")

B – Assigned to work completed above the final expectation for the studio level. Work demonstrates **strong** integration of design issues in relation to the design problem. Work shows consideration of relevant analysis to support design decisions. (U.S.R. 5.1.1: "Represents a high achievement as a result of ability and effort.")

C – Assigned to work completed at the **average** expectation for the studio level. Work represents **good** (or basic) integration of design issues. Work does not exhibit significant or strong solutions to design criteria or analysis. (U.S.R. 5.1.1: "Represents satisfactory achievement for undergraduates.")

D – Assigned to work completed **below average** expectations for the studio level. Work demonstrates potential to improve at least one grade level in regards to integration of design issues. While one aspect of the work may be average, strong, or exceptional, the overall work does not illustrate a comprehensive understanding of design issues. Work may rely solely upon student talent or preferences without consideration of academic design issues. (U.S.R. 5.1.1: "Represents unsatisfactory achievement and is the minimum grade for which credit is given.")

E – Assigned to work that fails to demonstrate understanding or recognition of design issues. Work does not exhibit the potential to improve to average expectations. (U.S.R. 5.1.1: "Represents unsatisfactory performance and indicates failure in the course.")

For the purposes of final grade calculations, letter grades shall be translated as follows (out of ten points):

12 A+	9 B+	6 C+	3 D+	
11 A	8 B	5 C	2 D	
10 A-	7 B-	4 C-	1 D-	0 E

When calculating *final* grades the *sum total of the parts* with a fraction greater than .5 will be automatically rounded up to the higher letter grade and final grades will not reflect plus and minus.

Unless previous arrangements have been made with the section instructor, late assignments will not be accepted. Approved late assignments will receive the equivalent of a one-letter grade deduction per calendar day late. (On the numeric scale, a one-letter grade deduction will equal the corresponding point deduction.) Assignments submitted late, as the result of an excused absence, will not be penalized.

All grades and scores will consider the **completion** of the stated assignment objectives and requirements, design analysis considerations, and the **execution** of the submitted assignment. While the exercises and projects that comprise this course can be technically completed to earn credit, mere completion of an assignment does not constitute the minimum qualification for receiving a satisfactory grade. The individual time commitment necessary to achieve an appropriate level of completion will vary by student, and by assignment throughout the term.

Per University Senate Rule 5.1.0.1, students will be informed of their current standing before the midterm withdrawal date. For Fall 2010, the last day to withdraw from a course without it appearing on the student's transcript is September 15 or by November 5 with an approved withdrawal.

Please Note:

1. Late projects will not be accepted for grading unless an arrangement has been made with the instructor one week before the project is due.
2. Incomplete projects which are submitted as fulfillment for project requirements will not be graded.
3. Students are expected to communicate professionally in project critiques without the use of slang or incorrect grammar.
4. The readings are supplemental information to lectures, in-class discussions, and project information. Students are responsible for applying the information from the readings to their project solutions.

Final Grades:

Final grades for this course will be determined using a composite of assignment grades and recorded course attendance. The level of adherence to industry standards and thoroughness and attention to graphic detail in communicating fabrication is stressed. The final grade calculations will be weighted as follows:

3- Interim documentation development pkgs	45%
Final documentation pkg	55%

Per University Senate Rules, final course grades will not include 'plus' or 'minus' designations. Final grade deductions based upon the attendance policy will be considered after preliminary final grades have been calculated.

References

Kilmér, R. & Kilmer, O. *Construction Drawing & Details for Interiors: Basic Skills*. New York: John Wiley and Son. 2009.

McGowan, Maryrose. *Interior Design Graphic Standards*. Washington, D.C., The American Institute of Architects.