



WSU Interior Design Program

Policies and Procedures

Interior Design Program policy:

- The instructor reserves the right to retain student work for CIDA accreditation and portfolio review at the end of each semester.
- All majors are required to submit a portfolio their sophomore and senior years. The faculty may recommend if a student moves forward to the junior level.
- All students must obtain a B grade in all courses within the Interior Design program of study in order to be considered “passing.”
- Students may be required to participate in community service activities as part of the program curriculum as well as field trips, tours and guest lectures.
- No eating or drinking will be allowed in IDT labs.
- All WSU computer lab policies will be adhered to.
- Students are responsible for maintaining the integrity of all work stations and the resource /materials room.

Professional and Ethical Conduct:

The attitude of the professional is essential. **Professionalism and high ethical standards in all interior design courses is expected in class attendance, written correspondence, peer collaboration, promptness in all areas including being on time and meeting deadlines, the ability to follow instructions, quality and thoroughness of work and overall professionalism in behavior and practice.**

The Weber State University Interior Design major is expected to reflect professionalism in the classroom, at design events, and serve as an ambassador for the program and the university. Grading on professional conduct may be included in rubrics including but not limited to: Professional presentation of concept both orally and physically, professional appearance and professional conduct both inside and outside the classroom.

Interior design projects, assignments, drawings and concepts are the work of the individual. **Any form of dishonesty will result in a failing grade for the course.** This may include but is not limited to: Using images and drawings found on the internet, concept ideas from social media and/or published material and blocks found on architectural drafting media and other sources.

Anyone caught cheating will be subject to academic discipline including the imposition of university sanctions. A description of cheating and possible sanctions may be found in the student code. Copies are available at the Offices of the Vice President for Student Services and the ASWSU.

Attendance Policy:

Regular attendance in lecture and studio Interior Design classes is expected and required.

- Attendance of 90% is required in all lecture and studio design classes.
- Absences in excess of 10% will result in a 10% overall final grade reduction. (Example: 42 class sessions (based off MWF schedule, 14 weeks per semester) 90% attendance = 38 classes attended (4 classes of non-attendance) results in 10% reduction in overall final grade. (Example: Overall grade of 94% (or A-) less 10% for absences = 84% or "B" for the final grade.
- Students are responsible to make up any missed assignments should an absence occur. However, the instructor is not required to allow make-up of quizzes, tests, and in-class assignments due to absences.
- Work related absences and family activities are counted as absences. For extended illness, the course must be dropped.
- It is expected that students will be present and on time for each class session. Early departure is not acceptable. It is expected that if a student leaves class before the end of the class period, a student will be considered absent.
- Students who arrive after class has begun are considered late. The instructor has the right to count the late arrival as an absence.

Departmental Petition:

The procedure for filing a departmental petition as is follows:

- Student information to include: W#, name, phone number, email address, course number, grade received, instructor name, date/semester of the course, copy of transcript.
- Statement of facts detailing the reason for the petition, explanation of the resulting grade, why petition should be considered.
- Re-submit all coursework to include final projects, assignments, etc. All course work should be organized for easy review by petition committee. Course work submitted in an unorganized fashion will not be considered.

After petition request is submitted to program coordinator, a review committee consisting of the course instructor, program coordinator and design faculty will review requests and will respond in writing of the petition decision within 60 days.

Due dates:

- All projects are to be handed in on the scheduled due dates, and will be graded in the state of completion at that time. Projects will not be accepted more than one week after the due date.
- No late projects will be accepted for a grade higher than a "C." Exceptions may be made under special circumstances as deemed by the instructor.

Tests and Assignments:

- Test format depends on each instructor. Tests may be administered in class or in the Student Testing Center.
- Tests will be taken as scheduled. It is the responsibility of the student to inform the instructor about taking the test early

Incompletes:

There will be no incomplete grades offered for interior design courses except in the circumstances described below:

A student must attend and complete 75% of class in order to be considered for an "I" grade and only in the case of severe illness. It is the student's responsibility to contact the instructor prior to the 13th week of the semester in order to discuss their special need. Illness must be documented by a physician or hospital with implicit reasons for the student's inability to complete the course. When all facts have been submitted, the matter will be reviewed to determine if the student qualifies for a grade extension.

Off-campus events, activities:

- It is required of all interior design majors to occasionally attend field trips, seminars, and off-campus professional events.
- No make-up work can substitute for non-attendance.
- Students are required to submit a signed university liability waiver and keep on file with the IDT secretary.

Membership in student and professional organizations:

All interior design majors are expected to join the following each year:

- WSU Interior Design Chapter
- At least one interior design professional organization: ASID, IIDA and/or NKBA

Membership fees may vary.

Accommodations:

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in RM 181 of the SSC. SSD can also arrange to provide course material in alternative formats if necessary.