

## POLICIES & PROCEDURES FOR ALL INTERIOR DESIGN COURSES

8/15/11

### 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.

### Criteria for portfolio:

- Name & year in IDT
- Resume
- Personal Statement of your work
- Work to include all coursework completed in interior design program.
- All student work in portfolio to be professionally photographed. Senior portfolio to be created using latest technology and recorded digitally and in paper form.

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

## **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 93% (or A-) less 10% for absences = 83% or "B" for the final grade.
- Studio courses are based on hours in class.
- Students can advise the secretary (626-6913) in advance if they are not able to attend class however this is still considered an absence.
- 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 students will be present and on time for each class session. Early departure is not acceptable. 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.

## **PASSING GRADES:**

As of 2007, students are required to obtain a B grade from each course listed in the Interior Design Program curriculum. Any grade below a B (this includes a B-) is considered a non-passing grade and the course must be re-taken. Grade requirements for the interior design program can be found in the university catalog.

Any student wishing to file a departmental petition for consideration of a grade change for a non-passing grade (B- or C only), must comply with the university petition policies (see university catalog 'academic petitions' or visit the university website).

### **DEPARTMENTAL PETITION:**

For those students who wish to file a petition for consideration of grade change resulting from a non-passing grade, students may submit the following to the Interior Design program coordinator or the departmental secretary:

- Student information to include: W#, name, phone number, e-mail address, course number, grade received, instructor name, date/semester of course, copy of transcript.
- Statement of facts detailing the reason for the petition, your explanation of the resulting grade, and why the grade should be changed.
- Re-submit course work for reconsideration 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 or departmental secretary, a review committee consisting of the course instructor and design faculty will review requests and will respond to the student 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.

### **OFF CAMPUS EVENTS:**

- 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 waiver and keep on file with the IDT secretary.

### **MEMBERSHIP IN STUDENT & 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

### **ETHICS:**

If you are caught cheating, you 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.

### **DISABILITIES:**

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 (including this syllabus) in alternative formats if necessary.