

MISSISSIPPI STATE UNIVERSITY  
COLLEGE OF ARCHITECTURE, ART, AND DESIGN  
INTERIOR DESIGN PROGRAM  
**SYLLABUS FALL 2017**

**ID 4662: Professional Practice for Interior Design**

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Instructor: **Amy Crumpton**

Office Room Number: **Etheredge 119**

Office Phone: **662-325-5753**

Time of Class: **M/W 8:00-8:50**

Classroom: **Etheredge 223**

Office Hours: **M/W 9:30-11:00**

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**Catalog Description:**

Two hours lecture. Professional opportunities as they relate to individual competencies. Study of studio procedures, ethics, business and legal aspects.

**Course Objectives:**

At this point in your education you have spent countless hours working out design solutions to problems both large and small. These solutions have required you to select materials, select FF&E, apply building codes, detail construction conditions, meet with clients, work in teams, gather samples from vendors, and on numerous occasions you have practiced time management and project management skills. However, up to this point, you have been able to do things in a "low stakes" environment. The penalty for mistakes in any one of these areas is relatively insubstantial. Additionally, the formal instruction you have in some of these areas has been overshadowed by the need to learn about the design solutions. In this class you are going to have an opportunity to focus on all those "other" things that make **doing what we love** possible.

There will be two main topic areas covered in the course. One part of this course is based on the book "**Designing your business**". It covers all of the policies and procedures that make successful projects. The more you understand these and can go into a firm with and overall knowledge of terms and general ideas, the more quickly you will gain respect in your firm.

These readings and our discussion will help us answer questions such as:

- ◆ What gave rise to the profession of interior design?
- ◆ What role does Ethics play in Interior design and what is the ASID Codes of Ethics?
- ◆ What are some penalties imposed for failure to adhere to the Codes of Ethics?
- ◆ As agents of clients, what legal obligations are traditionally assigned to interior designers when they act on behalf of clients?
- ◆ How do laws impact the management of business and personnel?
- ◆ What is the charging method that you think would be the most applicable to the kind of interior design practice that you intend to participate?

The other part of the course will be all about **you**. As part of this course we will take the *Myers Briggs Personality Assessment*, one of the most widely used assessments used in industry to help you understand yourself and others better. In addition to this we will use a text book called "**Your Attitude is**

**Showing**", a book that I found at a point in my life when I really needed it, that will help you understand the impact of your attitude on success in the business world.

These are the types of questions we will answer based on using these readings and discussion:

- ◆ How is your work contribution measured? What does attitude have to do with it?
- ◆ What is the purpose of making frequent self assessments?
- ◆ What is one of the best ways to earn the respect of others?
- ◆ What is sexual harassment? What do you do if it happens to you?
- ◆ Why is it important to take responsibility for your own motivation?
- ◆ What happens when you want to quit a job? How do you do it the right way?

### **Course Methods**

As we engage in a discourse about each of these each topics, we will use a variety of techniques to help us "make real" topics that may be still in the future for you. Many of these techniques will involve writing.

*"The mere process of writing is one of the most powerful tools we have for clarifying our own thinking" -  
-James Van Allen*

**Reflect on each reading:** For each chapter you will actively read the chapter and respond to a writing prompt. This writing is especially important to prepare you for the class discussion. It will also help clarify your positions on many of the controversial issues we will discuss in class. You will need to bring a printed copy of your reflection to class. You will be allowed to drop one reflection paper during the semester.

**React to Guest Speakers:** Throughout the semester, guest speakers will come to class to discuss one or more of the topics we will cover. They will further your knowledge in each area, by sharing their real world experience in the business world.

**Write a position paper:** As part of understanding current issues facing the profession – you will select a business related topic to research. The paper should discuss current trends in professional practice, business processes, legal aspects or some other topic affecting the professional practice of design.

**Compose a final essay:** During the last day of class, you will be asked to select three reflections from the business book and three reflections from your attitude book and combine them into one overall reflective essay illustrating your comprehensive understanding of the course material. You will be asked to interweave the six essay's into an inclusive narrative showing your comprehension of the complexity of the profession.

### **Projects and Evaluation of Student Progress:**

Reflections (12@40 points)	480 points
Guest Speaker Evaluations (5@40 Points)	200 points
Position Paper	220 points
Final reflection Essay	100 points
<b>TOTAL</b>	<b>1000 points</b>

Letter Grade	% grade	Points
A=.....	90.0%-100%.....	900-1000
B =.....	80.0%-89.9%.....	800-899
C =.....	70.0%-79.9%.....	700-799
D =.....	60.0%-69.9%.....	600-699
F = .....	59.9% or below .....	599 or less

- A Excellent to superior work. Work submitted is on time and shows evidence of extra effort. Written analysis shows evidence of higher order/critical thinking skills. All required components are included, and work is professional quality. Student attends all classes.
- B Good work, above average. All (or most) components completed but with small deficiencies in some areas. Evidence of extra work may be present but is not always of outstanding professional quality. Student submits materials on time and has perfect or almost perfect attendance.
- C Average work. Submission or presentation is complete but only average in detail or completeness. Student has an absence.
- D Below average work, inferior but passing. Student will be required to retake the course.
- F Failure. Work is incomplete, late, and not acceptable.

**Textbooks:**

*ALWAYS bring the appropriate book to class (see schedule.) We will do some work out of the book each class period.*

Kendall, G.T. (2016). Designing Your Business, 2<sup>nd</sup> edition. New York, New York: Fairchild Publications Inc.

O’Neil, S.L. and Chapman, E.N. (2008) Your Attitude is Showing. Upper Saddle River, New Jersey: Pearson /Prentice Hall.

**MSU Honor Code**

Mississippi State University has an approved Honor Code that applies to all students. The code is as follows:

**"As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."**

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. For additional information please visit: <http://www.msstate.edu/dept/audit/1207A.html>

All projects completed in the Interior Design Program are to be completed as **individual projects** unless specifically notified in writing by the course instructor.

**Be aware that any violation of the Honor Code will be taken extremely seriously.**

#### **Use of MYCOURSES:**

This course will use MyCourses for information and handouts for homework and assignments. Please check this prior to every class meeting for assignments. It is your responsibility to check before each class and exam and print out appropriate handouts and bring required materials to class.

#### **Practice outside of class and completion of assignments:**

It is the general rule that for every hour of class time, you should expect to spend up to one hour of time outside of class. For a course that meets three hours per week, the total weekly extra effort is three hours.

#### **Course Policies:**

**Absences:** You will be allowed **two unexcused absences from class**. These will not be accepted on project/assignment due dates, scheduled tests, or scheduled presentations. Additional absences will result in 2 percentage points being deducted for each absence with a maximum of 10% deduction from the final grade. All excuses are subject to verification. The only accepted excuses are listed below. Three tardies will equal one unexcused absence.

If you are not present, you are responsible for getting the handouts and assignments from another student. It is your responsibility to make up and the learn material that was covered during your absence.

Current University policy states: (AOP 12.09 )

Upon registration, the student accepts the responsibility of attending all classes and doing any work the instructor may prescribe. When absence from class is essential, the student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. The student is also responsible for making arrangements that are satisfactory to the instructor in regard to work missed. These arrangements should be made prior to the absence when possible. Among the reasons absences are considered excused by the university are the following:

- Participation in an authorized university activity.
- Death or major illness in a student's immediate family (spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son-or daughter-in-law, mother- or father-in-law, or brother-or sister-in-law)
- Illness of a dependent family member.

- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

It is the student's responsibility to secure documentation of an illness from a physician. The documentation must contain the date and time the student sought treatment. Based upon the documentation, the instructor will decide whether makeup work will be allowed.

Because absence from class is detrimental to the learning process, faculty may choose to penalize the student for excessive absences, which may result in a lower grade. Faculty must specify their attendance requirements as related to grading in the course syllabus.

With the exception of freshmen whose absences must be reported, instructors may choose to record and report the absences of all students on both the midterm (where applicable) and final grade reports submitted to the Registrar. It is necessary to report freshman absences to better assess behavior related to retention.

All absences and last dates of attendance (where applicable) will become a part of the student's file in the Registrar's Office. Instructors may report absences to the Division of Student Affairs at any time they feel it appropriate to do so and are expected to report students with continued consecutive absences

**Missed Assignments & Test:** If you miss an assignment or test, you must contact the instructor prior. Make-up assignment or test will be given only in extreme situations, the veracity of which have been documented and verified.

**Add/Drop Policy:** Students may: (1) drop through the 5th day of class (2) add classes the first 6 days with additional fees or academic penalties. See course schedule for all academic calendar dates

**Student Support Services:** Student Support Services (<http://www.sss.msstate.edu/>) offers two programs for Mississippi State Students. It is the responsibility of any student who has special needs (Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) to inform the MSU Student Services Program to provide for reasonable accommodations for tests and projects.

#### **TRIO Program**

To provide supportive services for low income and first generation students. To enhance their academic skills, increase their retention and graduation rates, and as appropriate, facilitate entrance into graduate and professional programs.

#### **Disability Support Services**

Disability Support Services seeks to provide educational access and opportunity through support, resources, advocacy, collaboration, and academic accommodations for students with disabilities (as defined by the Americans with Disabilities Act and the Rehabilitation Act of 1973) who are accepted to the University.

**Project Due Dates:** All projects are due on assigned dates. All projects are due at the beginning of the scheduled class unless otherwise noted. There are no make-up projects or extra credit projects given in this class. Late projects will be accepted with the following grade reductions.

Turned in on time (within 5 minutes +/-) - No Penalty

Within 24 hrs of date/time - 25% grade reduction

Within 48 hrs of date/time - 50% grade reduction

**After 48 hours the project will not be accepted for grading.**

***\*This does not apply to presentations, which must be made at the time scheduled.***

**Written Assignments:** All written assignments should be word processed, double-spaced, and free of typographical, grammatical, and spelling errors. References will be checked for authenticity and should be written in an accepted form. References will be typed in APA format. Papers will be checked with Turn-it-in.com

**Food and Beverages:** Due to the extended time period for this class, food and beverages will be allowed in the classroom subject to the instructor's discretion. Abuse of this privilege (leaving food or drinks behind, or excessive spills) will result in revocation of this privilege.

**Cell Phones:** Cell phones **must** be turned off during class period. No calls or texting during class are accepted.

**Photographs and publications of student images, student work and student names.** This class may require students to photograph their work and pictures may be taken during working sessions for printed recruiting material or website documentation. If you do not want your information published, please let the instructor know.

**Instructor Access:** The instructor is available on a first-come/first-served basis during the office hours listed above. The best way to ensure you have access to the support you need is to make an appointment with the instructor on the sheet provided on the office door. These appointment times will be within the office house listed above. If you have need of some additional time, please e-mail the instructor at least a week in advance.

**Methods of Instruction:**

- Instruction methods for this class will include class discussion, case study, and reflection and portfolio creation.

**Tentative Schedule:** (updated throughout the semester, check my courses for most up-to-date information)

August	
Wednesday August 17	Course Introduction / DYB CH 1
Monday, August 22	DYB CH 2
Wednesday, August 24	<b>MBTI Survey</b>
Monday, August 29	DYB CH 3
Wednesday, August 31	YAS CH 1-4
September	
Wednesday, September 7	<i>Paper Prospectus Presentation (Chelsea Henshaw )</i>
Monday, September 12	YAS CH 5-9
Wednesday, September 14	YAS 10-13
Monday, September 19	DYB CH 4
Wednesday, September 21	DYB CH 5
Monday, September 26	DYB CH 6
Wednesday, Sept 28	DYB CH 7
October	
Monday October 3	<i>Guest Speaker – Michele Hermann (Design and the Law)</i> <b><u>PAPER PROSPECTUS DUE</u></b>
Wednesday, October 5	International Business (On MyCourses)
Monday, October 10	DYB CH 8
Wednesday, October 12	DYB CH 9
Monday, October 17	<i>Guest Speaker – Lindsey Ketchum (Setting fees and Scope of Services)</i>
Wednesday, October 19	<i>Guest Speaker – Ryan Akers – (Myers Briggs presentation )</i>
Monday, October 24	NY/Chicago FIELD TRIP
Wednesday, October 26	NY/Chicago FIELD TRIP
Monday, October 31	DYB CH 10 <b><u>DRAFT PAPER DUE</u></b>
November	
Wednesday, November 2	DYB CH 11
Monday, November 7	YAS CH 14-18
Wednesday, November 9	DYB CH 12
Monday November 14	DYB CH 13
Wednesday, November 16	<i>Guest Speaker – Lorin Chancellor (Managing Vendor Relationships)</i>
Monday, November 21	YAS CH 19-21
Monday November 28	<b><u>FINAL PAPER DUE</u></b>
Wednesday, November 30	YAS CH 22-24
December	
Monday, December 7	(FINAL in Class)