LSC Use Only Proposal No: LSC Action-Date: AP-9/3/2

UWUCC Use Only Proposal No: H-H60
UWUCC Action-Date: App-4/23//3 Senate Action Date: App-4/30//3

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person(s) Susan Venatta	Email Address venatta@iup.edu
Proposing Department/Unit Human Development and Environmental Stud	ies Phone 724-357-2336
Check all appropriate lines and complete all information. Use a separate cover sheet for each course properties	
Course Proposals (check all that apply)	
New Course Course Prefix Change Course Number and/or Title Char	
Current course prefix, number and full title: INDS 405, Interior Design	Professional Practice
Proposed course prefix, number and full title, if changing: INDS 405, Interior	
Liberal Studies Course Designations, as appropriate	Zeeigin releasional releases (11)
This course is also proposed as a Liberal Studies Course (please mark the approp	riate categories below)
Learning Skills Knowledge Area Global and Multicultural Awa	reness Writing Across the Curriculum (W Course)
Liberal Studies Elective (please mark the designation(s) that applies – must	meet at least one)
Global Citizenship Information Literacy	Oral Communication
Quantitative Reasoning Scientific Literacy	Technological Literacy
3. Other Designations, as appropriate	
Honors College Course Other: (e.g. Women's Studies, Par	n African)
4. Program Proposals	
	rogram Title Change New Track
New Degree Program New Minor Program L	iberal Studies Requirement Changes Other
<u>Current</u> program name:	
Proposed program name, if changing:	
5. Approvals	Signature Date
Department Curriculum Committee Chair(s)	· Souton 2-23-12
Department Chairperson(s)	2-23-10
College Curriculum Committee Chair	Lto- 4-13-12
College Dean	el 4/17/12
Director of Liberal Studies (as needed)	1/18/13
Director of Honors College (as needed)	,,,,,
Provost (as needed)	
Additional signature (with title) as appropriate	-1 1/27/-
UWUCC Co-Chairs Gail Sechu	seibute Isteral Studies Section

ELOZ 8 I 8 J V APR 2 0 2012

Department of Human Development and Environmental Studies Ackerman Hall, Room 207 911 South Drive Indiana, Pennsylvania 15705-1037 P 724-357-2336 F 724-357-5941 www.iup.edu/hdes

MEMORANDUM

TO: IUP Liberal Studies Committee

FROM: Dr. Fredalene Bowers, Chairperson, Human Development & Environmental Studies

DATE: April 5, 2012

SUBJECT: INDS 405 Interior Design Professional Practices Writing Intensive Course Proposal

During the Spring 2012 semester, the Human Development and Environmental Studies Department submitted revisions to the BS in Interior Design. This revision was necessary to become aligned with the Council for Interior Design Accreditation (CIDA) standards. One of these revisions included assigning INDS 405 Interior Design Professional Practices as a Writing Intensive Course.

As department chairperson, I am well aware of the importance of making sure that all faculty teaching INDS 405 Interior Design Professional Practice meet the requirements of a "Writing Intensive" course. All INDS faculty are familiar with the requirements for writing across the curriculum.

INDS 405 Interior Design Professional Practice includes the following writing activities:

- Job Information Sheet
- Project Proposals
- Intro-method-results-discussion
- Furniture and Architectural Finish Specifications
- Purchase Orders
- Project Status Reports
- Contract
- Cover letters, resumes and portfolios
- Research paper on job opportunities

All INDS faculty teaching INDS 405 must complete these writing intensive assignments for CIDA accreditation. Please feel free to contact me if you have any other questions on how the department will ensure all faculty teaching INDS 405 will abide by the syllabus and meet the writing intensive requirements.

REQUEST FOR APPROVAL TO USE W-DESIGNATION

COVER SHEET: Request for Approval to Use W-Designation	Action
TYPE I. PROFESSOR COMMITMENT	
() Professor	
() Phone Email	
() Writing Workshop? (If not at IUP, where? when?	
() Proposal for one W-course (see instructions below)	
() Agree to forward syllabi for subsequently offered W-courses?	
TYPE II. DEPARTMENT COURSE	
() Department Contact Person Dr. Fredalene Bowers	
() Phone 7-2336 Email fbowers@iup.edu	
() Course Number/Title INDS 405 Interior Design Professional Practice	
() Statement concerning departmental responsibility	
() Proposal for this W-course (see instructions below)	
TYPE III. SPECIFIC COURSE AND SPECIFIC PROFESSOR(S) () Professor(s)	
() PhoneEmail	
() Course Number/Title	
() Proposal for this W-course (see instructions below)	
SIGNATURES: Professor(s) Department Chairperson College Dean Signature Si	
Director of Liberal Studies COMPONENTS OF A PROPOSAL FOR A WRITING INTENSIVE COURSE:	

COMPONENTS OF A PROPOSAL FOR A WRITING-INTENSIVE COURSE

I. "Writing Summary"--one or two pages explaining how writing is used in the course. First, explain any distinctive characteristics of the content or students which would help the Liberal Studies Committee understand your summary. Second, list and explain the types of writing activities; be especially careful to explain (1) what each writing activity is intended to accomplish as well as the (2) amount of writing, (3) frequency and number of assignments, and (4) whether there are opportunities for revision. If the activity is to be graded, indicate (5) evaluation standards and (6) percentage contribution to the student's final grade. (See Summary Chart of Writing Assignments.)

Copy of the course syllabus.

III. Provide samples of writing assignments that are given to students that include instructions and evaluation criteria. (Single copies of longer items, if essential to the proposal, may be submitted to be passed among LSC members and returned to you.)

Please number all pages. Provide one copy to Liberal Studies Committee.

Before you submit: Have you double-checked your proposal against "The Liberal Studies Committee's Most Frequently Asked Questions"?

I. Written Summary

Exemplary writing skills are invaluable as students make the leap from student to professional and in the interior design industry there are many instances when writing skills are critical for success: to win a prospective client, to request consideration for a new project, to have a project published, to communicate with associates and to respond to a request for proposal, just to name a few. Interior designers must be able to write successful job proposals, create detailed and accurate written specifications for furniture and architectural finishes, prepare project budgets and compile project progress reports among other things. In addition, interior design projects vary depending on the required scope of work, the difficulty of the job and the personality of the client. As new hires in the industry, many graduates will be evaluated on their literacy skills, both written and oral, as well as their perceived design talent.

The current proposal is a request that the *Interior Design Professional Practice* course be given a "W" designation, requiring that it be a writing intensive course. One of the stated outcomes of IUP's interior design program is that "Students will be able to effectively communicate orally, visually and in written form". By focusing the Professional Practice class on various writing techniques within the industry, this has the ability to better prepare the students for situations encountered in the professional field.

From professional development activities, case studies focusing on ethics and legal responsibilities, to project management exercises, assignments will include, but not be limited to the following:

1. Professional Development

a. Cover letters and resumes – critical to the success of any interior design student is the ability to promote not only their design talent but also themselves.

2. Professionalism and Creativity

- a. Research Writing in conjunction with professional development, students will research the various job opportunities available to them.
- b. Supporting Evidence Based Design students will write a research paper focusing on a specific design topic of interest to them.
- c. Intro-method-results-discussion (IMRD) Report a major component of the design process focusing on research done to support evidence based design decisions.

3. Technical Writing

- a. Contracts an understanding of business contracts is essential.
- b. Job Information Sheet a critical part of the design process as jobs are undertaken.
- c. Project Proposal marketing and promoting either an individual or a company is a consistent responsibility of an interior designer.
- d. Furniture and Architectural Finish Specifications every project must have detailed written specifications outlining every selection of furniture and every architectural finish specified on the project.
- e. Purchase Order many residential designers will be responsible for purchasing any product that they specify, so it is imperative that they understand the proper use and completion of any and all business forms.
- f. Project Status Report especially on major commercial projects, construction meetings are held nearly every week, and it is necessary for interior designers to be able to update clients and colleagues alike on the status of their projects with detailed reports.

Assignment Title	# of Assignment s	# of total pages	Graded (Yes/No)	Opportunity for Revision (Yes/No)	Written Assignment represents what % of final course grade
1. Professional Development	1	2 - 3	no (point value associated with completion of assignment)	yes	10%
2. Professionalism and Creativity	3	6-8	yes	yes	25%
3. Technical Writing	6	10 -20	yes	no	40%
Totals	10	18 min.	NA	NA	75%

II. Description of Curriculum Change

I. Catalog Description

INDS 405 – Interior Design Professional Practices

3 class hours 0 lab hours 3 credits (3c-01-3cr)

Prerequisite: Senior standing

Provides students with a broad overview of expectations and responsibilities within the interior design industry. Topics to be covered include planning, business organization, management, contracts, procedures and ethics for the professional interior designer. Participation in professional student organizations and activities is encouraged and expected. This class is designated as a writing intensive course.

II. Course Outcomes

Students will be able to:

- 1. Demonstrate an understanding of the interior design problem solving sequence.
- 2. Demonstrate an understanding of the relationship between research and interior design as it relates to any and all projects.
- 3. Apply information gathering techniques (i.e. survey, literature, search, observation) toward interior design problem solving.
- 4. Understand the legalities of contracts and common business practices associated with the interior design industry as they relate to employment and interior design projects.
- 5. Organize a comprehensive resume and cover letter.
- 6. Define the value of reference materials such as codes, regulations and standards, to the professional interior designer.
- 7. Prepare a personal portfolio of work.
- 8. Demonstrate competency in oral and written communication skills.

III. Course Outline

- A. PROFESSIONAL DEVELOPMENT (Outcomes 5, 6, 7 & 8) (7 hours)
 - 1. Goal Setting
 - a. An exercise in introspection
 - 2. Industry Differences
 - 3. Preparing and Promoting Self
 - 4. The Job Search
 - a. Resumes and cover letters
 - b. Portfolio preparation
 - c. Mock interviews
 - 5. Professional Licensing and Certification
 - a. Preparing for the NCIDQ examination

B.	ETHICS AND LE	GAL RESPONSIBILITIES (Outcomes 2 & 4)	(5 hours)
		Making and Problem Solving	
	a. Cas	se study scenarios	
	2. Business F	ormations	
	3. Developing	g Business Relationships	
	4. Contracts		
	а. Тур	pes of agreement	
C.	HUMAN RESOU	RCES (Outcomes 4 & 8)	(6 hours)
		m Organization	
		ent Agreements	
		urly or salaried	
		strictive covenants	
		ependent consultants	
	•	tion and Fees	
		dministration	
	a. Ger	neral office procedure	
D.		N INTERIOR DESIGNER (Outcomes 2, 3 & 8,	
	1. Marketing		(6 hours)
		ablishing a target	
		ablishing a niche	
	2. Promoting		
	3. Selling		
		esentations	
	b. Pro	ject organization	
E.		H THE TRADE (Outcomes 1, 4 6 & 8)	(7 hours)
	1. Industry		
		miture specifications	
		rchasing	
	2. Product Pr	•	
		ject plan and budget	
	3. Construction		
	a. Ma	terial specifications and schedules	
F.		AGEMENT (Outcomes 1, 2, 4 & 8)	(7 hours)
		roject Administration	(II (II II)
		roduction, Methodology, Results and Discussion port	n (IMRD)
		oject files	
		oject schedules	
	2. Contract D		
	3. Contract A	Administration	
G.	FOUR EXAMS		(4 hours)

H. EXAM DURING FINAL PERSION

(1 hour)

IV. Evaluation Materials

The following is an example of the evaluation methods for this course:

Professional Development, Professionalism and Creativity:

Written papers based on industry research, creative case studies, professional ethics and individual professional development will be a dimension of the course. (35%)

Technical Writing:

In-class and take-home activities and assignments will be based on professional development expectations and professional practices, consistent with industry standards and industry specific technical guidelines, and will be a critical component of the course. (40%)

Four 50 point exams will be administered during the course of the semester. In addition, there will be a 100 point final exam administered during final exam week. Each exam may be comprised of multiple choice as well as one word or short answer questions. (25%)

V. Course Grading:

- A 100% 90%
- B 89% 80%
- C 79% 70%
- D 69% 60%
- F 59% & below

Keep in mind that this is a Writing-Intensive Course. Throughout the semester, you should use all of the course assignments to hone your writing skills. Use the individual assignment rubrics to guide you. All written submissions MUST be typed unless otherwise noted.

VI. Attendance Policy

Attendance is required. To do well in this course, you must be present and on time, with required materials. The attendance policy for this class will follow the Undergraduate Course Attendance Policy, which may be reviewed in the current Undergraduate Catalog. The instructor has the right to lower the grade of a student if absences exceed one week's worth of classes.

VII. Required Textbooks

Eakins, P. (2005). Writing for interior design. New York, NY: Fairchild Publications.

Piotrowski, C. (2011). Professional practice for interior designers. Hoboken, NJ: Wiley & Sons.

VII. Bibliography

- Beacher, C.V., McFall, B.S. and Park-Gates, S. (2008). Designing your future:

 An introduction to career preparation and professional practices in interior design. Upper Saddle River, NJ: Pearson Prentice Hall.
- Bender, D. (2012). Design portfolios: Moving from traditional to digital. New York, NY: Fairchild Publications.
- Godsey, L. (2009). Interior design student's comprehensive design. New York, NY: Fairchild Publications.
- Kendall, G. (2005). Designing your business. New York, NY: Fairchild Publications.
- Knackstedt, Mary V. (2012). The interior design business handbook: A complete guide to profitability. Hoboken, NJ: Wiley & Sons.
- Martin, C. S. & Guerin D. A. (Eds.) (2010). The state of the interior design profession. New York, NY: Fairchild Publications.
- Maurer, T. & Weeks, K. (2010). Interior design in practice: Case studies of successful business models. Hoboken, NJ: Wiley & Sons.
- Mitton, M. (2010). Portfolios for interior designers: A guide to portfolios, creative resumes, and the job search. Hoboken, NJ: Wiley & Sons.
- Nussbaumer, L. (2011). The interior design intern. New York, NY: Fairchild Publications.
- Whitlock, C. (2009). Re-de-sign: New directions for your interior design career. New York, NY: Fairchild Publications.
- Winchip, S.M. (2012). Professional practice for interior designers in the global marketplace. New York NY: Fairchild Publications.

III. Writing Project Samples

(Professionalism/Creativity and Technical Writing)

INDS 405 - Interior Design Professional Practice

What Are My Choices?

OBJECTIVE:

To become familiar with the MANY opportunities available for interior designers. Often students can become fixated on a certain perceived career path or a myth about what they think interior design is. This exercise is designed to help students "broaden their horizons" as they explore the many and varied facets of interior design as a profession.

REQUIREMENTS:

Each student will be assigned a random "career choice" in the field of interior design. Research that career specialty and identify a successful designer/design firm in the field (none from the text, nor those that were discussed in class). Prepare written documentation outlining the information found on the worksheet attached to this project sheet as it relates to the area of specialty and support your findings with your research – in other words, how do you know this to be true, and where did you find your information? Include in your written submission information on the designer/design firm researched to include history and present status. In addition, identify a current job position in that area of specialty and provide written documentation of why you may or may not qualify for the position and what you might need to do to qualify.

Prepare a <u>brief presentation</u> (e.g., 10 minute maximum) to be made to the entire class. This presentation should serve as a synopsis of your topic, identification of the successful designer or design firm researched and a description of the job opportunity identified.

SUBMISSION:

The following MUST be submitted for complete credit:

- Worksheet (attached to project sheet).
- Three PowerPoint slides <u>NO WORDS</u> are to be used, visuals only. The slides should be typical examples of the type of work done in the specific career. The slides will be emailed to me at <u>venatta@iup.edu</u> BEFORE the start of class as indicated on the schedule before your presentation. I will prepare a comprehensive presentation so that our class time may be used most efficiently. Prior to your scheduled presentation, you will know the order in which you will present.
- All materials must be submitted in a pocket folder on the day of your presentation.

EVALUATION:

Specialty researched		G
clearly identified		Specialty researched
crearry identified		ambiguous
<u>Z</u>		0
Excellent background	Adequate background	Unacceptable background
information provided	information provided	information provided
10	6	2
Excellent outlining of skills	Adequate outlining of skills	Unacceptable outlining of skills
necessary for success	necessary for success	necessary for success
5	3	1
Average salary identified		Average salary not identified
2		0
Average starting salary		Average starting salary
identified		not identified
2		0
Research identifies affiliated		Research does not identify
professional organizations		affiliated professional
professional organizations		<u>-</u>
		organizations
2		0
Excellent research on current	Adequate research on current	Unacceptable research on current
designer/design firm	designer/design firm	designer/design firm
10	6	2
Current job position included		Current job position not included
2		0
Excellent list of	Adequate list of	Unacceptable list of references
references $(5-7)$	references (3 – 4)	(less than 3)
5	3	1
Format follows	Format somewhat follows APA	Format does not follow
APA format	format	APA format
5	3	1
Excellent craftsmanship,		Unacceptable craftsmanship and
submitted as outlined		submission
2		0
Excellent classroom	Acceptable classroom	Unacceptable classroom
i e		presentation
presentation	presentation	presentation 0
2	<u> </u>	U

WORKSHEET

- SIGNAL -
INTERIOR DESIGN SPECIALTY RESEARCHED:
AVERAGE STARTING SALARY: AVERAGE SALARY:
SKILLS/INTERESTS NECESSARY:
PROFESSIONAL ORGANIZATIONS ASSOCIATED WITH THIS SPECIALTY:
FIRM RESEARCHED: (provide complete address and contact information)
REFERENCES:

OBJECTIVE: Create a Standards Manual

<u>Through research and personal communication</u>, create a standards manual that you will be able to reference and use on many (if not all) of your projects. Standards are often established for architectural finishes as well as furniture. Your manual will consist of the following:

- Written specifications for any and all furniture.
- Specifications will include current LIST pricing.
- Cut sheets for all furniture specified.
- Finish and fabric options for all furniture specified.
- Written specifications for all architectural finishes specified.
- Samples of all finishes.
- Floor plans (may be hand drafted or computer drawn) of "typical" interior spaces
 - o Floor plans will reflect an appropriate amount of square footage as relevant to the position of the occupant or function of the space

For the purposes of your manual, please use an educational/academic setting, and include standards for the following areas:

- University president
- University vice-president(s)
- Executive administrative assistants include filing capabilities
- College deans
- Mid-level management
- Administrative assistants include filing capabilities
- Department chairs
- Faculty
- Classroom (lecture, maximum capacity of 50) include AV capabilities
- Classroom (seminar, maximum capacity of 30) include AV capabilities
- Conference area
 - O Accommodating 2 6 people, must include communication accommodations
 - O Accommodating 10 20 people, must include AV capabilities
- Service area
 - o Filing
 - o Copying
 - o Mailboxes
 - Office supply storage

Standards manual will be organized and submitted in a three-ring binder. ALL information will be in plastic sleeve protectors. In addition, provide written documentation of research done and support your choices based on your research.

EVALUATION

Project #1 - Standards Manual Evaluation Banner ID @_____

WRITTEN FURNITURE SPECIFICATIONS 5 points	LIST PRICE PER ITEM PROVIDED 5 points	FABRIC AND/OR FINISH SPECIFICATIONS 5 points	CUT SHEETS PROVIDED 5 points
	-		
	FURNITURE SPECIFICATIONS	FURNITURE PER ITEM PROVIDED	FURNITURE PER ITEM FINISH SPECIFICATIONS

AREA	WRITTEN ARCHITECTURAL FINISH SPECIFICATIONS 5 points	ARCHITECTURAL FINISH SAMPLES PROVIDED 5 points	FLOOR PLANS PROVIDED AND COORDINATE WITH FURNITURE SPECIFICATIONS 5 points
University President			
Vice-Presidents			
College Deans			
Executive Administrative Assistants Mid-Level Management			
Department Chairs			
Administrative Assistants			
Faculty			
Lecture Classroom			
Seminar Classroom			
Small Conference Room			
Large Conference Room			
Service Area			
Research 10 points			

Numb Subm	n-Date DEC 23 K	WWCC USE Only Number Submission Date Action-Date	191-26/ 1 99-2 /17/98 Senak app. 3/3	185 3/98
I.	CURRICULUM PROPOS University-L. BETTALIACE CONTACT Contact Person Christine Wilson Kesner	A GOVER SHEET	Phone 357-2	
	Department Human Development and	Environmental Stud	ies	
II.	PROPOSAL TYPE (Check All Appropriate Lines)			
	ID 405 course ID Profess. Practice			
	New Course*	Suggested 20 chara	eter bile	
	uew course	Course Number and	Full Title	-
	Course Revision	Course Number and	I Full Tide	_
	Liberal Studies Approval -			_
	for new or existing course	Caurse Number and	Full Title	
	Course Deletion	Course Number and	Full Tide	-
	X Number and/or Title Change CS 468 I	nterior Design Profe Cld Number and/or		_
ì	ID 409	Interior Design Pro New Number and/o		1
	Course or Catalog Description Change	Course Number and	1 Full Tide	
	PROGRAM: Major %	linor Track		
	New Program*			
		Program Name		
	Program Revision*	Program Name		_
	Program Deletion*	Program Name		
	Title Change	Old Program Name		
111.	Approvals (signatures and date)	New Program Nam	le .	
It J .	man E. Sunk. 4/8/96	Den	withen the	4.8.96
	Department Curriculum Committee Min Motte Buker 3/7/96	Date Depart	tment Chair	Date
)	Callege Curriculum Committee	Date Cover	e Deap	<u>ud 17M29;</u> Date
A _i	- Director of Liberal Studies (where applicable)	Date Provos	st (where applicable)	Date

I. Catalog Description ID 405 Interior Design Professional Practice

(3c-01-3sh)

Prerequisite: Junior standing

Planning, business organization, management, contracts, procedures, and ethics for the professional interior designer.

1. Catalog Description

ID 405 Interior Design Professional Practice

3 credits
3 lecture hours
0 lab hours
(3c-0l-3sh)

Prerequisite: Junior standing

Planning, business organization, management, contracts, procedures, and ethics for the professional interior designer.

2. A listing of the proposed change giving the old title and number and the new title and number.

The course number is changed. The title is retained. Old title/number CS 468 Interior Design Professional Practice

New title/number ID 405 Interior Design Professional Practice

3. Justification/rationale for the change

The new number reflects re-structuring of the ID Curriculum.

Part V. Letters of Support From Affected Program Revision Areas

College of Business

#2 26-JAN-1996 11:22:21.97

NEWY:

From: GROVE:: BOBCAMP

"ROBERT C. CAMP"

To: CHRIS KESNER

C: **4COB** CHAIRS, BOBCAMP

subj: Statement of Support for Program Revision of the Interior Design Major

Please accept this e-mail as a statement of support for the proposed revision of the interior design major currently being reviewed by the UWUCC. The chairpersons in the Eberly College have reviewed the proposal thoroughly and support its approval with the proviso noted below.

In discussions with Chris Kesner, we recommended that interior design students take EC 122 instead of EC 101 as a prerequisite to principles of marketing. EC 122 should be included as a liberal studies elective. Don Walker, chairperson of the Economics Department has agreed that EC 122 would be a more appropriate prerequisite to marketing principles.

If I can provide additional insight to the committee, please let me know.

MAIL>

Esc-chr: ^! help: ^]? port:1 speed: 2400 parity:none echo:rem VT320

2. Department of Art College of Fine Auts

November 15, 1995

Subject: Curriculum Revisions:

To: Frofessor Kris Kesner, Coordinator of Curriculum Design

From: Anthony Defurio, Chair / Line

This is to acknowledge that I have read and reviewed the proposed curriculum changes relative to your department and majors. Furthermore, I do not see any conflicts or problems with the proposed changes, and in my judgement you have designed a very sound program of studies for your majors.

We are quite pleased to continue a positive relationship with your department and students relative to sharing classes, resources, and expertise.

Thank you for sharing and discussing these changes with me. On behalf of the Department of Art, we wish you success with the new curricular design.

#4 22-FEB-1997 14:49:06.14

NEWMA

From: GROVE::JHEYER

"John Heyer"

To: CKESNER CC: JHEYER

Subj: corrected memo

From: GROVE::JHEYER "John Heyer" 18-FEB-1997 15:41:16.98

To: CKESNER

CC: ANTHONY_DEFURIO, JHEYER

Subj: Interior Design required courses in Art

This is to confirm that the College of Fine Arts will provide the necessary seats in AR120 (Principles of Design) and AR213 (Woodworking: Form and Function) to sustain the Interior Design major as outlined on the curriculum revision you provided to me. The AR120 requirement continues an existing commitment. The AR 213 is a new requirement, and, therefore, a new commitment to you from our Art Department.

Our commitment can be sustained as long as the Interior Design major does not grow beyond the anticipated threshold of approximately 100 majors. Should

Press RETURN for more...

MAIL>

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growth occur, it may be necessary to add a section or two of the course each year. The college would need additional complement to do that due to the heavencollments the college now sustains.

3. Department of Chemistry

5 16-FEB-1996 09:50:06.68

NEWM "POTHEN VARUGHESE"

To: CKESNER CC: **PVARUGH**

From:

Subj: ID curriculum revision

GROVE: : PVARUGH

Chris: Sorry for the delay in sending you the chemistry department's response to your proposed change in the chemistry requirement for your Interior Design majors. Our departmental curriculum committee discussed this matter and decided to support your plan to drop CH 101/102 from the requirement and replace them with SC 105/106 sequence. However, they also wanted to express their concern that the ID students will not study organic chemistry which may be of some importance to them in the field of interior design. I want to emphasize the fact that we are in support of your proposed curriculum revision and any concerns we expressed are not intended to hinder the process of accomplishing your goals.

Sincerely,

Press RETURN for more...

AIL>

_sc-chr: ^] help: ^]? port:1 speed: 9600 parity:none echo:rem VT320

#5 16-FEB-1396 09:50:06.68

NEWH

Pothen Varughese, chair Department of Chemistry.

43 26-JAN-1996 16:47:06.10

NEWMA:

From: GROVE::RVBRAVO ::: GROVE: : CXESNER

::: RVBRAVO

RE: SC106 Physical Science II Bubj:

Sorry it took so long to get back to you. However, I could not give in answer until the Curriculum Committee discussed your proposed change. We just finished our meeting and the committee "acknowledged the need for physics is presented in SC 105 and agreed that the consumer and environmental issues presented in SC 106 are appropriate for your students. Thus, the committee supports your decision but does express a concern that your students will not study organic chemistry which may be of some importance to them in the field of interior design." This decision will be communicated to the chair of the chemistry department who is responsible for writing the letter of support. (Of course, he may not use these exact words as he has the freedom to express the support in any manner he chooses).

Good luck with your curriculum changes. I know that it is a lot of If I can be of any help with anything else, please don't hesitate to

A on we.

حاتن

ress RETURN for more...

21

help: 1? port:: steed: 2400 pariturent anti---ic-chr: 1

4. Department of Computer Science

#2 29-NOV-1995 10:04:25.77

Hewma.

GROVE::GLBUTER "Gary L. Buterbaugh"

To: GROVE: : CKESNER

CC:

Frem:

Subj: RE: CO 101

Chris,

I see no problem from the Computer Scince end. We will continue to offer alor of sections of this course and should be able to accommodate your students.

Gary Buterbaugh

MAIL>

5. Department of Physics

#1 31-JAN-1996 17:16:23.77

NEWMAI

From: GROV

GROVE::WHITSON GROVE::CKESNER

cc: subj:

RE: SC 105 (Interior Design Curriculum Revision)

Chris:

There is no problem with adding new sections. How many extra students do you expect that will be taking SC105 each semester?

Dennis Whitson

MAIL>

6. Liberal Studies Committee

Liberal Studies Office 352 Sutton Hall

E-mail DRCHRDSN Phone x 5715

February 15, 1996

To:

Chris Kesner, Interior Design

From:

Darlene Richardson, Director Roulene Richards

Subject:

Changes in the Liberal Studies part of the BS in Interior Design

Thank you for the opportunity to review your program revision for the BS in Interior Design. The changes are as follows for the Liberal Studies part of the major: recommend PH 223 Philosophy of Art as one of the Humanities courses, replace CH 101-102 with SC 105-106 in the Natural Science section, omit EC 101 from the list of Social Science options, and add BE/CO/IM 101 and EC 122 to the specified list of Liberal Studies electives. I understand the rationale for adding a computer course (as specified by FIDER standards) and adding EC 122 which is a pre-requisite for MK 320 which is required for these majors. Although I am always dismayed to see a program with so little choice among Liberal Studies courses for students, I do understand the press of accreditation standards and the desire to best help students complete their major requirements in a timely fashion. Thus, I support the changes in the Liberal Studies part of the revised BS in Interior Design.

I do have one question, though. Why do you put in non-western cultures course in the section on Liberal Studies electives? Your students could take their non-western course in social science and as free electives also. Your program already specifies three of the required three Liberal Studies electives.

Copies:

Donna Streifthau, Chair Hal Wingard, Dean

KA:

7. Department of Philosophy/Religious Studies

22-DEC-1995 14:36:36.74 OUFFARD "Al Bouffard" #45 From: GROVE: : BOUFFARD

75: GROVE: : CKESNER

:C: BOUFFARD Subj: RE: PH 223

Ihris.

I talked to the Philosophy faculty about the desire of Interior Design to have Ph223 Philosophy of Art be the course by which your students would satisfy the requirement in Ph/Rs in the Liberal Studies Program. The Faculty had some problems with this proposal because it limits the number of options available to students to fulfill this requirement. If a student comes to me and says "I have to have this course to graduate", it creates problems that wouldn't arise if the student could satisfy the requirement with any of 7 courses. Perhaps you could recommend the course but not require it. The faculty who teach it, however, seemed willing to offer the course a little more frequently. We are stretched out a little thin so I wouldn't put too many hopes that they would acutally do so. In addition there is a desire to offer an additional course in the Philosophy of Art at the 300 level.

ess RETURN for more...

MAIL>

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MAI: Sorry I couldn't give you a more positive response.

Al Bouffard, Chair

8. Department of Human Development and Environmental Studies - 314 Textiles

Faculty teaching CS

Human Development & Env. Studies Department College of Health and Human Services 207 Ackerman, Ext. 2336

Te:

Christine Wilson Kesner, Chair

Interior Design Curriculum Committee

From:

Mary E. Swinker, Chair

Fashion Merchandising Curriculum Committee

Sandra J. Lynn, Assistant Professor

Fashion Merchandising - Textiles

Date:

29 February, 1996

ubject:

Science prerequisite for CS 314 Textiles

Please be advised that SC 105 Physical Science I and SC 106 Physical Science II are acceptable for Interior Design majors to take as prerequisites for CS 314 Textiles.

1. Foundation for Interior Design Education Research (FIDER) Standards and Guidelines for the Educational Program, Professional Level Programs, January, 1996

Standards and Guidelines

2. Educational Program

Standards 2.8 Theon Thorough knowledge of the elements and principles of design, design theories, and their explusion enables designers to understand the interrelationship between human beings and the environment. This knowledge sumulates depth of thought and a more creative approach to problem solving. S2.8.1 Theory elements and principles of design S2.8.2 Theory: color S2.8.3 Theory: 3-D spatial composition \$2.8.4 Theory: human environment e.g. proxemies, behavior, etc. \$2.8.5 Theory: design, e.g. planning stylistic 29 Basic and Creative Arts The basic elements of design and composition and their application are essential to any program of study in interior design. They are the foundation for creative design and require instruction and experimentation through studio work. Awareness of the various media in the visual arts assists and enriches the understanding of the universality of the fundamentals of design. \$2.9.1 Studio: two-dimensional design fundamentals \$2.9.2 Studio: three-dimensional design fundamentals \$2.9.3 Creative arts and crafts, e.g. drawing painting sculpture ceramics. weaving photography, etc.

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Standards and Guidelines

2. Educational Program continued

Standards continued

2.10	Interior Design Participation in a wide range of design expenences through studios, lectures, group discussions, seminars, etc., is highly desirable. The development of space planning and problem solving skills is essential and should relate to a broad range of residential and non-residential projects, including all types of habitation, whether for work or lessure, new or old, large and small, for a variety of populations, young and old, of varying physical abilities, low or high income. Problem solving experiences should follow a theory of design process involving physical, social, and psychological factors and reflect a concern for the aesthetic qualities of the built environment.		Understanding	Competency
\$2.10.1	Design process, i.e. programming, conceptualization, problem solving, and evaluation	C	C	
\$2.10.2	Three-dimensional spatial development, e.g. study models, drawings, mock-ups	0	C	
\$2.10.3	Human factors, i.e. anthropometrics, ergonomics	0	0	
\$2.10.4	Space planning, residential	0	C	8
\$2.10.5	Space planning, non-residential	0	C	
\$2.10.6	Furniture selection and layout, residential	0	0	•
\$2.10.7	Furniture selection and layout, non-residential	0	C	8
\$2.10.8	Application of design elements and principles, i.e. color, texture, and scale	0	C	
\$2.10.9	Selection and application of finish materials, i.e. textiles, floor treatments, and wall treatments	0	0	
\$2.10.10	Selection and application of decorative elements, e.g. accessories, artwork, etc.	۵	C	
\$2.10.11	Selection and application of lighting	0	C	

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Standards and Guidelines

2. Educational Program continued

Standards continued

2.11	Technical Knowledge Interior designers must have technical knowledge and understand related disciplines and the constraints they impose. Interior designers must be competent in the application of laws, codes, regulations, and standards that affect design solutions in order "to protect the health, salety, and welfare of the public."	Ammentes Understanding Competenty
\$2.11.1	Detailing/technical drawings for custom furniture, cabinetry. design elements	06
S2.11.2	Materials, i.e. surface materials and textiles	O C =
S2.11.3	Laws, codes, standards, and regulations, e.g. universal accessibility guidelines, life safety, fire, etc.	00
\$2.11.4	Specifying, estimating, and installation	
S2.11.5	Construction systems and materials	
S2.11.6	Building systems, i.e. electrical, acoustics	O = C
S2.11.7	Building systems, i.e. HVAC, plumbing	
\$2.11.8	Metric system	
S2.11.9	Environmental concerns, i.e. energy, ecology, index air quality, sustainable materials	= 0 0

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2. Educational Program continued

Standards continued

2.12	Communication Skills Visual presentation skills are essential for the communication of design concepts. Exposure to a variety of media allows experimentation with new ideas, broadens the scope of creative expression, and allows discovery of the best means of portraying the individual's thought processes. Oral and written presentation skills must be practiced to give added depth to the visual presentation. Computer literacy promotes continued growth and development in communication variables.	Anaeses	Understanding	Compatency
\$2.12.1	Visual presentation, i.e. sketching, rendering, sample boards	S	0	
\$2.12.2	Oral communication skills	C	0	
\$2.12.3	Writing skills	0	0	
52.12.4	Working drawings, including drafting, lettering, symbols, dimensioning	C	0	
\$2.12.5	Computer, i.e. CADD, word processing, and graphics	0		0
\$2.12.6	Graphic identification, e.g. signage, logos, etc.	0		C
S2 12.7	Other presentation media, e.g. photography, film/video, multimedia, etc.		3	3
2.13	Profession The individual entering the profession of interior design must have a thorough understanding of the history and organization of the profession; knowledge of the methods and practices of the business of interior design; an understanding of ethical constraints; and an understanding of relevant relationships between the various segments within the broader sphere of the built environment.	Angretise	Undertanding	Computerry
\$2.13.1	Interior design profession, organizations, related professions	0		0
\$2.13.2	Business and professional practice including othics, management, relationship to industry, etc.	0		
\$2.13.3	Project management and contract administration			0 0
	continued on next page:			

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2. Educational Program continued

Standards continued

214	Ristory Interiors reflect an evolution in art, architecture, and design over centuries of past civilizations. Study of the built environments of diverse cultures in conjunction with the economic, social, political, and religious influences that have shaped them enables a designer to anticipate and design for present and future demand.		Understanding	Constens	
\$2.14.1	Interiors, art, and architecture	2		C	}
\$2.14 2	Furniture, textiles, and accessories	0		C)
2.15	Information Gathering Techniques/Research The use of information gathering techniques and reference materials is necessary to enable designers to accumulate and analyze data to develop a design concept. Students should also be aware of scholarly research as it contributes to the discipline.	American	Understanding	Consulation	
\$2.15.1	Information gathering techniques, e.g. survey, literature search, observation, etc.	0	C		ì
\$2.15.2	Reference materials, i.e. codes, regulations, and standards			1	t
\$2.15.3	Awareness of research contributing to the body of knowledge		כ	נ כ	3
	continued on next page				

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Standards and Guidelines

2. Educational Program continued

Guideliaes	
G2 16	The program should maximize potentials appropriate to the institution, its location and resources.
G2 17	The program should encourage interaction with other disciplines.
G2 18	The curriculum should reflect the continually expanding requirements of the profession, advancements in knowledge, and contributions of related disciplines.
G2.19	The program should serve to provide offerings beyond the suggested minimum for graduation.
G2.20	The program is strongly encouraged to provide a system of field training or internship for the students during the latter part of the program.

2. Documentation regarding status of FS 242 (catalog discrepancy) - Memo from D. Duntley. 205

#1 4-APR-1996 11:23:42.28 NEWMAIL

GROVE::DDUNTLEY "Diane L. Duntley"

GROVE::DI
CKESNER
C: DDUNTLEY
ubj: FS242

hris --

can find no trace of a course FS242. There was a course FS241: Intro to anagement Information Systems. When the FS prefix was separated, the MIS ourses became IM (Information Management) prefixes. At the same time, the MIS urriculum was redesigned and business majors took BE/CO/IM 101 and then IM300: nformation Systems: Theory and Practice.

ow I don't know what brings this to your attention ... but I suspect that you re working on the new ID program. IF the course really was FS241 (my basic uess), then your majors would probably best be served by the Computer Literacy ourse BE/CO/IM101.

ope this helps. Diane Duntley

3. Program Revision Approved by Board of Trustees on 2/17/89 (not on file in IUP Archives). IUP 1990-91 Undergraduate Catalog Program Description

60-Indiana University of Pennsylvania

UG CATALOG 1990-91

Outside concentration:	
Required course:	
AG201 Principles of Accounting !	•
Controlled electives:	lsa
Five courses from list: ADIOL of MC161 1000	12sn(1)
ADJ-1. ADJJ6. ADJJ7. ACTO: ACTOL ACTOL	
DE313. ECT (8213. [M24] FC::0 FC::: 1.0700	
MC410, MK320, MK321, MK420, MK421, MK422, MK430,	
MK1]]	

Free Electives: 9-11

Total Degree Requirements: 124

(1) Substitutions may be approved by department.

Bachelor of Science—Interior Design/Housing
Liberal Studies: As outlined in Liberal Studies section
with the following specifications:

Mathematics: MA101 or higher
Fine Arts: AH101

Natural Science: CH101-102

Social Catenor: EC101, PC101, S0151

Liberal Studies electives: AH205 or AH206, no courses
with CS prefix

Major:

Kedmiet	cours;	
C2151	Introduction to Consumer Services	•
CZZ13	Residential Appliances and Consumer Electronics	lsa
C\$217	Imenor Daum	3777
C2312	Housing and Culture	Jsh
C2314	Textiles	Jsn
C3115	Consumer Economics and Family Finance	Jsn
C3357	Interior Design Studio	Jsh
	Senior Seminar	ish
	Interior Lighting	<u> </u>
Controlle	decive:	Isa
	urse from ARIII or ARICO	20.0
Courses to	om list: CS101, CS303, CS311, CS318,	3-2:n
CSJS4.	CS-131, CS-461, CS-161, CS-161, CS-161, CS-161	!±i5sh

C3334, C3433, C3462, C3461, C3464, C3481		
Aber Lequirements:		
Outside concentration: Six courses from lists	18sh	13
Business: ADIOI or MC360, ADIZI, ADIAZ, ACZD!	: 450	
DE311. DE312. DE333. IM241. F5242. MG300. MK320. MK433		
Art: AR100, AR111, AR112, AR211, AR211, AR214,		
AR215, AR216, AR217, AR218, AR219, AR321, AR451		

Free Electives: 10-11
Total Degree Requirements: 124

Food and Nutrition Department

Joanne B. Steiner, Chairperson; Cessna, Dahlheimerg Johnson, Moore-Armitage The prime requisites for success in the field of food and nutrition are a secretarian people, an artistic appreciation of high-quality food, a read to the need for good nutrition, and a knowledge of sound business principes.

The program in Hotel, Restaurant, and Institutional Management has remily been moved to a separate department. See the Department of Hotel. Restaurant, and Institutional Management for information on the HRMs program, which replaced the former Food Service Management currentum.

This department affers three majors: Dietetics, Food and Nutrition States, and Nutrition Education.

Dietetic Major

Students are prepared for positions in the dietary departments of hospits or other institutional establishments or in health have programs. The major can lead to directs in clinical dietetics, administrative dietetics, community turnion, and other health directleds. Course requirements ment the Plan P and demic requirements of the American Dietetics Association.

Bachelor	of Science—Dietetics		
Liberal Scadin	es: As autlined in Liberal Studies section		:-:
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Mathematic	S: MACIT recommended		
Astaural Scoo	mce: CH:01-102		
Social Science	=: EC:01. PC101. SO151		
Liberal Stud	hes exertes: CO101 of no MA217.		
	30 courses with FN presix		
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Coilege:			
Human Ecol	logy requirements:		7
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One cours	e from iss: CS213, CS315, or CS1-31	:12	
	23312; 01 23191	:12	
Major:			
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	ntroduction to Nutrition and Dietetica		
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FN212 N	luintion	 	
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FN455 N	lutrition in Disease II	He.	
FN458 A	dvanced Human Nutration	ina	
HR259 H	lospicality Parchasing	jsa	
HRJIJ F	ood Systems I	:sa	
HR356 H	luman Resources in the Hospitality Industry	نب	
HRISA F	ood Service Equipment and Facilities Design	3.2	
	or of administrating besign	113	
Other Require			10
Additional to			
BIISS H	uman Physiology and Anatomy	ica	
81222 F	aucomentais of Micropology	340	
CHTS: 3	ochemistry and Nutraion	 :-a	

Food and Nutrition Science Major

Free Electives:

Food and Nutrition Science provides a student with a background in the back

:415

Total Degree Requirement: 121

4. Clarification of Interior Design Program Course Prefix Changes

A. Course prefix change from CS to ID:

As indicated in the Interior Design Curriculum Program Revision Proposal the following CS courses in the Interior Design content area are to be changed to the ID prefix and will no longer carry the CS prefix:

1.	CS 205 Color Theory and Application	-to- ID	205 Color Theory and
			Application
2.	CS 213 Residential Appliances &	-to- ID	213 Residential Appliances
	Consumer Electronics		& Consumer Electronics
3.	CS 310 Human Factors in Interior Design	-to- ID	310 Human Factors in Interior
	-		Design
4.	CS 312 Housing and Culture	-to- ID	312 Housing and Culture

B. New courses:

The following new courses will carry the ID prefix:

- 1. ID 218 Drafting for Construction II
- 2. ID 313 Materials and Finishes
- 3. ID 319 Residential Design II: Kitchen, Bath, Media Room Design
- 4. ID 465 Contract Design II

C. Revised courses

As indicated in the Interior Design Curriculum Program Revision Proposal the following revised CS courses in the Interior Design content area are to be changed to ID prefix and will no longer carry the CS prefix:

1.	CS 217 Interior Design	-to- ID 105 Introduction to Interior Design
2.	CS 117 Design Graphics	-to- ID 118 Drafting for Construction I
3.	CS 465 Interior Lighting	-to- ID 305 Interior Lighting
4.	CS 357 Interior Design Studio	-to- ID 315 Residential Design I
5.	CS 462 Historic Interiors	-to- ID 370 Development of Design I
6.	CS 463 Modern Interiors	-to- ID 380 Development of Design II
7.	CS 468 Int. Des. Professional Practice	-to- ID 405 Int. Des. Profession Practice
<i>/</i> .	CS 464 Interior Planning & Drawing	-to- ID 464 Contract Design I

D. Standing courses

The following standing courses will continue to be offered under the CS prefix and will also be offered under the ID prefix:

- 1. ID 281 Special Topics (Discrepancy-course omitted in 1995-96 catalog)
- 2. ID 481 Special Topics
- 3. ID 482 Independent Study

E. Cross listed course

The following standing course will be offered as a cross listing under CS and ID: ID 433 Study Tour

F. Other

CS 493 Internship will be retained under the CS prefix.

5. 5	SUMMARY OF RELAT	rio	NS	HIP	В	ET	WE	E	V F	PR	OP	os	EC) II	D (ະບ	RF	राट	U	LU	M	&	FIC	Œ	RI	PR	OG	R	AM	C	ATI	EG	OR	IE	S
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35	KEY: FIDER Achievement Level A = Awareness U = Understanding C = Competency	Achievement level	introduction to Interior Design	Drafting for Construction (formerly CS 117 DES. GRAPHICS)	Ĭ	struction II (formerly DRFTG.	Mellos Lighting	ID Human Factors	Materials & Finishes	Residential Design I (formerly CS 357 ID	RESIDENTE Design II (formerly K. B. MR Design)	Development of Design I (formerly HIST. INTS.)	Development of Design II (formerly MODERN	1D Professional Prectice	Contract Design I formerly INT. PLNG. &	Contract Design II	Textiles	Principles of Design	Woodworking: Function & Form	8	Principles of Marketing	Ceremics	Sculpture	Besic Metals	Graphic Design	There	College Writing	Research Writing	Pritosophy of Art (recommended)	Introduction to Art	Physical Science I	Physical Science II	Mcrocomputer literacy	Τ	Ancient to Medievel Art OR Ren. to Beroque
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96	KEY: FIDER Achievement Level A = Awareness U = Understanding C = Competency	Achievement level	ntroduction to Interior Design	Drafting for Construction (formerly CS 117 DES. GRAPHICS)	Color Theory	Drafting for Construction II (formerly DRFTG.	nikko Lighting	ID Humen Fectors	Materials & Finishes	Residential Design I (formerly CS 357 ID	Residential Design II (formerly K. B. MR Design)	Development of Design I (formerly HIST, INTS.)	Development of Design II (formerly MODERN	ID Professional Practice	Contract Design I (formerly INT. PLNG. &	Contract Design II	Textiles	Principles of Design	Woodworking: Function & Form	Introduction to Business	Principles of Marketing	Ceremics	Sculpture	Basic Metels	Graphic Design	Fibers	College Writing	Research Writing	Philosophy of Art (recommended)	ntroduction to Art	Physical Science I	Physical Science II	Vicrocomputer literacy		Ancient to Medievel Art OR Ren. to Bereque
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39	KEY: FIDER Achievement Level A = Awareness U = Understanding C = Competency	Achievement level	ntroduction to Interior Design	Disting for Construction (formerly CS 117 II DES, GRAPHICS)	Theory	Construction II (formerly DRFTG.	All Has Lighting	ID Human Factors	Materials & Finishes	Residential Design I (formerly CS 357 ID	Altitabhird Design II (formerly K. B. MR Design)	Development of Design I (formerly HIST. INTS.)	Development of Design II (formerly MODERN		(formerly INT. PLNG. &	Controct Design II		າສຳຊຸກ	s & Form	8	Principles of Marketing	Ceremics	Sculpture		Grephic Dosign	Fibers	College Writing	Research Writing	Philosophy of Art (recommended)	Introduction to Art	Physical Science I	Physical Science II	Microcomputer literacy	Principles of Econ. II	Ancient to Mediaval Art OR Ren. to Beroque
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