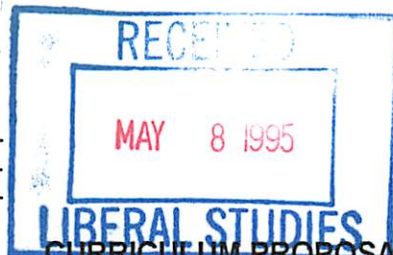


LSC Use Only

Number: _____

Submission Date: _____

Action Date: _____



UWUCC USE Only

Number: 95-21

Submission Date: _____

Action Date: _____

App 2/20/96

Senate App 4/2/96

CURRICULUM PROPOSAL COVER SHEET

University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Christine Wilson Kesner

Phone 357-2395/2336

Department Human Development and Environmental Studies

II. PROPOSAL TYPE (Check All Appropriate Lines)

CS 468 COURSE ID Profess. Practice

Suggested 20 character title

☒ New Course* CS 468 Interior Design Professional Practice

Course Number and Full Title

☐ Course Revision _____

Course Number and Full Title

☐ Liberal Studies Approval +
for new or existing course

Course Number and Full Title

☐ Course Deletion _____

Course Number and Full Title

☐ Number and/or Title Change _____

Old Number and/or Full Old Title

New Number and/or Full New Title

☐ Course or Catalog Description Change _____

Course Number and Full Title

☐ PROGRAM: ☐ Major ☐ Minor ☐ Track

☐ New Program* _____

Program Name

☐ Program Revision* _____

Program Name

☐ Program Deletion* _____

Program Name

☐ Title Change _____

Old Program Name

New Program Name

III. Approvals (signatures and date)

Mary E. Swisher 3.20.95
Department Curriculum Committee

Donna F. Hecoff 5.2.95
Department Chair

Mia M. Moore-Armstrong 4.12.95
College Curriculum Committee

David C. Wengard 3 MAY 95
College Dean

+ Director of Liberal Studies (where applicable)

*Provost (where applicable)

I. Catalog Description**CS 468 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.**

**CS 468 Interior Design Professional Practice
New Course Proposal**

II. Catalog Description

CS 468 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.

III. Course Objectives

Upon completion of this course, the student will be able to:

1. demonstrate an understanding of the history and organization of the interior design profession.
2. demonstrate a knowledge of the business of interior design, including project management, contract administration, and ethical constraints.
3. demonstrate an understanding of the problem solving sequence.
4. describe the relationship between various segments of interior design and their relationship to industry.
5. identify the major categories of the interior design profession and career options
6. name the dominant professional organizations.
7. describe the process leading to certification.
8. distinguish between certification and licensing of interior designers.
9. distinguish between open and closed showrooms.
10. apply information gathering techniques (i.e. survey, literature search, observation) toward interior design problem solving.
11. define the value of reference materials such as codes, regulations, and standards to the professional interior designer.
12. identify major sources of research contributing to the body of interior design knowledge.
13. demonstrate an understanding of the relationship between research and design.
14. demonstrate competency in oral and written communication skills

IV. Course Outline

- A. Introduction (.5 lecture hour)**
- B. The interior design profession (8 lecture hours)**
 - 1. Philosophical framework
 - 2. Historic development
 - 3. Relationship to allied professions
 - 4. Education
 - 5. Certification/Licensing
 - 6. Design research
 - 7. Professional organizations
 - 8. The job market
- C. Communication skills (5 lecture hours)**
 - 1. Oral communication
 - 2. Written communication
 - 3. Resumes
- D. Interior design practice (12 lecture hours)**
 - 1. Professional ethics
 - 2. Professional practice choices
 - 3. Business organization
 - a) Establishing a business
 - (1) procedures
 - (2) strategic planning and management
 - (3) business management
 - (4) financial management
 - (5) legal management
 - (6) insurance
 - (7) information management: resources
 - (8) information management: computers
 - b) Industry relations
 - (1) procedures
 - (2) open versus closed showrooms
 - (3) trade shows
- E. The Project (8.5 lecture hours)**
 - 1. Overview
 - 2. Project management
 - a) Phase 1 - initial client contact
 - b) Phase 2 - proposal development and design contract
 - c) Phase 3 - project organization and start-up
 - d) Phase 4 - programming
 - e) Phase 5 - schematic design
 - f) Phase 6 - design development
 - g) Phase 7 - contract documents
 - h) Phase 8 - bidding, negotiations & contract award
 - i) Phase 9 - contract administration
 - j) Phase 10 - evaluation
- F. Career options (6 lecture hours)**

The remaining two lecture hours will be used for examinations. The third test will be given during finals week.

V. Evaluation Methods

The final grade will be determined as follows:

- 60% Tests. Three tests (approximately equally spaced throughout the semester) consisting of multiple choice, true-false, completion, or essay (3 @ 200 points, 600 points total).
- 10% Resume. Each student will prepare a resume. A preliminary draft of the resume will precede the final version (100 points).
- 20% Executive summary career paper. Each student will prepare a 3-4 page paper summarizing their chosen career utilizing leading job market indicators and addressing items including anticipated earnings, required credentials, and advancement potential (200 points).
- 10% Quizzes/In-class activities. Periodic unannounced quizzes will be given on lecture material and reading assignments and in class activities will be assigned (100 points).

FINAL GRADE POINT SCALE

A = 900-1000 points	(≥90%)
B = 800-899	(80-89.9%)
C = 700-799	(70-79.9%)
D = 600-699	(60-69.9%)
F = <600	(<60%)

VI. Required Textbook

Piotrowski, C. (1994). Professional practice for interior designers, 2nd ed.. New York: VanNostrand Reinhold.

VII. Special Resource Requirements

None

VIII. Bibliography

Flaughter, R.L. (1988). Report of the job analysis of interior design for the National Council for Interior Design Qualification (NCIDQ). New York: NCIDQ, Inc.

Grant, D.G. (1988). The business management of interior design. North Hollywood, CA: Stratford Pub. Co.

National Council for Interior Design Qualification, Inc. (NCIDQ) (1988). NCIDQ Report of the job analysis of Interior Design. New York: NCIDQ.

NCIDQ examination guide. (1989). New York: Whitney Library of Design.

Preiser, W.F.E. (ed.) (1989). Building evaluation. New York: Plenum Press.

- Preiser, W.F.E., Rabinowitz, H. Z., & White, E. T. (1988). Post-occupancy evaluation. New York: Van Nostrand Reinhold Co., Inc.
- Reznikoff, S. (1987). Interior graphic and design standards. New York: Watson-Guptill Pubs.
- Reznikoff, S.C. (1989). Specifications for commercial interiors. New York: Whitney Library of Design.
- Shenson, H.L. (1990). How to select and manage consultants. Lexington, MA.: Lexington Books.
- Thompson, J.A. (ed.) (1992). American Society of Interior Designers professional practice manual. New York: Whitney Library of Design, an imprint of Watson-Guptill Pubs.
- White, E.T. (1991). Building evaluation in professional practice. Tucson: Architectural Media Ltd.
- White, E.T. (1989). Post-occupancy evaluation from the client's perspective. Tucson: Architectural Media Ltd.
- Worth, D.B. (1989). Reference handbook: Management and cost accounting for interior designers. Scottsdale AZ: Interior Consultants.

HISTORICAL REFERENCES (1985 or earlier)

- Rubin, A. & Elder, J. (1980). Building for people. (NBS Special Publication #474) Washington, D.C.: National Bureau of Standards.
- Siegel, H. (1976). Business guide for interior designers. Whitney Library of Design (Billboard Publications).
- Siegel, H. & Siegel, A. (1982). A guide to principles and practices for interior designers. New York: Whitney Library of Design (Billboard Publications).
- Zeisel, J. (1984). Inquiry by design. New York: Cambridge University Press.
-

Course Analysis Questionnaire

A. Details of the course

- A1 This course will be a free elective for students in the B.S. Interior Design/Housing program. The course is not intended for inclusion in the Liberal Studies program.
- A2 This course does not require changes in other courses or programs.

- A3** This course was offered as a Special Topic during the Spring 1994 and Fall 1995 terms.
- A4** This course is not intended to be dual level.
- A5** This course is not to be taken for variable credit.
- A6** Similar courses are offered at these [Foundation for Interior Design Education Research (FIDER)-accredited] institutions (Descriptions in Appendix A):
 - 1. Michigan State University: HED 410 Interior design professional practices
 - 2. Kent State University: FCS 44523 Interior design professional practice
 - 3. University of Tennessee: ID 360 Business principles and practices
- A7** The FIDER accrediting body states that students have an "understanding" (as compared to an "awareness" or "competency") of most material presented in this course and states "competency" in the use of information gathering techniques and reference materials (Appendix B).

B. Interdisciplinary Implications

- B1** This course will be taught by one faculty member from the Human Development and Environmental Studies Department.
- B2** This course does not overlap with any other courses at the University.
- B3** One seat in each section of this course will be reserved for a student in the School of Continuing Education.

C. Implementation

- C1** No new faculty are needed to teach this course, given the hiring of a new full-time, tenure-track ID faculty member AY 1995-96. At least one section of this course can now be accommodated in C. W. Kesner's teaching schedule one semester per year.
- C2** Other resources
 - a. Current space allocations are adequate to offer this course.
 - b. No additional tools or equipment are required.
 - c. No supplies must be purchased by the department for this course.
 - d. Library holdings are adequate.
 - e. No travel funds will be needed to offer this course.
- C3** No grant funds are associated with this course.
- C4** This course will be offered at least once each year.
- C5** At least one section of the course is expected to be offered once per year.
- C6** Forty students can be accommodated in this course.

C7 Relevant excerpts from 1995 FIDER curriculum guidelines are attached to this proposal (Appendix B).

D. Miscellaneous

No additional information is necessary.

Appendix A

Course descriptions of similar courses offered at FIDER-accredited institutions:

1. **Michigan State University: HED 410 Interior design professional practices**
The professional practices, standards, and ethics involved in the practice of interior design.
2. **Kent State University: FCS 44523 Interior design professional practice**
A study of the business and professional practices of interior designers. Pre-requisite: Closed to all but Interior Design majors of junior standing or above.
3. **University of Tennessee: ID 360 Business principles and practices**
Interprofessional relationships and business practices, responsibilities, and liabilities.

Appendix B

Excerpts, 1995 FIDER Standards and Guidelines, Professional Level Programs, FIDER Form 402R (attached)

This course meets the following FIDER accreditation standards:

2.12 Communications Skills

- S2.12.2** Oral communication skills
- S2.12.3** Writing skills
- S2.12.5** Computer, i.e. CADD, word processing, and graphics

2.13 Profession

- S2.13.1** Interior design profession, organizations, related professions
- S2.13.2** Business and professional practice including ethics, management, relationship to industry, etc.
- S2.13.3** Project management and contract administration

2.15 Information Gathering Techniques/Research

- S2.15.1** Information gathering techniques, e.g. survey, literature search, observation, etc.
- S2.15.2** Reference materials, i.e. codes, regulations, and standards
- S2.15.3** Awareness of research contributing to the body of knowledge

Appendix C

Example of Executive Summary Career paper requirements

CS 468 Interior Design Professional Practice

Kesner

Executive Summary Career paper requirements

Objectives

- demonstrate competency in writing skills, especially those related to preparing an executive summary
- demonstrate competency in problem solving skills
- evaluate chosen career in terms of current job market conditions
- assess individual potential for success
- identify strategies for improving success potential
- apply appropriate information gathering techniques
- read and apply relevant reference materials
- identify and apply research contributing to the body of interior design profession knowledge

Each student will prepare a 3-4 page executive summary paper (refer to class notes) paper summarizing their chosen career utilizing leading job market indicators and addressing items including anticipated earnings, required credentials, and advancement potential.

The document will be prepared according to stated class standards (see syllabus). Append a "References" listing using APA format (see reserved reading).

Appendix D

Letter of support from Dr. Robert Camp, College of Business (COB)

#1 25-JAN-1996 09:53:39.21 NEWMAIL
From: GROVE::BOBCAMP "ROBERT C. CAMP"
To: JODY_KUZNESKI
CC: CHRIS_KESNER,BOBCAMP
Subj: Support for CS 468 - Interior Design Professional Practice

I have reviewed the outline of business-related content which is included in this course. I do not see any problem with this type of instruction given the narrow scope and specificity to the interior design field. The Eberly College of Business, therefore, supports this course as proposed.

MAIL>

MAIL> extract tt:

From: GROVE::KUZNESKI "JOELL KUZNESKI" 25-JAN-1996 10:03:39.86
 To: MMCCARTY
 CC:
 Subj: please keep with CS proposals

From: GROVE::NHB "NELSON BORMANN" 15-JAN-1996 12:44:58.73
 To: KUZNESKI
 CC: ME
 Subj: Questions about CS 310 and CS468

Jody,
 These were the questions posed to C. Kesner about CS 310 and CS 468.

From: GROVE::NHB "NELSON BORMANN" 13-DEC-1995 11:08:40.26
 To: CKESNER
 CC: KUZNESKI, ME
 Subj: CS310 and CS468

Christine Kesner,
 The UWUCC previewed the proposals for CS 310 Human Factors in Interior Design and CS 468 Interior Design Professional Practice yesterday and several questions were raised about the proposed courses.

CS 310 Human Factors in Interior Design

Questions: 1. The proposed prerequisite is Junior Standing. Can any student at IUP who is a junior take this course? Any major in the department? Only a Consumer Affairs major?

2. In the catalog description (page 2 and 3 of the proposal) the second sentence was not clear. Is "...user ergonomic..." one type of decision making? Or two? Are commas necessary to clarify? We assumed that "...economic decision making..." was one of the types of decision making. Correct?

3. On pages 4 and 5 of the proposal, the total number of class sessions add to 39 hours, which is not a full semester. Are you counting three examinations as the remainder of the hours? Are you counting the final two-hour exam in the hours? Please clarify.

4. You state that CS 310 will be a FREE ELECTIVE. Will this course meet the FIDER requirements if it is only a free elective? Would it need to be a required course?

5. If CS310 and CS 468 are both approved that would be two new courses on your workload. Will you have room in your teaching schedule for two new courses?

CS 468 INTERIOR DESIGN PROFESSIONAL PRACTICE

Questions: 1. As a prerequisite you state "Junior or senior standing". Do you need the provision for "senior standing"? Prerequisites are minimal qualifications and so if a student has achieved junior standing, the senior standing provision does not seem to be necessary.

2. On page 5, in the section Evaluation Methods, there was confusion as to where the 1000 points came from. The exams seem to be worth 600 points. Please explain about the other 400 points.

3. On page 4 of the proposal, in the Course Outline, there is a section of 12 class hours that seems to be heavily business oriented. The UWUCC thinks that a supporting note for the Dean of the College of Business is necessary. We

assume that your content is very specific to your profession. A review of the College of Business seems indicated however.

4. Same as Question 5 for CS 310.

The UWUCC will be meeting next January 16. We would like to have your responses in time for us to act on your proposals then. If you have any questions or comments contact me, Nelson Bormann, or the Chair of the UWUCC, Jody Kuzneski.

Hope Holidays!

Nelson Bormann (email: NHB Phone: x2736 or 2450)

MAIL> extract tt:

From: GROVE::KUZNESKI "JODELL KUZNESKI" 25-JAN-1996 10:04:04.14
To: MMCCARTY
CC:
Subj: please keep with CS proposals

From: GROVE::NHB "NELSON BORMANN" 15-JAN-1996 12:46:41.36
To: KUZNESKI
CC: ME
Subj: Answers to questions about CS310 and CS468

Jody,
These are the answers received. Nelson

From: GROVE::CKESNER "CHRIS KESNER" 14-JAN-1996 18:25:35.38
To: GROVE::NHB
CC: CKESNER,CKESNER
Subj: RE: CS310 and CS468

I offer the following information in response to your questions:
CS310 HUMAN FACTORS

1. Yes, any student who is a junior can take this course.
2. The catalog description should read, "The study of human and technology systems interface as related to interior design; Emphasis on ergonomic and economic decision making to insure that the user can function with a minimum of stress and a maximum of efficiency."
3. Yes. There will be a culminating activity scheduled during finals week.

4. The Interior Design Curriculum Revision package is forthcoming, requiring this course.

5. Yes. I have taught this course and CS 468 ID Professional Practice as special topics courses. We hired a new ID faculty member this year to handle some of my previous courses.

CS 468 INTERIOR DESIGN PROFESSIONAL PRACTICE

1. "Senior standing" can be deleted.
2. Resume (100 pts.), Executive Summary Career Paper (200 pts.), Quizzes/In-class activities (100 pts.)
3. I contacted Bob Camp, but have not yet received a reply. I know he's tied up with the COB move. I'll try to contact him again tomorrow (1/15/96).
4. See response to Question 5 above.

Please contact me if you have additional questions.

Chris Kesner (CKESNER)