ADES 4630 – INTD: Space Planning IV **Fall 2018**

Instructor: Johnnie Stark, Associate Professor, ART 269 Resource Room
Office Hours: T/TH 9:30 – 10:30 a.m., or by appointment
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Lecture/001: T/TH 9:00 - 9:50 a.m. ENV 120
Lab/501: T/TH 10:30 - 12:20 p.m. ART 366
Lab/502: T/TH 1:30 - 3:20 p.m. ART 366

REQUIRED TEXTS
Bakker, M. L. (2016). *Space planning for commercial office interiors, 2nd Ed.* New York: Fairchild Books

SUPPORTING TEXTS (from previous courses; available through INTD resource library and *UNT Library Reserves)

- *Sustainable commercial interiors,* 2nd Ed. (P. Bonda & K. Sosnowchik)
- *The codes guidebook and study guide for interiors*, 6th ed. (S.K. Harmon & K.E. Kennon)*
- *Architectural graphic standards,* 12Th Ed., 2016
- *Interior design and graphic standards* (S.C. Reznikoff)*
- *The graphic standard guide to architectural finishes (ARCOM, AIA)**
- *Interior graphic standards,* (M. McGowan & K. Kruse)
- *BuildingGreen database (UNT Library e-sources)*

COURSE DESCRIPTION
Interior Design: Space Planning IV. 3 hours (2; 4) Design of public/non-residential spaces: concept development, code analysis, systems furniture, ergonomics, lighting and building systems. Preparation of design presentation materials, design development and contract documentation. Prerequisites: ADES 3620, 3630, 3635 and 3645.

This comprehensive space planning studio simulates a commercial project design sequence through contract documentation. The purpose of the project activity is to synthesize knowledge gained through the academic program to this point, contribute to portfolio development, and prepare the student for advanced work. Course work will enhance and be enhanced by your internship experience. The physical parameters of the project will be provided, but each student will select a client and complete the required information gathering and programming.

A fundamental level of interior design skills competency is assumed to allow you to explore in-depth concept development and creative solutions on a large scale. The following topics will be addressed:

1. Data collection and analysis including site inventory of existing conditions
2. Concept and program development
3. User needs, functional relationships and space allocation (space planning)
4. Exposure to professional design studio through A&D mentor
5. Concept/design presentation
6. Sustainable design principles, strategies and best practices
7. Design documentation utilizing schedules, specifications, contract documents
8. Building codes, ADA and TAS compliance
9. Building systems coordination
10. Finishes and furnishings selection and specification
11. Time management and project organization
12. Preparation of an integrated set of contract documents

COURSE OBJECTIVES

1. In the context of a commercial space planning project, students will demonstrate the ability to prepare comprehensive documentation representing the programming, schematic, design development and documentation phases of the design process.
2. Through project work, students will demonstrate graphic, written and verbal communication skill competency.

3. Utilizing the prepared program and individual information gathering, students will analyze and extract information in order to formulate workspace planning, functional and aesthetic requirements.
4. Using information provided and individual information gathering, students will prepare a program report.
5. Through the completion of the project, students will demonstrate an understanding of organizing, analyzing & synthesizing information in the context of design concept development and problem-solving.
6. In the context of the class project, students will demonstrate an understanding of building codes, fire and life safety requirements, barrier-free design, and sustainable design issues.
7. In the context of the class project, students will demonstrate an understanding of LEED CI and WELL categories with an emphasis on *Materials and Resources* and *Indoor Environmental Quality* through the coordination of client selection, concept development, presentation materials, specifications, references, resources and working drawing content.

CIDA STANDARDS applicable to this course (Council for Interior Design Accreditation, https://accredit-id.org/ **)**

Standard 5. Collaboration

Interior designers collaborate and also participate in interdisciplinary teams.

Students have **awareness** of:

a) the nature and value of integrated design practices.
b) the terminology and language necessary to communicate effectively with members of allied disciplines.

Standard 7. Human-Centered Design

Interior designers apply knowledge of human experience and behavior to designing the built environment.

Student work demonstrates **understanding** of:

a) the impact of the built environment on human experience, behavior, and performance.

Student work demonstrates the **ability** to:

e) apply human factors, ergonomics, and universal design principles to design solutions.

Standard 13. Products and Materials

Interior designers complete design solutions that integrate furnishings, products, materials, and finishes.

a) Students are **aware** of the influence of furnishings, objects, materials, and finishes on human wellbeing.

Student work demonstrates **understanding** of:

b) how furnishings, objects, materials, and finishes work together to support the design intent.

c) typical fabrication, installation methods, and maintenance requirements.

d) appropriate design or specification of products and materials in relation to project criteria and human wellbeing.

e) Students select and **apply** products and materials on the basis of their properties and performance criteria, including ergonomics, environmental attributes, life safety, and life cycle cost.

f) Students are **able** to lay out, design, and specify a broad range of appropriate products, materials, objects, and elements in support of the design intent.

Standard 14. Environmental Systems and Comfort

Interior designers use the principles of acoustics, thermal comfort, and indoor air quality in relation to environmental impact and human wellbeing.

a) Students are **aware** that design decisions relating to acoustics, thermal comfort, and indoor air quality have an environmental impact.

Students **understand:**

b) the principles of acoustical design.
c) appropriate strategies for acoustical control.

Students **understand**:

d) the principles of thermal design.
e) how active and passive thermal systems and components impact interior design solutions.

Students **understand**:

f) the principles of indoor air quality.
g) how the selection and application of products and systems impact indoor air quality.

Standard 15. Construction

Interior designers understand interior construction and its interrelationship with base building construction and systems.

a) Students have **awareness** of the environmental impact of construction.

Student work demonstrates **understanding** that design solutions affect and are impacted by:

b) base-building structural systems and construction methods.
c) interior systems, construction, and installation methods.
d) detailing and specification of interior construction materials, products, and finishes.
e) the integration of building systems including power, mechanical, HVAC, data/voice telecommunications, and plumbing.
f) monitoring systems including energy, security, and building controls systems.
g) vertical and horizontal systems of transport and circulation including stairs, elevators, and escalators.
h) Students understand the formats, components, and accepted standards for an integrated and comprehensive set of interior construction documents.

Students are **able** to:

i) read and interpret base-building construction documents.
j) contribute to the production of interior contract documents including drawings, detailing, schedules, and specifications appropriate to project size and scope.

Standard 16. Regulations and Guidelines

Interior designers apply laws, codes, standards, and guidelines that impact human experience of interior spaces.

a) Students have **awareness** of the origins and intent of laws, codes, and standards.

Student work demonstrates **understanding** of laws, codes, and standards that impact health, wellness, security, and fire and life safety, including:

b) sustainable environment guidelines.
c) compartmentalization: fire separation and smoke containment.
d) movement: access to the means of egress including stairwells, corridors, exitways.

e) detection: active devices that alert occupants including smoke/heat detectors and alarm systems.
f) suppression: devices used to extinguish flames including sprinklers, standpipes, fire hose cabinets, extinguishers, etc.

Students **apply**:

g) industry-specific regulations and guidelines related to construction.
h) industry-specific regulations and guidelines related to products and materials.
i) federal, state/provincial, and local codes and guidelines.
j) barrier-free and accessibility regulations and guidelines.

COURSE STRUCTURE

This studio course is offered with a lecture and lab component incorporated into 6 contact hours per week. This class also has an accompanying Blackboard page, click on ADES 4630 for access to course information including handouts and drawing files. The coursework consists of one full-semester design project to be completed in 5 phases. Intermediate checkpoints are scheduled to assist you in meeting deadlines. A detailed project outline, production schedule and itemized list of required submittal materials will be provided.

Class will meet at the specified days and times including critiques, guest speakers, and field trips. Students will work in studio and participate in critiques/reviews during class hours. Students may be asked to work in small teams to present specialized information to the rest of the class. Critiques are an essential component of design studio. Participation in critiques, guest lectures, and field trips is essential. Students must be present for all presentations. The final working drawing submittal must be prepared in AutoCAD or Revit. The use of the CVAD Computer Lab is available for work outside of scheduled class time. Estimated baseline presentation cost is $75.00-100.00. Actual cost may vary depending on student choices for project presentation materials.

EVALUATION

A score sheet and evaluation checklist will be provided for each project phase sequence. Each sequence will be evaluated after the announced due date. Quizzes and exercises supporting project phases will be included throughout the semester. Total scores will be averaged and converted into a Final Letter Grade. Your grade will be determined based on the evaluation the following assignment categories as follows:

Phases 1,2,3	Preliminary Presentation	25%
Phase 4	Design Development Presentation	45%
Phase 5	Contract Documents	25%
Quizzes	Across all phases	5%

There is no final exam (see Schedule for Final Consultation times). The grading scale for this course is:

A = 100-90 (excellent)
B = 89-80 (good)
C = 79-70 (average)
D = 69-60 (poor; no credit for Interior Design major)
F = 59-0 (failure; no credit for Interior Design major)

ACADEMIC INTEGRITY STANDARDS AND CONSEQUENCES

According to UNT Policy 18.1.16, *Student Academic Integrity*, academic dishonest occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Specific sanction will be determined based on specific academic integrity violation.

LATE WORK

All work is due in the classroom no later than the date/time specified on the project schedule. Work turned in after the due time will be penalized 10% per calendar day. No late work will be considered for full credit unless an Absence Verification form has been submitted (see Attendance Policy). A project will not be considered for a passing evaluation if any project phase is incomplete or not submitted.

INCOMPLETE

Students may request an Incomplete per the Registrar guidelines, see http://registrar.unt.edu/grades/incompletes. The student must complete the unfinished work on or before the date specified by the instructor when the Incomplete is granted. Failure to complete the entire work assignment on or before the specified completion date will result in a final grade of an "F" with no consideration given to partially completed work. Please note than an Incomplete is reserved solely for extenuating circumstances and will be granted at the discretion of the instructor.

ATTENDANCE POLICY

Attendance is mandatory. The instructor and class members can offer constructive criticism only if you are present and receptive. Also, changes may occur as work progresses on the design project. If you are not present when information is discussed, you will not be able to make the necessary revisions.

Students will sign the attendance sheet in the first (15) minutes of class. No student may sign for another. Every absence over (3) will result in a letter grade reduction of the final grade for each absence. Two tardy incidences in this course will be counted as one absence. A student is tardy after the first 15 minutes of class. Students are responsible for signing the roll, tracking their absences, and obtaining any missed material. The instructor will not use class time to repeat information missed due to absence. On consultation days, failure to attend your assigned appointment will constitute an absence.

No make-up opportunities will be given to any student unless that student presents the professor with a University Approved Absence Verification form within three days after the class session that was missed. The form is available in the Dean of Students Office in the Union, room 409. For more information on attendance policies, see https://deanofstudents.unt.edu/faq . Please contact the instructor via email in the event of extenuating circumstances.

As per University policy regarding food, drink, and smoking: there is to be none of the above in the classrooms and associated spaces. In consideration of the group and the effectiveness of course content delivery, please do not use cell phones (including texting), pagers, etc., during class. Laptops are to be used for class-supportive activity only. You are also expected to keep all work areas clean and all University equipment in good order.

FACULTY/STUDENT COMMUNICATION

All online communication between faculty and students must use the student's my.unt.edu email account address. The class BbLEARN site will be used extensively for communication. Faculty may not use a student's personal email account to distribute information, but students may elect to forward email received through my.unt.edu to their personal email. Students are responsible for checking/managing their my.unt.edu email to keep current on course information.

ADA ACCOMMODATION STATEMENT

In accordance with university policies and state and federal regulations, the university is committed to full academic access for all qualified students, including those with disabilities. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons with disabilities. See UNT Policy 04.015.

Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at http://disability.unt.edu. You may also contact them by phone at (940) 565-4323.

SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed maximum timeframes established

based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may affect your current and future financial aid eligibility. Please visit http://financialaid.unt.edu/satisfactory-academic-progress-requirements for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

COURSE RISK FACTOR

This class has been assigned a level 2 Risk Rating, a course in which students are exposed to some significant hazards but are not likely to suffer bodily harm. Risks associated with this class include but are not limited to spray adhesives, fixatives, x-acto knives or other presentation materials. Students will be informed of any potential health hazards or potential bodily injury connected with the use of any materials and/or processes and will be instructed how to proceed without danger to themselves or others.

Students who are pregnant or will become pregnant during the course of the semester are advised to check with their doctor immediately to determine if any additional risks are reason to postpone this course until a later semester. Upon request, your professor will provide a list of chemicals and safety issues for your doctor to review. Material Safety Data Sheets are available on all chemicals. It will be up to you and your doctor to determine what course of action to take.

EMERGENCY NOTIFICATION & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard/Canvas for contingency plans for covering course materials.

In case of a building emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of a tornado (campus sirens will sound) or other weather-related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there until an all clear signal is sounded. Follow the instructions of your teachers and act accordingly.

CENTER FOR STUDENT RIGHTS AND RESPONSIBILITIES

Each University of North Texas student is entitled to certain rights associated with higher education institutions. See www.unt.edu/csrr for further information. Cases of academic dishonesty will be referred to University authorities. See UNT Policy 06.003.

ACCEPTABLE STUDENT BEHAVIOR

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at http://deanofstudents.unt.edu.

SEXUAL DISCRIMINATION, HARASSMENT, & ASSAULT

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT's

Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

DISCLAIMER

The instructor retains the right to change the course syllabus and schedule without notice.

CONFIDENTIALITY STATEMENT

Programmatic information, base building drawing and documentation, electronic files, and hard copies have been provided for this class by a professional design office. These materials are for instructional use only and may not be mass-produced or distributed for any purpose other than to fulfill course requirements for this class.

RETENTION/REPRODUCTION OF STUDENT WORK

Some of the work produced for this class may be retained or copied for future use by the college, department or program. Students are required to read and determine if they give permission for their work and personal image to be reproduced.

To review the *Permission to Use Student Work* and the *Model Release* forms, go to:
https://art.unt.edu/sites/default/files/u31/publication%20release%20form.pdf and
https://art.unt.edu/sites/default/files/u31/Model%20Release%20Form.pdf

Read these documents carefully prior to signing the form included in your syllabus packet.

The form must be returned at or before the first of class, August 30.

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ADES 4630 PROPOSED COURSE PRODUCTION SCHEDULE		
Week	**Topic/Assignment**	
1	***Phase 1 – Introduction and Pre-Programming***	
	August 28 Course overview; introduce project; small team topics; workbook assignment *Spaceplanning* – read Chapters 2 and 13	**August 30** Existing conditions; finalize business selection; pin-up *Spaceplanning* - scan Chapters 5, 6 and 12
2	***Phase 2 – Concept Development/Programming***	
	September 4 Prelim criteria; Teams #1 and #2 Discuss building codes, LEED CI checklists	**September 6** Project Site Visit and Inventory
	Phase 3 – Schematic Design	
3	**September 11** Square footage analysis; workbook quiz due	**September 13** Square footages; Teams #3 and #4; Bubble and block
4	*Spaceplanning* – Chapters 3 and 14	pin-up's
	September 18	**September 20**
5	Team Report #5; discuss elevations, circulation	Schematic plans in-class workday
	September 25 Preliminary presentation in-class workday	**September 27** **Preliminary Presentations due** Guest reviewers
	Phase 3 Schematics; Phase 4 – Design Development	
6	**October 2** Revise Preliminary Plan; feedback sessions; workbooks	**October 4** Complete revisions; review DD criteria EBD topics; *Place Advantage* discussion
7	**October 9** Team #6; FF &E exercise; sustainable strategies	**October 11** In-class workday; FF&E Quiz
8	**October 16** Design Development pin-up's	**October 18** Design Development in-class workday
9	**October 23** Design Development presentation workday	**October 25** **DD Presentations due** Guest reviewers
	Phase 5 – Contract Documents	
10	**October 30** Revise DD; feedback sessions; CD exercise	**November 1** Complete DD revisions; Construction plan views
11	**November 6** Teams #7 & #8; Discuss RCP, P & C	**November 8** CD workday
12	**November 13** Elevations/sections/details	**November 15** CD Checkpoint #1
13	**November 20** Schedules; Checkpoint #2	**November 22** Thanksgiving Holiday
14	**November 27** CD Final Checkpoint (all sheets, 90% complete)	**November 29** CD In-studio Workday
15	**December 4** CD's due	**December 6** Peer review
16 Final	**December 11** Final review: Individual consultations w/ instructor 10:30-12:30/1:30-3:30 per your section	**December 13** Individual consultations as required 10:30-12:30/1:30-3:30 per your section