

INTERIOR DESIGN PROGRAM

STUDENT MANUAL
2008-2009

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
COLLEGE of HEALTH, EDUCATION & PROFESSIONAL STUDIES

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Introduction

Welcome to Interior Design at the University of Tennessee at Chattanooga!

Many students enter Interior Design without fully understanding what the profession encompasses. A common misconception is to confuse Interior Design with Interior Decoration, a talent for coordinating aesthetic finishes and colors. While interior design utilizes this ability, it extends beyond the aesthetics into a functional aspect of the built environment. The National Council for Interior Design Qualification (NCIDQ) defines an Interior Design as:

“...a multi-faceted profession in which creative and technical solutions are applied within a structure to achieve a built interior environment. These solutions are functional, enhance the quality of life and culture of the occupants, and are aesthetically attractive. Designs are created in response to and coordinated with the building shell, and acknowledge the physical location and social context of the project. Designs must adhere to code and regulatory requirements, and encourage the principles of environmental sustainability. The interior design process follows a systematic and coordinated methodology, including research, analysis and integration of knowledge into the creative process, whereby the needs and resources of the client are satisfied to produce an interior space that fulfills the project goals. Interior design includes a scope of services performed by a professional design practitioner, qualified by means of education, experience, and examination, to protect and enhance the life, health, safety and welfare of the public. “

This manual has been created to introduce you to the policies, procedures and important information needed to navigate through your next four years in Interior Design. You are encouraged and expected to take an active role in the student organizations and professional organizations to maximize your university experience.

Mission & Goals

Mission

Interior Design at The University of Tennessee at Chattanooga is committed to excellence in teaching, research and service through regional partnerships and community involvement. The core mission is to protect the health, safety and welfare of the public by promoting individuals to be creative, think critically, resolve issues, base decisions on sound foundations of interior design theory and research, communicate effectively, and uphold high ethical and business standards

2008-2009 Interior Design Goals & Objectives

Departmental:

1. Update Hunter 412 office suite to reflect the profession.
2. Organize departmental logo juried competition.
3. Update paperwork, stationary & business cards to reflect new departmental status.
4. Update and maintain the new status and direction of design within the college, university and community.

Educational:

1. Maintain accreditations (CIDA, NASAD, NKBA).
 - Maintain a rigorous integration of accreditation Standards into the Interior Design curriculum
 - Build student awareness of how they demonstrate accreditation Standards into their projects.
 - Network with Art Dept. on NASAD accreditation.
2. Prepare students to be professional leaders.
 - Prepare students for passage of the professional examinations (NCIDQ, CKD) and encourage LEED accreditation
 - Encourage new professionals to be actively involved with their professional organizations
3. Recruit higher quality students through student outreach
4. Recruit, foster and retain qualified faculty & department head (including adjuncts)
5. Improve the learning and working environment by increasing resources, technology, and industry experts
6. Enhance industry, community, and professional partnerships
7. Explore the creation of a professional sustainability certificate

Curriculum:

1. Build documentation of how CIDA & NKBA standards are integrated into the Interior Design curriculum.
2. Create new curriculum course proposals for INTD requirement and Senior Thesis. Explore general ed. proposal for INTD 120 & 390.
3. Incorporate principles, processes and practices of sustainability throughout the curriculum.

Students:

1. Support opportunities whereby the members of the Interior Design Advisory Council have the opportunity for a strong and consistent interaction with the Interior Design students
2. Continue to build student awareness of the importance of the understanding of the CIDA & NKBA standards related to student performance and of their ability to demonstrate that understanding.
3. Continue to build student awareness of the importance of their interaction with professional interior design societies.
4. Continue to develop and encourage membership in student organizations contained under the Interior Design Alliance.
5. To strongly encourage (or require) Interior Design students to submit work in all available student design competitions and scholarships.

Partnerships:

1. Continue to strengthen connections to professional design organizations and community organizations.
2. Strengthen collaboration with professionals to develop a stable format for the jury process for student presentations.
3. Strengthen collaboration with Advisory Board and UTC allied departments.
4. Create connections with Interior Design alumni, adjunct faculty, and donors.
5. Strengthen connection with area high schools.

Accreditations & Endorsements

Council for Interior Design Accreditation (CIDA) – Formerly FIDER

The Council for Interior Design Accreditation is an independent, non-profit accrediting organization for interior design education programs at colleges and universities in the United States and Canada. For more than 35 years, this knowledge-driven organization has been passionately committed to the ongoing enrichment of the interior design profession through identifying, developing and promoting quality standards for the education of entry-level interior designers, and then encouraging, accrediting and supporting educational programs to aspire to those standards.

Through a process of program self-evaluation and peer review, accreditation promotes achievement of high academic standards, while making education more responsive to student and societal needs. The Council engages nearly 200 volunteers, all drawn from interior design practice and education, to carry out its work. Nearly 150 interior design programs are currently accredited by the Council, serving an estimated 20,000 students.

<http://www.accredit-id.org/>

National Association of Schools of Art & Design (NASAD)

The National Association of Schools of Art and Design was established in 1944 to improve educational practices and maintain high professional standards in art and design education.

A general statement of aims and objectives follows:

- To establish a national forum to stimulate the understanding and acceptance of the educational disciplines inherent in the visual arts in higher education in the United States.
- To establish reasonable standards centered on the knowledge and skills necessary to develop academic and professional competence at various program levels.
- To foster the development of instruction of the highest quality while simultaneously encouraging varied and experimental approaches to the teaching of art and design.
- To evaluate, through the process of accreditation, schools of art and design and programs of studio art and design instruction in terms of their quality and the results they achieve, as judged by experienced examiners.
- To assure students and parents that accredited art and design programs provide competent teachers, adequate plant and equipment, sound curricula, and are capable of attaining their stated objectives.
- To counsel and assist schools in developing their programs and to encourage self-evaluation and continuing studies toward improvement.
- To invite and encourage the cooperation of professional art and design groups and individuals of reputation in the field of art and design in the formulation of appropriate curricula and standards.
- To establish a national voice to be heard in matters pertaining to the visual arts, particularly as they would affect member schools and their stated objectives.

<http://nasad.arts-accredit.org/>

National Kitchen & Bath Association (NKBA)

The kitchen and bath industry is a more than 265 billion dollar specialized industry, which has very few resources for properly trained professionals. Students that graduate from a program that is accredited by the National Kitchen & Bath Association are uniquely qualified for NKBA certification examinations and employment in the kitchen and bath industry. The following statements accentuate the importance of accreditation to your educational institution:

- Combines theoretical learning with relevant industry knowledge
- Provides a third party review process that supports excellence in the construction, design, installation, and execution of kitchen/bathrooms
- Ensures kitchen/bath design projects meet health, safety, and welfare guidelines established by the NKBA
- Provides the framework of professional business practices
- Prepares students for professional industry certification
- Graduates from NKBA Accredited Programs are eligible to sit for the academic portion of the NKBA certification exams, waiving the two year industry experience requirement
- Provides research and scholarship opportunities for your school
- More than \$65,000 in scholarship money for students studying at accredited programs
- Discounts on NKBA publications, tools, and student membership

www.nkba.org

Advising

Advisement meetings are a critical part of the Interior Design Program. Much effort is taken to keep students in the correct sequence. The consequence of getting off sequence is the addition of a year to the student's graduation plan.

It is the responsibility of each student to meet with his or her advisor during the regular advisement period prior to registration each semester. Students should sign up for an appointment on their advisor's office door. Drop-in appointments are not acceptable, nor generally available. Using the student's RAP sheet and the Interior Design Checklist, students should develop a tentative schedule prior to their advisement appointment.

Students are assigned to an advisor based on the first letter of their last name:

A-G, W-Z
H-T

Catherine Kendall
Dana Moody

Hunter 412 E
Hunter 412 C

2427 - Interior Design (B.S.)

Continuation Standards

- A grade of C (70%) or better in an interior design course is required for that course to be considered as successfully completed, and for that course to count as a prerequisite for subsequent courses in the interior design course sequence. A grade of D or F in an interior design course must be repeated in order to continue, prolonging the time it takes to complete the Interior Design program.
- Interior Design 290 (Sophomore Portfolio Review) - In order for a student to continue progression within interior design, the student must make one of the top 15 averaged scores on the Sophomore Portfolio Review. The review consists of a comprehensive exam, a juried project, and a project presentation. Students are not allowed to fail any section of the review and must have an averaged score of 75% or better.
- Interior Design students who successfully pass Interior Design 290 - Sophomore Portfolio Review - are required to obtain a laptop computer with required program software to be used in the 3rd and 4th year classroom setting.

General Education

Rhetoric and Composition: Two approved courses in rhetoric and composition (6 hours)

Mathematics: One approved mathematics course (3 hours)

Statistics: One approved statistics course (3 hours)

Natural Sciences: Chemistry 119* and one additional approved natural science course (7-8 hours)

Humanities and Fine Arts: Philosophy 425* and one fine arts course selected from Art 111, 214, 215, or 301* (6 hours)

Cultures and Civilizations: Option A: Western Humanities I and II and one approved Non-Western cultures and civilizations course OR Option B: World Civilization I, II, III (9 hours)

Behavioral and Social Sciences: Two approved Behavioral and Social Sciences courses in two different disciplines (6 hours)

Major and Related Courses

Chemistry 119#, English 277, Philosophy 425#, and one course selected from Art 111, 214, 215 or 301#

Interior Design Core: Interior Design 100, 105, 110, 115, 200, 205, 210, 220, 221, 290, 300, 305, 310, 315, 320, 321, 323, 324, 400, 410, 415, 420, 421, 490

2.0 average in all Interior Design courses.

Minimum of 39 hours of 300 and 400 level courses.

Electives to complete 120 hours.

See page 63 for additional requirements.

*Also satisfies requirement in the major.

#Also satisfies general education requirement.

INTERIOR DESIGN COURSES (INTD)

100 Design Fundamentals (3)

A study of design as related to the individual and his or her environment; review of the basic theories including the elements and principles of design with emphasis on using design to solve utilitarian as well as aesthetic problems. Fall and spring semesters. Studio 5 hours. Laboratory/Studio course fees will be assessed.

105 Sketching in Interior Design (3)

Development of quick sketching techniques needed to efficiently and effectively relay schematic ideas in interior design. Fall and spring semesters. Studio 5 hours. Prerequisite: or corequisite: Interior Design 100.

110 Architectural Drafting (3)

An introduction to architectural drafting including the study of symbols and drafting techniques necessary to the understanding and drawing of architectural plans. Spring semester. Studio 5 hours. Prerequisite or corequisite: Interior Design 100. Laboratory/Studio course fees will be assessed.

115 Model Building (3)

Interior Design model building practices with emphasis on study models, presentation models and prototypical models and how they relate to the overall design process. Fall and spring semesters. Studio 5 hours. Prerequisite: Interior Design 100 or approval of instructor. Laboratory/Studio course fees will be assessed.

120 Introduction to Architecture (3)

An overview of architectural throughout history. Designed to heighten the student's perception and appreciation of the role architecture has played in the development of society and culture. On demand.

190r Interior Design Study Tour (3)

A field study of design and culture. On demand.

199r Special Projects (1-4)

Individual or group projects. On demand. Maximum credit 4 hours.

200 Space Planning (3)

Application of space planning techniques in small scale commercial and residential design; emphasis placed on human factors. Fall semester. Studio 5 hours. Prerequisites: Interior Design 105 and 110; Prerequisite or Corequisite: Interior Design 115. Laboratory/Studio course fees will be assessed.

205 Color Systems (3)

Experimentation in color systems and their use in interior design; analysis of psychological impact of color systems on people; correlation of color scheme to total room design; development of skills for various media and tools used in color planning. Fall semester. Studio 5 hours. Prerequisite: Interior Design 100. Laboratory/Studio course fees will be assessed.

210 Visual Presentation (3)

An introduction to basic skills, materials, and techniques employed in the presentation of interior design projects. Spring semester. Studio 5 hours. Prerequisites: Interior Design 200 and 205.

220 Interior Textiles (3)

A study of the fundamental properties found in textile fibers, yarns, weaves and finishes, and the application of these properties to interior finishes. Fall semester. Prerequisite: Interior Design 100.

221 Interior Materials (3)

A study of basic components used in the art of interior design: wall treatments, window treatments, floor coverings, fabric selections, furniture selections. Spring semester. Prerequisites: Interior Design 200 and 205.

290 Sophomore Portfolio Review (1)

The successful completion of a comprehensive exam and the preparation and delivery for professional review of an assigned design problem demonstrating competency in the use of skills learned in previous Interior Design courses. Prerequisites: Interior Design 100, 110, 200, 205, 210, 220, 221 with grades of C or better.

300 Kitchen and Bath Planning (3)

A study of the aesthetic and technical elements of kitchen and bath design with emphasis on NKBA standards. Fall semester. Studio 5 hours. Prerequisite: Interior Design 290; Corequisite: Interior Design 323. Laboratory/Studio course fees will be assessed.

305 Computer-Aided Design I (3)

Introduction to the fundamentals of two dimensional (2d) computer drafting using AutoCad. Develop the requisite skills for implementing various basic commands needed to create presentation drawings, working drawings and details. Fall semester. Studio 5 hours. Prerequisite: Interior Design 200. Laboratory/Studio course fees will be assessed.

310 Residential Interiors (3)

Advanced study of residential space planning criteria and the selection of furnishings, equipment, materials, and finishes for the residential market; design considerations for special populations (e.g., disabled, aged) explored. Spring semester. Studio 5 hours. Prerequisites: Interior Design 300 and 323. Laboratory/Studio course fees will be assessed.

315 Computer-Aided Design II (3)

Advanced topics in two dimensional (2d) CAD drawing techniques. Further develop and refine skills in the creation of presentation drawings. Introduction to the concepts of 3 dimensional (3d) design. Spring semester. Studio 5 hours. Prerequisite: Interior Design 305. Laboratory/Studio course fees will be assessed.

320 History of Design I (3)

The study of design characteristics of historical architecture, interiors, furniture and decorative arts including the dominant, socio-economic influences leading to the development of each style - Egyptian to Victorian. Fall semester. Prerequisite: Interior Design 100 or approval of instructor.

321 History of Design II (3)

The study of design characteristics of historical architecture, interiors, furniture and decorative arts including effects of the Industrial Revolution - Victorian to Modern. Spring semester. Prerequisite: Interior design 320 or approval of instructor.

322 History of American Domestic Architecture (3)

A comprehensive survey, period feature-by-feature, of the styles that have had the greatest impact on the development of American architecture. On demand.

323 Interior Lighting Design (3)

The study of illumination principles, design criteria, and systems applied to architectural interiors. Fall semester. Prerequisite: Chemistry 119; Corequisite: Interior Design 300.

324 Codes and Specifications (3)

The study of the application of laws, codes, regulations, standards and practice that protect the health, safety and welfare of the public including specification guidelines. Spring semester. Prerequisite: Interior Design 290.

390 Professional Competence (3)

Business etiquette and social skills for successful long-term career development. On demand.

400 Contract Interiors I (3)

Development of creative ideas in commercial design projects which integrate interior design elements to achieve predetermined goals. Fall semester. Studio 5 hours. Prerequisites: Interior Design 310 and 324. Laboratory/Studio fees will be assessed.

405 Computer-Aided Design III (3)

Advanced use of modeling techniques for designing interiors in 3 dimensions (3d), including perspectives and renderings. Introduction of related CAD programs for 3d and presentations. Fall semester. Studio 5 hours. Prerequisite: Interior Design 315. Laboratory/Studio course fees will be assessed.

410 Contract Interiors II (3)

Advanced integration of Interior Design elements in contract interior spaces as they relate to large-scale projects. Studio 5 hours. Prerequisites: Interior Design 315 and 324. Laboratory/Studio course fees will be assessed.

415 Responsive Design (3)

Development of creative ideas in response to evolving global issues concerning an interior designer's ability to affect the health, safety and welfare of the public, as well as the environment. Spring semester. Studio 5 hours. Prerequisites: Interior Design 310 and 324.

420 Internship Preparation (3)

Preparation for the required field internship including creation of resume, dossier, and portfolios. Fall semester. Prerequisite: Interior Design 310.

421 Business Practices (3)

General characteristics of management terminology and procedures in the interior design field with a major emphasis placed on the ability to systematize and control the flow of operations, money, materials, and commitments. Spring semester. Prerequisite: Interior Design 420.

422 Aging in the Built Environment (3)

A critical examination of the interaction between the aging population and the built environment, including furnishings and finishes. On demand.

490r Internship (3)

Directed field experience providing a full-time work experience that gives students a better understanding of the real working environment. Prerequisite: Interior Design 421.

495r Departmental Honors (1-3 hours per term, 4 hours for two terms)

Students must submit an Individual Studies/Research Contract to the Records Office at the time of registration. On demand. See Departmental Honors.

497r Research (1-4)

On demand. Prerequisite: approval of department head. Students must submit an Individual Studies/Research Contract to the Records Office at the time of registration.

498r Individual Studies (1-4)

On demand. Prerequisite: approval of department head. Students must submit an Individual Studies/Research Contract to the Records Office at the time of registration.

499r Group Studies (1-4)

On demand.

Interior Design Check-list – 2008/2009 Catalog

First-Year		Second-Year		
Fall	Spring	Fall	Spring	Summer
INTD 100 Design Fundamentals	INTD 110 Architectural Drafting	INTD 200 Space Planning	INTD 210 Visual Presentation	INTD 290 Sophomore Portfolio Review
INTD 105 Sketching in Interior Design	INTD 115 Model Building	INTD 205 Color Systems	INTD 221 Interior Materials	
Any Approved MATH	Any Approved Statistics	INTD 220 Interior Textiles	CHEM 119 Light & Life	
ENGL 121 Rhetoric and Composition I	ENGL 122 Rhetoric and Composition II	ENGL 277 Professional Writing	ART III Introduction to Art	
Western Humanities I <u>or</u> World Civilization I	Western Humanities II <u>or</u> World Civilization II	Non-Western Culture <u>or</u> World Civilization III	Any Approved Behavioral & Social Science	
15 Hours	15 Hours	15 Hours	16 Hours	1 Hour

Third-Year		Forth-Year		
Fall	Spring	Fall	Spring	Summer
INTD 300 Kitchen & Bath Planning	INTD 310 Residential Interiors	INTD 400 Contract Interiors I	INTD 410 Contract Interiors II	INTD 490 Internship
INTD 305 Computer-Aided Design I	INTD 315 Computer- Aided Design II	INTD 415 Responsive Design	INTD 421 Business Practices	
INTD 320 History of Design I	INTD 321 History of Design II	INTD 420 Internship Preparation	Any Approved Natural Science (Non-Lab)	
INTD 323 Interior Lighting Design	INTD 324 Codes & Specifications	PHIL 425 Ethics & the Professions	Any Approved Behavioral & Social Science	
		Elective (4 Hours)		
12 Hours	12 Hours	16 Hours	12 Hours	6 Hours

Sophomore Portfolio Review

In order for a student to continue progression into junior level interior design classes, the student must make one of the top **15** averaged scores (75% or better) on the Sophomore Portfolio Review.

The Sophomore Portfolio Review is taken at the end of the Interior Design student's 2nd-year. Prerequisites are INTD 100, 110, 200, 205, 210, 220 & 221. The review is made up of a portfolio project, a project presentation and a comprehensive exam. The project is worth 500 points while the exam and presentation are both worth 250 points. An averaged combined score of 75% (750 pts.) or better of the total 1000 points is required for passage. In addition, failure in any single section of the review constitutes as failure of the review. Incomplete projects or projects turned in late are not graded.

The portfolio project is juried by outside professionals. The presentation is juried by a separate set of design practitioners. Scores are mailed out to the student at the end of Summer I PM. Results cannot be given out over the phone. Contact Dana Moody if you have any questions (423) 425-4459 or Dana-Moody@utc.edu.

Laptop Computer Policy

Introduction

Over the past two decades, electronic technology has had a major impact on the interior design profession. The UTC Interior Design program is committed to the integration of computers throughout the design curriculum. Each student in the interior design program is required to purchase a laptop computer upon successful completion of the Sophomore Juried Portfolio Review for integration into third and fourth year classes.

Research conducted on laptop programs indicates that laptops contribute to the quantity and quality of student work along with improved motivation to do the work (Albion, 1998). Interior Design programs across the nation and within the state of Tennessee have begun this implementation. These programs show that the required purchase of a laptop computer by design students has proven to be an excellent investment, not only toward required computer courses, but also in studio design applications. A study by Virginia North on required laptop policies states that an interesting result has been an increase in quality of non-computer generated work. This was contributed to increased efficiency and access to resources (North, 2001).

Effort has been made to obtain an academic discount through www.DELL.com, however, due to the volatile nature of hardware prices, you may get better price through a mail order catalog or a local computer store. In addition, it is very important to protect your investment with an insurance rider. **Note that any student who does not have, by the first day of the Fall Semester or their 3rd year, the required software and**

hardware as specified in this handbook will not be permitted to enroll in 300 or 400 level Interior Design classes. Finally, the laptop computer you purchase must meet the requirements of the UTC Interior Design Program as described in this booklet.

Computer Applications in Interior Design Curriculum

INTD 300	Kitchen and Bath Planning
INTD 305	Computer-Aided Design I
INTD 310	Residential Interiors
INTD 315	Computer-Aided Design II
INTD 323	Interior Lighting Design
INTD 400	Contract Interiors I
INTD 410	Contract Interiors II
INTD 415	Responsive Design
INTD 420	Internship Preparation
INTD 421	Business Practices

Computer Purchase Requirements:

PC

Required Hardware

Minimum: Centrino Mobile or Pentium M (1.6ghz)/Pentium 4 (3GHz)/Athlon 64 3800/MAC Power Book G4 1.67GHz Processor, 2 gb ram, 80 - 125 gb Hard drive, Integrated graphics, cdrw drive, wireless networking, usb jump drive at least 1gb.

Preferred: Centrino Mobile/Pentium M 2.0 GHz or higher/Pentium 4 3.4ghz/ Pentium D(dual core) 1.83ghz/ Mac book or mac book pro/ Athlon 64 AM2, 2 gb ram or higher, 125gb hard drive, 128mb graphics card, dvd rw, wireless networking w/ Bluetooth, usb jump drive at least 1gb.

Required Software

MicroStation V8 (AutoCAD textbook comes with a 1-year license)

Microsoft Office XP or Vista

Photoshop CS3

Desirable Features

17" screen

Intel Core duo

Where to Purchase

As a student at the University of Tennessee at Chattanooga, you are eligible to purchase a computer system at discount prices from www.DELL.com. We have made every effort to obtain the best possible discount on computer systems. However, computer system prices fluctuate depending on supply and demand. Hence, these prices may not reflect the current market price. You may find lower prices through a mail order catalog or a computer store in your area. We recommend that you compare our prices with other sources in your area before making a purchase.

Students at UTC can purchase software from www.campusE.com or www.journeyed.com at educational discounts. Often, stores and websites will have sales or promotions. We encourage you to compare the educational price with other sales or promotions in your area.

Financing and Insurance

FINANCING YOUR PURCHASE

If you are planning to finance your purchase, we recommend that you select the hardware that you prefer and purchase the required and recommended software at the same time. This way the entire purchase can be financed in one step.

The following information is provided to give you some financing options. These financing options are available whether you make your purchase through the University Computer Store or through another retailer.

INTERIOR DESIGN LAPTOP LOAN

For students with *demonstrated* financial need, the Interior Design Program is working to obtain a laptop computer for loan. Successful applicants would keep the computer for the Fall and Spring semesters. Thereafter, they return the computer and are encouraged to purchase their own laptop. Loan applications will be available from your advisor.

FINANCIAL AID

If you are applying for financial aid, check with the Financial Aid office at the University to see if the computer and software purchase can be included in your financial aid package.

YOUR BANKING INSTITUTION

Contact your banking institution to see if their loan package is more competitive.

INSURANCE

Protect your investment with an insurance rider. Speak to your insurance agent about insuring your computer. Some insurance companies will include your computer under renter's insurance. If you or your parents have a homeowners insurance policy, you may be able to insure your computer with an optional rider.

Some computer manufacturers offer extended warranties that cover damage or theft.

Common Questions

HAS THE SYSTEM OR SOFTWARE BEEN LIMITED BECAUSE OF EDUCATIONAL PRICING?

No. Your system and software will have the full capabilities of any sold to the general public. It has not been altered or limited in any form.

IF I ALREADY HAVE A SYSTEM, CAN I BUY THE SOFTWARE SEPARATELY?

Yes. Make sure the system meets the requirements.

IF I DON'T BUY A COMPUTER, IS THERE ONE I CAN USE?

The laptop is required for class. You will not be able to complete the assignments and projects in the required computer courses, required labs, and design studios without your own laptop. For students with demonstrated financial need, the Interior Design Program is working to obtain a laptop computer to be made available for loan.

I ALREADY OWN A DESKTOP SYSTEM. DO I STILL NEED TO BUY A LAPTOP?

Yes. You are required to use a laptop computer in the course lab sessions.

IS THERE FINANCING AVAILABLE?

Several local banks will finance computer equipment. In addition, several manufacturers have special educational financing available.

SHOULD I INSURE MY COMPUTER?

Yes. We strongly recommend that you purchase insurance for your computer. Neither the Interior Design Program nor the University of Tennessee at Chattanooga is liable for any theft or damage to personal equipment. It is your responsibility to safeguard your equipment. Keep your purchase receipt in a safe place: it contains the serial number of your computer and will be required for identification of lost goods and for warranty repairs.

IS THE COMPUTER SOFTWARE MINE OR DOES IT BELONG TO THE UNIVERSITY?

It is a copyrighted licensed copy that belongs to the original manufacturer and sold to you for your use. No software may be copied for any reason other than to make a backup copy for your own use. The reproduction of software to sell, give to someone else or to use for any other purpose is a violation of the law. Please read each software vendors' license agreement carefully. It is illegal to use software purchased at educational discounts for commercial purposes.

Citations

Albion, P. (1998). Challenging the unquestioning rush towards adopting laptop programs in schools. *Proceeding of the QSITE State Conference*.

North, V. (2001). Introduction of a laptop computer requirement in an integrated design studio. *Proceedings of the Interior Design Educators Council, USA*, 60-61.

University of Tennessee College of Architecture and Design. (2004). *Computer purchase handbook: 2004-2005 academic year*. Retrieved October 22, 2004 from <http://www.arch.utk.edu/digital.htm>

Internship

The interior design internship is included in the Interior Design degree to give the student the opportunity to apply design theory to a practical work experience. It provides an opportunity for one to confer with and to observe successful design firms. A large part of a student's learning about the profession of interior design can be gained through constant observation and awareness of the built environment and by actual experience gained from working with persons in the professional interior design field. A positive attitude coupled with the knowledge one receives during the internship experience can start the student toward a rewarding career in interior design.

For the intern experience, students are encouraged to seek the areas of application that they would hope to pursue as a future career. It is the hope and intention of the UTC Interior Design Department that the student will participate in a wide variety of activities of the particular design firm and that they, in turn, will be of some service and assistance to the professional host employer.

The student receives three (3) semester hours of university academic credit for participation in the internship program (320 hours). A grade is earned on the basis of the student's involvement in the work of the firm, on the written reports, the research paper and the final presentation. All correspondence between the student and the coordinator is treated in a strictly confidential manner.

It is important for the student to remember that once in the internship position one is seldom considered a student. He/she has become a professional business person and the host design firm expects professionalism when dealing with their clientele and/or business associates. Confidentiality to the host design firm must be honored. It is considered inappropriate to discuss business dealings or design projects outside the host firm unless authorized to do so. The intern is in the professional world of design and must conduct himself/herself as an ethical business person.

Always remember that you are not only representing the University of Tennessee at Chattanooga and the Interior Design Department, but you are also a part of the firm that you are interning for. You need to check with your host firm to determine if they have policies regarding dress codes, smoking, piercings/tatoos, confidentiality, work schedules and procedures to follow in working with clients.

Student Liability Insurance

It is a university policy that UTC students participating in internships shall purchase and provide evidence of \$1 million worth of professional liability coverage. The intern must secure liability insurance through the University Bursar Office. The cost is approximately \$27.00 and must be purchased twice if you are beginning your internship in May for a total of \$54.00. If you begin your internship in June, then you only need to purchase this insurance once.

Professional Dress Policy

There are times throughout the Interior Design program that students are required to wear “Professional Dress”. This might be to present a project, to visit a showroom or to go on an interview. Building a professional wardrobe can be an expensive challenge; therefore we recommend starting slow with a basic suit and adding one or two pieces to your wardrobe each semester. This will provide you with adequate professional clothing throughout the program and give you a wardrobe for your internship.

How to dress for success

Dressing for success isn't an exact science. That ensemble of black pants, black shirt, and dark tie might strike one client as hip and another as bad riff on *The Sopranos*. The see-through blouse and tight pants might win style points on one listing presentation and smack club-wear at another appointment.

Even though dress-for-success rules vary, this much is certain: You get only one chance at first impressions. And in the world where khakis and polo shirts have become common even among once-formal bankers, a business suit can be the best bet.

Here are some rules for looking your best, courtesy of the Dress to Impress site run by Washington State University's Department of Apparel, Merchandising and Interior Design.

PROFESSIONAL DRESS TIPS – General:

- Select apparel, fragrances, jewelry, hairstyle, etc. that do not detract from your professional image. The interviewer's attention should be focused on what you say and your qualifications.
- Make sure your hair is clean, neat and professionally styled. Avoid styles that covers over more than your forehead or one that you have to brush back.
- Remove facial and body piercings other than single ear jewelry for interviews.
- Visible tattoos should be covered to avoid distraction.
- Apparel should be clean and neatly pressed.
- Apparel should fit well and remain in place while sitting and/or walking.
- Choose professional apparel that you like for which you receive positive feedback from people who are knowledgeable about the industry standard or specific company policy.
- Less is more. Keep your look simple and successful until you become accustomed to the environment and learn about the company's dress code.

PROFESSIONAL DRESS TIPS – Women:

- Select a skirted suit, pantsuit or tailored dress that draws the eye to your face.
- Skirts are traditionally knee-length – calf-length.
- Select blouses or sweaters that provide visual interest, but avoid transparent, tight fit, or ones that have low necklines, revealing waistlines or details that detract from your face as a focal point. Typically, arms are covered at least to the biceps and often to the wrist.
- Always wear hose to interviews. Wear plain-style, non-patterned hosiery and select colors that flatter your coloring. For traditional industries, wear a neutral color. For other

industries, you may choose to wear hose that coordinates with your skirt. Carry an extra pair in case of runs.

- Perfume should never be strong. A fragrance can cause an allergic reaction or offend the interviewer. When in doubt, do not wear perfume.
- Use natural-looking makeup and clear or neutral nail polish. This keeps the focus on the interview.
- Do not carry a purse with a briefcase. Choose one or the other.
- Wear flat shoes or low pumps in colors that avoid making your feet a focal point. Be sure that they are clean and polished. Avoid shoes that hinder walking fast. This lowers credibility. Avoid open-toed shoes since associated with social agendas.
- Add accessories to express your personality and accentuate your best features. A scarf or necklace is an effective way to focus on your face. Keep it simple!
- Women in general wear too many accessories at the same time such as earrings, necklaces, and rings. These can accentuate your personality and can be an asset if worn in moderation. Avoid dangling earrings and wear no more than one ring per hand and a dress watch. Be sure all jewelry focuses on the face.

PROFESSIONAL DRESS TIPS – Men:

- Wear a matching suit in navy, black or gray (pinstripe or solid) or wear a navy blazer and gray dress slacks. They serve as a visual background that draws the eye to the face.
- Wear white or a light blue dress shirt that contrasts with the jacket and/or tie. Typically, arms should be covered to the wrist. Exposing arms by rolling up your sleeves is interpreted as less powerful and is less formal.
- A (silk or silk-like) tie should coordinate with the jacket and pant but choose one that strongly contrasts with the color of your shirt; selecting subtle or simple patterns enhances credibility.
- Socks should be calf-length or above the calf. Choose natural-fiber blends that allow a flow of air and do not hold in perspiration and heat. Choose colors such as dark blue, black or gray.
- Wear conservative, clean, and polished shoes.
- Select lace-up (not slip-on) dress shoes. The color should be dark or blend with pant.
- Select a leather belt that visually blends or matches your shoes.
- A short hair cut and no facial hair is expected.
- Minimize jewelry. Avoid a necklace. Wear no more than one ring per hand and a dress watch. Be sure all jewelry supports a focus on the face.
- A full-length coat can be worn over your suit; avoid casual coats.
- Cologne should never be strong. A fragrance can cause an allergic reaction or offend the interviewer. When in doubt, do not wear cologne.
- Your briefcase/portfolio is part of visual effect; consider a simple portfolio as an effective substitute, and try to select a color that supports your visual effect.

Dressing on a tight budget:

- Don't wait until you are pressed for time and have to make a hasty decision or a choice that is not in your budget. Remember that self-confidence is your primary goal when selecting your professional interview attire. Purchase clothing with multi-use potential.
- Invest in impressive, classic, well-made separates that can be combined for a 'professional' or 'casual Friday' look.
- Begin by selecting your best 'neutral' as a nucleus for a professional wardrobe. Colors like black, dark gray, and navy are versatile, but pearl gray, stone, steel blue, camel and celery are fashionable options that lend new dimensions to any working wardrobe. Your best neutral is dependent on personal coloring and personal style as well as your best visual impact.
- Purchase matching components. Having options such as wearing a skirt or pant with jacket or vest multiplies possible combinations.
- Use shirts/blouses/sweaters to create variety of visual effects.
- Select ties/scarves and jewelry that add to possible visual variety.
- Consider investing in season-less fabrics that drape and travel well, such as lightweight stretch wool, washable matte jersey or a blend of cotton and rayon.

Research the specific dress code:

To fine-tune the process, find out what the dress code is for the industry that you are interested in. When you research the company you will often get an idea of the dress code for employees. Ask career counselors, faculty, and professionals in your field of interest if you are unsure. Fields such as law, banking and accounting frequently have a stricter set of guidelines than advertising, retail and sales, which allow more casual dress. Even though suggested guidelines of professional dress may seem more formal than you would have imagined, consider what some career consultants recommend:

The job seeker should dress for a position two levels higher than the one for which she/he is being interviewed. This may mean dressing more formally for the interview than you will once you are in the job.

The level of formality you project shows that you understand the importance of the situation and respect the person you are meeting. When in doubt, making a conservative clothing choice for your interview is usually the safest.

Once you've been hired, it's a good idea to ask your boss or the human resources department for a copy of the organization's dress code policy. Codes vary so don't assume you can wear the same clothes you wore at your last job. Some companies allow blue jeans, sleeveless tops and open-toe sandals, but others don't. Play it safe by adhering to the organization policy.

For more information and specific examples of "dos and don'ts" go to <http://amdt.wsu.edu/research/dti/index.htm>

Student Organizations

UTC Interior Design Alliance (IDA)

Purpose: The purpose of the alliance is to stay central to the goals and objectives of all design organizations that promote the profession of Interior Design.

Objectives: the objectives of this Chapter shall be:

- To promote further understanding of the Interior Design Profession through speakers, trips and other events
- To promote leadership, fellowship, cooperation and communication between professionals and students
- To facilitate the preparation of students to assume responsibility as future Interior Design professionals

Membership Eligibility Requirements: UTC interior design students may participate in the UTC IDA events as a member as long as they hold current membership in an organization that promotes the profession of interior design. (i.e. ASID, CSI, NKBA, IIDA, AIA, NEWH, etc) They must also pay a \$5.00 alliance membership fee. The membership fee will allow a member membership from September 1 through August 31, and must be renewed every year, contingent on membership with a professional organization.

ASID

The American Society of Interior Designers (ASID) chapter at UTC offers students a chance to invest in their future as interior designers. With opportunities such as networking with professionals, involvement within the community, attending seminars, entering competitions and leadership roles, our student members have a chance to advance in the interior design profession while at U.T.C.

www.asid.org

CSI

The student chapter of Construction Specification Institute (CSI) was developed to allow students to bridge the gap between the school environment and the professional world of commercial construction. Whether you're an undergraduate interior design major or an experienced construction professional reinventing your role in the industry, CSI has valuable contacts you can use.

www.csinet.org

NKBA

The purpose of student National Kitchen & Bath Association (NKBA) chapter is to provide a networking and knowledge base for students seeking a future career in Kitchen and Bath industry. Members have opportunities to meet with professional NKBA members and attend professional meetings; both of which will give the students an insight to the Kitchen and Bath design field.

www.nkba.org

Advisory Board

The UTC Interior Design Advisory Board is composed of regional design professionals. The Board meets on a regular basis with the faculty and students for ongoing program development. Members of the Board also participate in classes and competitions serving as professional jurors.

Student Code of Conduct

Dishonesty involved in the pursuit of academic achievement, whether cheating on an examination, plagiarizing on a paper, plagiarizing project ideas, or not doing one's own work, is a gross violation of academic integrity. The university's policy regarding acts of academic dishonesty or misconduct is detailed in the UTC student handbook. These include the possible penalty of "F" for the course.

Unacceptable conduct includes, but is not limited to the following:

- Cell phones going off in class – turn phones off or silent
- Talking on cell phone in class (even in studios)
- Text messaging in class
- Checking email or blogs (i.e.: facebook, myspace) in class – computers are for classroom activities only
- Doing homework for other classes in class
- Bringing children to class – this is against University policy
- Discussing grievances in front of class or in hall – make appointments to talk with professors in their offices
- Dominate instructors' time in class – it is important that all students get equal time.
- Excessive absences
- Arriving tardy to class – this is disruptive
- Coming to class unprepared – keep a close eye on the class schedule and always check Blackboard before class if your professor uses this tool.
- Taking long breaks during studios – it is acceptable for students to get a coke or run to the bathroom during studios – these breaks typically don't take more than 5 – 10 minutes.
- Eating and drinking in class without knowing the professor's policy.
- Turning in projects late – this not only effects the grade of the late project, but puts stress on subsequent work – time management is an integral key to successfully completing each course

Student Grievance Procedures

If you have a concern about a course you should always speak to the instructor as soon as possible. If your concern is grade related, especially a final course grade, you must speak to the instructor within five days of receiving the grade as stated in the Grade Appeals procedure of the *UTC Student Handbook*. If you do not resolve your concern you should then meet with the Department Head. If you still have not resolved your concern you may file a formal Grade Appeal to the Faculty Grade Appeal Committee as stated in the *UTC Student Handbook*. For problem other than grade issues, speak with your advisor and/or the program coordinators.

Important Acronyms

AFH	Architecture for Humanity
AIA	American Institute of Architects
ASID	American Society of Interior Designers
CIDA	Council for Interior Design Accreditation
CKD	Certified Kitchen Designer
CSI	Construction Specification Institute
IDEC	Interior Design Educators Council
IIDA	International Interior Design Association
LEED	Leadership in Energy and Environmental Design
NASAD	National Association of Schools of Art & Design
NCIDQ	National Council for Interior Design Qualification
NHBA	National Home Builders Association
NKBA	National Kitchen & Bath Association
TIDC	Tennessee Interior Design Coalition

Important Links

UTC	www.utc.edu
UTC Interior Design	http://www.utc.edu/Academic/InteriorDesign/
Dress to Impress	http://amdt.wsu.edu/research/dti/index.htm

Final Notes

If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or a special accommodation in this class or any other class, call the Office for Students with Disabilities / College Access Program at 425-4006 or come by the office – 110 Frist Hall.

If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely impacting your successful progress at UTC, please contact the Counseling and Career Planning Center at 425-4438.

To enhance student services, the University will use your UTC email address (firstname-lastname@utc.edu) for communications. (See <http://onenet.utc.edu> for your exact address.) Please check your UTC email on a regular basis. If you have problems with accessing your email account, contact the Help Desk at (423)425-2676.

Interior Design reserves the right to retain student work for the upcoming CIDA site visit. It is the responsibility of the student to photograph or duplicate projects for portfolios before graduation. All projects can be returned to the student after the CIDA site visit. In order to receive a notification, it is the responsibility of the student to maintain current contact information with the UTC Interior Design Program. The Interior Design Program reserves the right to dispose of any project not picked up within 6 months of the CIDA site visit.