

# **INTERIOR ARCHITECTURE & DESIGN PROGRAM**

**STUDENT MANUAL  
2018-2019**

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

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# Introduction

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

The National Council for Interior Design Qualification (NCIDQ) defines an Interior Designer as:

“Interior design is 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 health, life safety and welfare of the public. These services may include any or all of the following tasks:

- Research and analysis of the client's goals and requirements; and development of documents, drawings and diagrams that outline those needs
- Formulation of preliminary space plans and two and three dimensional design concept studies and sketches that integrate the client's program needs and are based on knowledge of the principles of interior design and theories of human behavior
- Confirmation that preliminary space plans and design concepts are safe, functional, aesthetically appropriate, and meet all public health, safety and welfare requirements, including code, accessibility, environmental, and sustainability guidelines
- Selection of colors, materials and finishes to appropriately convey the design concept and to meet socio-psychological, functional, maintenance, lifecycle performance, environmental, and safety requirements
- Selection and specification of furniture, fixtures, equipment and millwork, including layout drawings and detailed product description; and provision of contract documentation to facilitate pricing, procurement and installation of furniture
- Provision of project management services, including preparation of project budgets and schedules
- Preparation of construction documents, consisting of plans, elevations, details and specifications, to illustrate non-structural and/or non-seismic partition layouts; power and communications locations; reflected ceiling plans and lighting designs; materials and finishes; and furniture layouts
- Preparation of construction documents to adhere to regional building and fire codes, municipal codes, and any other jurisdictional statutes, regulations and guidelines applicable to the interior space
- Coordination and collaboration with other allied design professionals who may be retained to provide consulting services, including but not limited to architects; structural, mechanical and electrical engineers, and various specialty consultants
- Confirmation that construction documents for non-structural and/or non-seismic construction are signed and sealed by the responsible interior designer, as applicable to jurisdictional requirements for filing with code enforcement officials
- Administration of contract documents, bids and negotiations as the client's agent
- Observation and reporting on the implementation of projects while in progress and upon completion, as a representative of and on behalf of the client; and conducting post-occupancy evaluation reports.”

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

# Mission & Goals

## **Mission**

The Department of Interior Architecture and Design at The University of Tennessee at Chattanooga is committed to professional achievement through teaching, research and service as well as the development of responsible design professionals who think critically, protect the health, safety and welfare of the public, and create design solutions responsive to varying cultures and contexts.

## **Goals & Objectives**

- Create an innovative and engaging environment that nurtures an interest in students' academic welfare, progress, and retention.
- Promote critical thinking with an emphasis on integrated design and applied research.
- Facilitate effective, collaborative learning environments that support educational, community, and regional development partnerships.
- Prepare students to become socially, ethically and environmentally responsible professionals.
- Provide students with the graphic and verbal communication skills necessary to contribute to our ever-evolving profession.
- Promote students' global perspective through domestic and international study tours.
- Encourage the acquisition and maintenance of professional development, certifications and licenses.

## **Council for Interior Design Accreditation (CIDA)**

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/>

## Tips on How to Succeed as an Interior Design/Architecture Student

There are some big differences between high school and college (particularly our program). A few of these are:

### 1. We consider average work as “C” work.

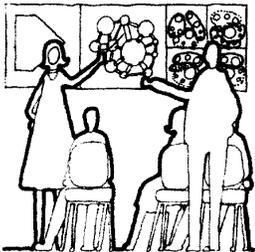
Studies show that nearly 95 percent of all incoming freshmen report having grade point averages of A or B and having to only study about six hours a week out of class to achieve those grades. You may be surprised by how hard you will have to work to receive good grades in Interior Architecture and Design. You will spend 5 hours a week in each design studio, and it will take *at least twice* (10 – 12 hours) that number of hours to complete your assignments. We do not inflate our grades. Here are the standards all interior architecture and design faculty use to evaluate your work.



### 2. We will not give you busy work.

Every assignment we give you is designed to help you acquire knowledge of a theory, technique or skill that you will need in future classes. During your first year, in particular, you may not see why you need to do something we ask you to do. **TRUST US!** There is a reason for each task we ask. Knowledge ignored and not learned during your first year will come back to haunt you on future projects! Additionally, we ask you to keep all of your handouts and notes in a binder and request that you don't sell back text books. You will need to be able to refer to material given you in one class as you work in another class. Everything is related and your teachers will expect you to be able to build on things you learned in another class.

### 3. Much of the work you will do will be evaluated through the process of open critique.



Unless you have had art classes in high school, you may not be used to the process of hanging your work up for everyone to see and critique. At first, this may be frightening, but you will find that this fear decreases over time. You will see that there is a lot to be learned from the critique of other class member's work, too. You can learn more quickly than if you only receive feedback on your own work. The critic (typically your teacher or another ID faculty) will evaluate your project with honesty and fairness. You can trust that they want you to succeed and will give suggestions about changes that should be made. While design is somewhat subjective, your instructors have the knowledge and objectivity to help you make your work better.

### 4. One of the most important things we hope you'll learn here is what it takes to be a responsible, ethical professional!

You will find that we have high expectations for your behavior.

- We take roll at the beginning of each studio. Six or more absences will result in failing the class. Habitual tardiness or inattentiveness will impact your grade negatively.
- Cell phones are not allowed in class. Please tell your friends and family that you are unavailable to be reached during studio. If there is a family emergency, your parents can call the INTD office (423) 425-4459 and the departmental staff will find you and give you the message. **Why?** The creative process demands concentrated time and effort. You may have heard of the term *flow*. Flow is a mental and physical state that results in a seamless process of thinking and doing. When you achieve flow, progress on creative tasks comes easily. When your concentration is divided or interrupted, flow dissipates and is difficult to recapture.
- We do not accept any late work. It is better to turn in a partially completed project for some credit on the due date, than to turn in a completed project late and receive no credit.
- Because all studios share the same studio space, you will need to be respectful of the space that you use. Make certain to clean up after yourself and leave the area as you would want to find it. Drafting tables must never be used to cut on without using a protective cutting matt. A protective cover must also be used when rendering with markers or paint. Please report broken tables or parallel bars to your professor or the interior design office (Hunter 412).

Peggy Honey, KSU, IDEC, 2009

<b>A</b>	90%-100%	Superlative: Work goes beyond the dictates of the exercise or assignment in level of skill and/or richness of development. Addresses the issues in a truly exemplary manner.
<b>B</b>	80%-89%	Solves the problem and exhibits some special qualities.
<b>C</b>	70%-79%	<b>Solves the basic problem</b> , but without any particular distinction
<b>D</b>	60%-69%	Acknowledges a few of the issues, but with some problems, awkwardness or misunderstandings.
<b>F</b>	0% - 59%	Ignored, missed, misunderstood the problem.

# 1<sup>st</sup>-Year Design Package

These drawing materials require a substantial investment. (approx. \$400 - \$500). If you take care of these materials, you will use them for many years. In addition to the following materials, you will need to purchase paper, cardboard and model supplies as needed. Some of the larger pieces can be purchased used from other students.

## Supplies:

- 30/60/90 Triangle (12" minimum)
- 45/45/90 Triangle (10 " minimum)
- Architectural Scale
- 18" Metal Ruler with Cork Back
- Vinyl Eraser
- Erasing Shield
- Dusting/Drafting Brush
- Rubber Cement
- Sandpaper or file
- 9x12 Bristol Pad
- Lettering Guide
- Lead Holder
- Variety of Drafting Leads (4H, 2H, H, F, HB 2B)
- Rotary Lead Pointer (barrel style)
- Drafting Tape (dots or roll)
- 18" and/or 24" Roll of White Tracing (trash) Paper
- X-acto Knife with #11 Blades (with cap for safety)
- Templates
  - (1/4" scale furniture, 1/4" scale plumbing/kitchen and bath – R-716 Rapid Design Template, circle)
- Adjustable Triangle
- Pad of 9" x 12" Vellum Paper
- Strathmore sketch Pad 300 series
- Additional Lead Holders
- Erasers: pink pearl (pink), kneaded eraser (gray)
- Dry Cleaning Pad
- French Curve
- Adhesive (Elmers white glue, glue stick, double –sided scotch tape)
- Retractable Utility Knife (with blades)
- Scissors
- Professional Compass Set (one that accommodates technical pens and lead)
- Carrying Case for Equipment - (tackle/tool box works well)
- Drawing Tube
- 8 1/2" X 11" white copy/all-purpose paper (1 ream)
- Tape Measure (25' minimum)
- Straight Pins
- Cutting Mat (18" x 24")
- Manila Envelopes
- 9x12 Bristol Board
- 8G Jump Drive

## Recommended:

- Electric or Battery Powered Eraser
- Paper Portfolio (to hold 18" x 24")
- Vellum, Matt Board, Chip Board, Corrugated Board, 1/8" Foam Core, Basswood & Clear Plastic Sheets as needed
- Box of Band-Aids

**Note:** This is a generic example of supply list needed for the first year design studios. Your instructor may have additional items for your specific class. You may purchase these items in advance or on the first day of class.

Advisement meetings are a critical part of the Interior Architecture and 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 *MyMOCSDegree* sheet and the Interior Architecture and Design Checklist, students should develop a tentative schedule prior to their advisement appointment.

Majors are assigned to an advisor based on the year of their projected graduation date:

- |        |                   |             |
|--------|-------------------|-------------|
| ▪ 2019 | Catherine Kendall | Hunter 412E |
| ▪ 2020 | Tonya Miller      | Hunter 412C |
| ▪ 2021 | Eun Young Kim     | Hunter 412G |
| ▪ 2022 | Catherine Kendall | Hunter 412E |

Pre-majors

- |       |                   |             |
|-------|-------------------|-------------|
| ▪ A-Z | Jessica Etheredge | Hunter 412F |
|-------|-------------------|-------------|

Minors/Integrated Studies/Transfers Dana Moody/Jessica Etheredge

Graduate Program Dana Moody

## Curriculum

### 2427 - Interior Architecture (B.S.)

Admission into the Interior Architecture Major (BS)

#### Eligibility to Apply to the Interior Architecture and Design Degree Program

A student entering UTC who intends to pursue the B.S. in Interior Architecture must first enroll as a Pre-Major in Interior Architecture (Pre-Interior Architecture). To be considered for admission into the B.S. program, students must earn a C or better in all interior architecture courses prior to review and must maintain an overall cumulative GPA of a 2.00. Prerequisites for application into the Interior Architecture and Design degree program include IARC 1000 and IARC 1100. Applications to the Interior Architecture degree program are distributed to eligible pre-interior architecture students during the Spring semester.

#### Interior Architecture and Design Degree Program Application and Review

The application is a formal assessment of the student's ability to think critically, as well as to visualize and verbalize through graphics and writing. The review is intended to provide students with an assessment of their potential for success in the Interior Design degree program of study early enough to allow them to make a program change should that be advisable. In addition to the formal application, the student's overall academic record will be reviewed for quality and seriousness of purpose. A history of excessive absences, significant lack of participation, withdrawals, or incompletes will not be looked upon favorably. Students who do not satisfactorily complete the review will be unable to enroll in 2000, 3000 and 4000 level courses in Interior Architecture except by special permission of the Professor and Department Head. Students will have only two opportunities to reapply for admission.

Students who are successfully admitted into the Interior Architecture and Design degree program are required to obtain a laptop computer with specified program software to be used in the classroom setting.

## Transfer Students

Transfer students may be required to complete 4 years of coursework due to the linear sequence of course offerings. It is recommended that transfer students seeking acceptance into the program meet with the Undergraduate Program Coordinator to discuss your path to graduation.

Students transferring from other Interior Architecture or Design programs who intend to pursue the B.S. in Interior Architecture at UTC must submit a transfer recommendation form, enroll as a Interior Architecture major, take or have equivalent credit for IARC 1000 and IARC 1100 (C or better) and must successfully complete the application process into the UTC Interior Architecture and Design degree program, except by special permission of the Program Coordinator. Upper level students wishing to transfer into the interior architecture major from an interior design major at another college must submit a digital portfolio and a faculty recommendation/reference. These items must be provided for consideration of transfer credit of any IARC courses. A syllabus for courses taken within another design program must also accompany your portfolio.

## Dismissal Policy

Students who violate professional or academic policy will be subject to dismissal from the Department of Interior Architecture and Design undergraduate program if they are found guilty of academic dishonesty, unprofessional conduct, negligent habits, or other causes as specified by the Department of Interior Architecture and Design.

## Returning Student Policy

Any person who sits out of the UTC Interior Architecture and Design program for 2 years must successfully be readmitted through the application process into the UTC Interior Architecture and Design program except by special permission of the Program Coordinator.

## General Education

**Rhetoric and Writing:** (6 hours): Two approved courses in rhetoric and writing

**Fine Arts and Humanities:** (12 hours): Complete one approved course in each subcategory

Historical Understanding (3 hours)

Literature (3 hours)

Thought, Values and Beliefs (3 hours)

Non-Western Culture (3 hours)

Visual and Performing Arts (3 hours): One course selected from:

- ART 1110 - Introduction to Art
- ART 2140 - The History of Western Art from Prehistoric through Medieval
- ART 2150 - The History of Western Art from the Renaissance to the Present

**Natural Sciences:** (7-8 hours): Two approved natural science courses, one including a laboratory component

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

**Mathematics:** (3 hours): One approved mathematics course

**Statistics:** (3 hours): One approved statistics course

### Major and Related Courses

English 2880 and one course selected from Art 1110\*, 2140\*, or 2150\*

**Interior Architecture Core:** IARC 1000, 1050, 1100, 1150, 2000, 2050, 2100, 2150, 2200, 2210, 2220, 3000, 3050, 3090, 3100, 3150, 3200, 3210, 3220, 4000, 4050, 4100, 4150, 4200, 4210, 4900

2.0 average in all Interior Architecture courses.

Minimum of 39 hours of 3000 and 4000 level courses.

Electives to complete 120 hours.

See page 63 for additional requirements.

\*Also satisfies general education requirement.

## **INTERIOR ARCHITECTURE COURSES (IARC)**

### **1000 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. Studio 5 hours. Laboratory/Studio course fees will be assessed.

### **1050 Volume, Space & Form (3)**

Develop techniques of volumetric study providing emphasis on design ideation through sketching and models. Studio 5 hours. Laboratory/Studio course fees will be assessed.

### **1100 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. Studio 5 hours. Laboratory/Studio course fees will be assessed.

### **1150 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. Studio 5 hours. Laboratory/studio course fee will be assessed.

### **1200 Survey of Architecture (3)**

An overview of architecture 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.

### **1900r Interior Design Study Tour (3)**

A field study of design and culture. On demand.

### **1990r Special Projects (1-4)**

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

### **2000 Space Planning (3)**

Application of space planning techniques in small scale commercial and residential design; emphasis placed on human factors. Studio 5 hours. Prerequisites: Acceptance into Interior Architecture major or department head approval. Laboratory/studio course fee will be assessed.

### **2050 Visual Presentation (3)**

An introduction to basic skills, materials, and techniques employed in the presentation of interior design projects. Studio 5 hours. Prerequisites: Acceptance into Interior Architecture major or department head approval. Laboratory/studio course fee will be assessed.

### **2100 Kitchen and Bath Planning (3)**

A study of the aesthetic and technical elements of kitchen and bath design with emphasis on NKBA standards. Studio 5 hours. Prerequisite: IARC 2000, IARC 2050, IARC 2090, and IARC 2200 with grades of C or better or department head approval. Corequisite: IARC 2220 or department head approval. Laboratory/studio course fee will be assessed.

### **2150 Computer Application in Design (3)**

Introduction to and application of digital technologies used by interior design professionals. Studio 5 hours. Prerequisite: Acceptance into Interior Architecture major or classification as Design Foundations minor, or department head approval. Laboratory/studio course fee will be assessed.

### **2200 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. Prerequisite: Acceptance into the Interior Architecture major, classification as Design Foundations minor, or department head approval.

**2210 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. Prerequisite: Acceptance into the Interior Architecture major, classification as Design Foundations minor, or department head approval.

**2220 Interior Systems Design (3)**

The study of illumination principles, design criteria, and systems applied to architectural interiors. Prerequisite for Interior Architecture majors: IARC 2000 with a grade of C or better or department head approval. Prerequisite for Design Foundation minors: IARC 1100 with a grade of C or better or department head approval. Laboratory/studio course fee will be assessed.

**3000 Commercial Interiors I (3)**

Development of creative ideas in commercial design projects which integrate interior design elements to achieve predetermined goals. Studio 5 hours. Prerequisites: IARC 2100, IARC 2150, IARC 2210 and IARC 2220 with grades of C or better or department head approval. Corequisite: IARC 3220 or department head approval. Laboratory/studio course fee will be assessed.

**3050 Construction Documents (3)**

An overview and execution of working drawings with an emphasis on interior environments, building systems, and construction details for fabrication and installation. Studio 5 hours. Corequisite: IARC 3000 or department head approval. Laboratory/studio course fee will be assessed.

**3090 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. Studio 5 hours. Prerequisite: IARC 1100 with a grade of C or better or department head approval. Laboratory/studio course fee will be assessed.

**3100 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. Studio 5 hours. Prerequisites: IARC 3000 and IARC 3050 with grades of C or better or department head approval. Laboratory/studio course fee will be assessed.

**3150 Computer-Aided Design II (3)**

Introduction to REVIT developing two dimensional (2D) and three dimensional (3D) computer drafting skills and the creation of construction documents and presentation drawings. Studio 5 hours. Prerequisite: IARC 2090 and IARC 3050 with grades of C or better or department head approval. Laboratory/studio course fee will be assessed.

**3200 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. Prerequisite: Acceptance into the Interior Architecture major, classification as Design Foundations minor, or department head approval.

**3210 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. Prerequisite: IARC 3200 with a grade of C or better or department head approval.

**3220 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. Prerequisite: IARC 2100 with a grade of C or better, or classification as Design Foundations minor, or department head approval.

**3230 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.

**3900 Professional Competence (3)**

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

**4000 Commercial Interiors II (3)**

Advanced integration of Interior Design elements in commercial interior spaces as they relate to large-scale projects. Studio 5 hours. Prerequisite: IARC 3000 and IARC 3150 with grades of C or better or department head approval.

**4050 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. Studio 5 hours. Prerequisites: IARC 3100 and IARC 3220 with grades of C or better or department head approval. Laboratory/studio course fee will be assessed.

**4051 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 3150 with a grade of C or better. Laboratory/Studio course fees will be assessed.

**4100 Senior Thesis I (1)**

Part I of Senior Thesis project. Students locate a building and choose a topic for research that leads to the creation of a design program and preliminary drawings. Studio 5 hours. Prerequisite: IARC 3100 with a grade of C or better or department head approval. Laboratory/studio course fee will be assessed.

**4150 Senior Thesis II (3)**

Part II of Senior Thesis project. Students finalize a design project that meets the criteria set forth in the program developed in IARC 4100. The design project is a culmination of all their acquired knowledge, skills, processes and theories of interior design. The project requirements include construction documents and a formal oral and visual presentation. Studio 5 hours. Prerequisite: IARC 4100 with a grade of C or better or department head approval.

**4200 Senior Seminar (1)**

Seminar on the practice of interior design within a professional context including development and completion of tools to gain professional employment. Corequisite: IARC 4000 with a grade of C or better or department head approval. Laboratory/studio course fee will be assessed.

**4210 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. Prerequisite: IARC 4000 with a grade of C or better or department head approval.

**4220 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.

**4230 Internship Preparation (3)**

Preparation for the required field internship including creation of resume, dossier, and portfolios. Fall semester. Prerequisite: INTD 3100 with a grade of C or better or department head approval. Laboratory/studio course fee will be assessed.

**4900r Internship (3)**

Directed field experience providing a full-time work experience that gives students a better understanding of the real Working environment. Prerequisite: IARC 4150, IARC 4200 and IARC 4210 all with grades of C or better or department head approval.

**4950r 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.

**4970r 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.

**4980r 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.

**4990r Group Studies (1-4)**

On demand.

The University of Tennessee at Chattanooga  
College of Health, Education, and Professional Studies

# Bachelor of Science in *Interior Architecture*

2018-2019

Y E A R	<u>Term</u>	<u>Drafting Studio</u>	<u>Support Studio</u>	<u>Design Lectures</u>		<u>General Education &amp; Required Humanities</u>		
	<u>Credit Hours</u>							
1	Fall 15	<b>IARC 1000</b> Design Fundamentals	<b>IARC 1050</b> Space, Volume, Form			Any Approved <b>Math</b>	<b>ENGL 1010</b> Rhetoric & Composition I	FA&H: Visual & Performing Arts: <b>ART 1110, 2140, OR 2150</b>
	Spring 15	<b>IARC 1100</b> Architectural Drafting	<b>IARC 1150</b> Color Systems			Any Approved <b>Statistics</b>	<b>ENGL 1020</b> Rhetoric & Composition II	FA&H: Historical Understanding ( <b>IARC 1200</b> )
	Summer	<b>Apply for Admission into the Interior Design Degree Program</b>						
2	Fall 15	<b>IARC 2000</b> Space Planning	<b>IARC 2050</b> Visual Presentation	<b>IARC 3090</b> Computer-Aided Design I	<b>IARC 2200</b> Interior Materials		<b>ENGL 2880</b> Professional Writing	
	Spring 16	<b>IARC 2100</b> Kitchen & Bath Planning	<b>IARC 2150</b> Computer Application in Design	<b>IARC 2210</b> Interior Textiles	<b>IARC 2220</b> Interior Systems Design		Natural Science ( <b>CHEM 1019</b> <b>CHEM 1019L</b> ) Light & Life	
	Summer							
3	Fall 15	<b>IARC 3000</b> Commercial Interiors I	<b>IARC 3050</b> Construction Documents	<b>IARC 3200</b> History of Design I	<b>IARC 3220</b> Codes & Specifications		FA&H: Literature	
	Spring 15	<b>IARC 3100</b> Residential Interiors	<b>IARC 3150</b> Computer-Aided Design II	<b>IARC 3210</b> History of Design II			Any Approved Behavioral & Social Science	FA&H: Thoughts, Values, and Beliefs
	Summer	<b>Portfolio Review</b>						
4	Fall 14	<b>IARC 4000</b> Commercial Interiors II	<b>IARC 4050</b> Responsive Design	<b>IARC 4100</b> Senior Thesis I (1 hour)	<b>IARC 4200</b> Senior Seminar (1 hour)		FA&H: Non-Western Culture	Any Approved Natural Science (Non-lab)
	Spring 12	<b>IARC 4150</b> Senior Thesis II		<b>IARC 4210</b> Business Practices			Any Approved Behavioral & Social Science	Elective
	Summer 3	<b>IARC 4900 – Internship</b>						
<b>Total Credit Hours: 120</b>								

# Minor in Design Foundations

## DESIGN FOUNDATIONS MINOR

18 hours including:

- IARC 1100 – Architectural Drafting
- IARC 1200 – Survey of Architecture

12 hours selected from:

- IARC 1000 – Design Fundamentals
- IARC 1050 – Volume, Space, and Form
- IARC 1150 – Color Systems
- IARC 1900r – Interior Design Study Tour
- IARC 2150 – Computer Application in Design
- IARC 2200 – Interior Materials
- IARC 2210 – Interior Textiles
- IARC 2220 – Interior Systems Design
- IARC 3090 – Computer-Aided Design I
- IARC 3150 – Computer-Aided Design II
- IARC 3200 – History of Design I
- IARC 3210 – History of Design II
- IARC 3220 – Codes and Specifications
- IARC 3900 – Professional Competence
- IARC 4220 – Aging in the Built Environment
- IARC 4998 – Individual Studies
- IARC 4999 – Group Studies

Additional Information and Notes:

Minimum 2.0 average in the minor.

Eight hours must be at the 3000 level or above

# Laptop Computer Policy

## Introduction

Electronic technology has had a major impact on the interior design profession. The UTC Interior Architecture and Design program is committed to the integration of computers throughout the design curriculum. Each student in the interior architecture and design program is required to purchase a laptop computer upon successful entrance into the interior architecture major for integration into second, third, and fourth year classes.

## Computer Purchase Requirements:

### Required Hardware

- Dedicated 512 MB or higher Video Card (1GB preferred)
- 8 GB of RAM (16 GB preferred)
- 250 GB Hard Drive minimum (500+ preferred)
- 15" screen minimum, 17" preferred
- 1680 x 1050 video display recommended, DirectX 9-capable graphics card
- 802.11n WiFi
- External Hard Drive (250 GB recommended)
- Wireless external mouse with at least 3 buttons

If purchasing an Apple computer, you must have the appropriate software to boot into Windows and utilize the AutoDesk software.

### Required Software

AutoCAD/Revit – confirm version with your IARC 3090 and IARC 3150 instructors

Sketchup – most current version (free download)

Windows – most current version (student purchase)

Adobe Creative Suite – most current version (student purchase)

Microsoft Office Suite – most current version (Word, PowerPoint, Excel) – see link

- <https://www.utc.edu/information-technology/services/software-students.php>

In addition, each student is required to own an external hard-drive.

**Note that any student who does not have, by the first day of the Fall Semester of their 2<sup>nd</sup> year, the required software and hardware as specified in this handbook will not be permitted to enroll in 2000, 3000 or 4000 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.

## Where to Purchase Laptop

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](http://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](http://www.campusE.com) or [www.journeyed.com](http://www.journeyed.com) or [www.academicsuperstore.com](http://www.academicsuperstore.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.

### 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.

### INTERIOR DESIGN LAPTOP LOAN

- For students with *demonstrated* financial need, the Interior Design Program is owns 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 are available in the Department of Interior Design.

### 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 homeowner's 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 has a laptop computer 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 studios and classrooms.

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 Architecture 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 an Interior Architecture and Design degree requirement, which gives 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 Architecture and 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, 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 Architecture and Design Department, but you are also a part of the firm in which you are interning. 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 \$20.00 and must be purchased twice if you are beginning your internship in May for a total of \$40.00. 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 Architecture and 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 slowly 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 a 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 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](http://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](http://www.csinet.org)

## **UTC Interior Design Intrigue**

**Purpose:** Interior Design Intrigue is the UTC Department of Interior Architecture and Design's student recruiting, public relations, and hospitality team. Duties shall be performed in the following areas:

- 1) Recruiting (working with potential students):  
Visiting high schools, manning booths and displays at college fairs, giving departmental tours, communicating with prospective students, assist with registrations.
- 2) Hosting & Public Relations (working with alumni & local professionals):  
Special Events: serving as greeters, assisting with registration, conducting tours, and help with fundraising.

# Advisory Board

The UTC Interior Architecture and Design Advisory Board is composed of regional design professionals, UTC interior architecture and design faculty and students. The Board meets on a regular basis 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
- 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 problems 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	<a href="http://www.utc.edu">www.utc.edu</a>
UTC Interior Design	<a href="http://www.utc.edu/interior-design/">http://www.utc.edu/interior-design/</a>

# Final Notes

Attention: 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 Disability Resource Center (DRC) at 425-4006 or come by the office, 102 Frist Hall. <http://www.utc.edu/disability-resource-center/>

The Office of Student Outreach & Support (SOS) advocates and supports students experiencing challenges in their personal and/or academic lives. SOS staff help students navigate University administrative processes; connect with University and community resources; and develop coping, resiliency, and self-advocacy skills. Referrals can be made by students, faculty, and staff. Additionally, students can refer themselves as needed. To make a referral, submit a Community Member of Concern Referral Form at [www.utc.edu/soc](http://www.utc.edu/soc). Individuals may also contact SOS by e-mailing [sos@utc.edu](mailto:sos@utc.edu) or calling (423) 425-4301.

The Honor System is designed to foster a campus-wide climate of honesty and integrity in order to insure that students derive the maximum possible benefit from their work at The University of Tennessee at Chattanooga. The student becomes subject to the rules and regulations of the Honor Code upon registration. Each student is obligated to exert every effort to insure that the Honor Code is upheld by himself/herself and others. An incidence of academic dishonesty such as cheating or plagiarism will be addressed according to the UTC Honor Code violation procedure. Please see the [UTC Student Handbook](#) for further information. Please see the appendix in the UTC Student Handbook for a detailed statement on plagiarism. The Library has created a [guide to plagiarism](#) to help students understand and avoid plagiarism.

To enhance student services, the University will use your UTC email address ([firstname-lastname@mocs.utc.edu](#)) for communications. Please check your UTC email on a regular basis. If you have problems with accessing your email account, contact the Help Desk at (423)425-4000.

The Interior Architecture and Design Department 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 Architecture Program. The Interior Architecture and Design Program reserves the right to dispose of any project not picked up within 6 months of the CIDA site visit.