

INDES242 SYLLABUS

1629 Winter 2013

Instructor: Kim Krech

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Phone: 206-250-3492

CLASSROOM location: Rm B104 6:30- 8:40 Tuesday and Thursday

Office Hours: by appointment please email requests,

prefer: Tuesdays and Thursdays noon - 1:00, or Saturdays 9am-2pm, 1st and 3rd Saturdays each month

Course Information

Course Outcomes

Instructor's CLASS GOALS: This class is a "HOW TO" on the language of materials, sources, selection, professional standards, and the written, verbal and visual presentation of materials information. Goal is to develop skills which will help in studio classes and in professional practice. Goal is to begin an organized life-long learning method regarding research and cataloging of information about materials and sources.

- Demonstrate an understanding about the physical properties and installation types of many major interior materials, by applying information about their properties and installations, and by successfully completing exam questions.
- Topics for study will include codes and guidelines of varied pieces of federal legislation, ADA guidelines, material testing standards, and Sustainability Certification as they apply to major interior materials, by successfully completing exam questions and/or projects.
- Must demonstrate knowledge of sources for materials and products by successfully completing exam questions and/or projects.
- Must demonstrate an understanding of the selection criteria for materials and products based on their properties and performance criteria, by successfully completing exam questions and/or projects.
- Demonstrate knowledge of installation methods (for example, carpet, resilient flooring, wall covering) by successfully completing exam questions and/or projects.
- Demonstrate knowledge of material maintenance requirements, by successfully completing exam questions and/or projects.
- Demonstrate an understanding of the concept of sustainable resources, including the impact on health and welfare and environmental issues such as VOCs and LEED by successfully completing exam questions, worksheets and/or projects.

How Outcomes will be met

THE LANGUAGE OF MATERIALS--learn by practice, discussion, observation and analysis. Lay groundwork for future experiences, generating concepts and matching materials and groups of materials ("palettes") to concepts, keeping notes and sketchbooks, assembling info into a binder for use in school and jobs.

SOURCES: learning HOW to research and track information, how to find industry experts and mentors, learn of agencies and organizations, manufacturers, fabricator types, purchasing methods

SELECTION: Learning HOW to select and how to strengthen the selection through detailing, specifications, and understanding limitations of materials by completing assignments and sharing information.

PROFESSIONAL STANDARDS: learning how the industry currently tracks and disseminates information, drawings and specs through assigned group presentations, instructor presentation and exams.

PRESENTATION: Learning to present materials and material palette concepts and data to teams, in studio, and to future clients through practice assignments.

HOMEWORK will be required to be completed and uploaded on our MyBC website, following the instructions given in class.

Grading and Instructor's Expectation

Assignments will be assembled into a reference binder for students' future use.

Binder will be 90% of grade:

A for complete binder which shows understanding of materials and clarity of thought and design intent. Incorporation of some of the "extra credit" options.

B for complete binder meeting minimum requirements.

C for essentially complete binder

D for incomplete binder

F for incomplete binder with lack of demonstrated understanding of material or non-submission of binder

some assignments not turned in on time will result in one letter grade lower! These will be noted upon assignment.

See also: [Classroom Learning Atmosphere—Instructor's Expectation](#)

Participation during class:

All students are required to participate, your grade for binder will be reduced for noticeable lack of participation.

10% of grade based on participation, and other assignments not included in the final Binder or the final exam

http://bellevuecollege.edu/policies/3/3000_grading.asp will be utilized for overall grading.

Books and Materials/Tools Required in class and for homework

Books required--

1) [Materials for Interior Environments](#) by Corky Bingelli (available used on Amazon for \$45)

I have purchased two of these and because the readings are not long and you will be taking notes, you can use the permanent copy which will be in the Materials

Resource Library or use the uploaded scans of the relevant chapters I will be uploading on the class website. Please have by JANUARY 17

2) Interior Materials and Surfaces by Helen Bowers. I have ordered a copy of this book for you. I will bring them to class for you to borrow for the quarter. DO NOT BUY ONE

Books recommended-- they would be EXCELLENT additions to your library beyond this class, but are **not required** at this time.

3) Interior Design Reference Manual: A Guide to the NCIDQ Exam by David Kent Ballast FAIA

Fourth or Fifth editions (these are older editions with excellent content, but not current for this years NCIDQ exam, therefore less expensive)

Note: A LOT OF OUR READING WILL BE FROM THE 4th EDITION and you might enjoy having the full text, I am very impressed with the entire content of this book, which you can buy used on Amazon.com

4) Fabrics by MaryPaul Yates: Our class cannot possibly cover all of the information about fabrics, and this book is quite comprehensive.

5) Interior Detailing Concept to Construction by David Kent Ballast

6) Materials, Structures, and Standards: All the Details Architects Need to Know But Can Never Find by Julia McMorrough

7) Interior Graphic Standards: Student Edition (Ramsey/Sleeper Architectural Graphic Standards Series) (Paperback)

by Corky Binggeli

Other books will be discussed and recommended related to your particular interests.

MATERIALS and TOOLS REQUIRED:

at each class meeting:

8 1/2" x 11" plain paper punched for 3 hole binder for sketches made in class which will end up in binder.

Paper or notebook for taking notes, pens or pencils

for preparation of assignments:

Black ink pens and red pens for sketching and diagramming, colored pencils or crayons (more than 12 colors), Design markers medium grey, dark grey, warm buff color, a white-out pen (not the tape)

a 12" wide roll of white tracing paper

Sharp scissors, and/or an Exacto Knife, blades, and small cutting board

3 1/2" wide three-hole punch binder with dividers (bring to class as requested)

Digital Camera--you must have a camera and means of getting images onto your computer, and the ability to email them and upload them to our class website, also the ability to print them out.

SCANNER and PRINTER: a means of scanning and printing black and white AND color images (black and white can occur in resource library)

COLOR Ink Cartridges for your printer or access to KINKOS for color printing in advance to the assignment due dates.

Software access: Please download "OPEN OFFICE" and learn to insert images and add text and arrows. I will email you a tutorial so that you can practice this, and I will have tutorial days Saturday January 12th, 19th and 26th for those interested in learning this software,

which will be needed for completion of assignments. or find a computer on campus that has powerpoint, photoshop, indesign. If you have a mac, please learn "Pages" or download the "OPEN OFFICE for mac". Please email me if you have difficulty with this.

INTERNET Access to the internet outside of class
EMAIL: A Bellevue College or other Email account which you will remember to check daily

OUR CLASS WEBSITE: By signing up for the class, you have permission to access MyBC Class Site.

Please test this out and let me know via email if you cannot access the site.

YOU NEED TO BE ABLE TO UPLOAD DOCUMENTS onto MyBC into the shared documents folder.

Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: <https://bellevuecollege.edu/sam> .

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the <http://depts.bellevuecollege.edu/helpdesk/students/classrooms/>

Classroom Learning Atmosphere

Instructor's Expectations

Participation during class:

Although this is a lecture class, students will be required to pre-submit images or content for use in subsequent lectures. I want to use the MyBC class website for this, but we will negotiate this together.

Additionally, vocabulary words brought up during class must be written with definitions on vocabulary sheets the binder.

These assignments will be counted toward the "participation" portion of the grade, as will actual verbal participation in the class discussions, the asking of questions, and participation in on-the-spot design exercises.

Binder Pages will be shared between students to create a final resource of depth and breadth. Your pages will be part of our collective learning. For example, we will all be doing case studies with images, and these will be shared so that we have a collected history of images from different designers as a resource.

I will attempt to utilize the diverse nature of the student group to understand the subjective nature of materials and palette selection, and all forms of participation will be rewarded.

Attendance is mandatory at all classes--this is a lecture class and much of the content is covered in class only. If you are unable to attend, please email me with your reason, and contact me after your next attended class (stay late) for clarification on what you can do to make up the material missed.

All students are required to participate, again, note that grade for binder will be reduced for noticeable lack of participation.

ESL students! You can succeed in this class, even though there will be a lot of technical terms and reading. It is very important that you stay on top of assignments and come to see me for confirmation that you understand the information. If translation or comprehension is a challenge for you, see me immediately so that we can set up available resources or extra time with me to insure your success. Many designers are practicing who do not speak English as

their first language, but they have spent extra effort getting clarification of all information. Keeping up with the work will be critical for your success.

Affirmation of Inclusion

As we will be having open discussions about cultural connotations of various materials, please note that Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. <http://bellevuecollege.edu/about/goals/inclusion.asp>

Statement regarding copyright and authorship

The work in this course involves assembling information from diverse sources, for understanding of all the attributes and requirements regarding interior materials, and understanding the means by which designers utilize them. The student binders will be an assembly of information based on the student's selection of appropriate information and images. Sources of the images should be tracked and annotated with all information submitted in the binder.

Student's own photography should also be credited. It is assumed that materials selected for assemblage as a reference will not be used for commercial gain, or shared with other students for their use as if it were their own.

"Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) are violations of the Student Code of Conduct at Bellevue College.

Student Code of Behavior

Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, using laptop for other than taking notes, and inappropriate behavior toward the instructor or classmates. Inappropriate/disruptive classroom behavior is a violation of the Student Code of Conduct at Bellevue College.

HANDY Websites

For information on advising: department website URL: <http://bellevuecollege.edu/ArtsHum/interiordesign/>

For information about the Computer Lab on campus, see <http://ac.bcc.ctc.edu/LabsInfo/ComputerLabs.aspx>

Also, a LISTSERVE! To help you stay informed, the Interior Design Department has created a listserve—an email bulletin board that allows faculty to reach students in the program with the latest program-related information and announcements. We recommend that you subscribe to the listserve. This is how you do it: Send an email to id@clublists.bellevuecollege.edu Type the word subscribe in the subject line.

Shortly afterwards you will receive an email confirmation from the list. You must reply to this message to complete the process. When you wish to remove yourself from the list you need only send an email to the listserve address with the word unsubscribe in the subject line. You will receive a confirmation notice that you have been removed from the list. Students have reported difficulty subscribing to the listserve through Hotmail, Comcast, and other providers. If you receive a "List Posting Error Notification" after replying to the confirmation email, you can place a help request ticket through the student technology support center who can set you up manually. Just go to <https://bellevuecollege.edu/>

STSC/ and fill out the form.

IDSA

the IDSA, Interior Design Student Association is available for you. CHECK IT OUT!! Their blogspot is here: <http://idsainfo.blogspot.com/> their email idsainfo@gmail.com.

Disability Resource Center (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in B 132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

Public Safety

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

Final Exam Schedule

Plan on attending all classes during class times. Final exam will be spread over several classes.

Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars which provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar - <http://bellevuecollege.edu/enrollment/calendar/deadlines/>. On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - <http://bellevuecollege.edu/enrollment/calendar/holidays/0910.asp>. This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

Course Calendar

JAN 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				3_6:30-8:40		
		8_6:30-8:40		10_6:30-8:40		
		15_6:30-8:40		17_6:30-8:40		

		22_6:30-8:40 29_6:30-8:40		24_6:30-8:40 31_6:30-8:40		
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FEB 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		5_6:30-8:40		7_6:30-8:40		
		12_6:30-8:40		14_6:30-8:40		
		19_6:30-8:40		21_6:30-8:40		
		26_6:30-8:40		28_6:30-8:40		

MAR 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		5_6:30-8:40		7_6:30-8:40		
		12_6:30-8:40		14_6:30-8:40		
		19_Final Presentations	20 last day of quarter			

Visiting Lecturer Dates

INDES Lectures_ Please watch for the Lectures and plan to attend. ANY that occur during our class time will be accommodated into our curriculum

Blue cards and Entry Codes

Blue Cards:

If you are trying to register for a class and it is full, but you feel you must take the class, you will need a blue card to be considered. Also, you are trying to register a time conflict class, i.e. an overlap of any time your schedule, you will also need a blue card.

Blue cards can be obtained at the Division office R-230 . You must request that the blue card be completed by the instructor with the course information and faculty, program chair or program manager signature. If you also need an entry code to add the class, please refer to the Entry Code Procedure, below.

Entry Codes:

If you are transferring or are out of sync with prerequisites due to hardship, you will need to request an entry code from the Interior Design Department Website. Entry Codes must be requested by email. Detailed information is required to process entry code requests: Please review and be prepared so your request is complete.

<http://bellevuecollege.edu/artshum/interiordesign/Entry%20Codes.html>

for this class, you may require entry codes if:

- You've transferred credits from another college
- You are trying to take a course out of sequence because of work or family.

To request an entry code please e-mail indes.advisor@bellevuecollege.edu and include:

- The course number: INDES242, the class name: Interior Materials and Sources and the item number:1646
- the quarter you are requesting a code for: Spring 2012
- why you need the code (you transferred credits or need to take a course out of sequence)
- your phone number
- your student id number.

Please allow at least one business day to receive a response to your request. Requests sent on Fridays after 3:00pm or on weekends may take until Tuesday to be answered.