

# INDES 280

## CONTRACT DOCUMENTS SUMMER 2012

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### **INDES 280 PREREQUISITE**

Prerequisites: INDES 142/242, 162/262, 170/273 or permission of instructor.

### **INDES 280 CLASS DESCRIPTION**

Introduces professional applications for graphic communication skills, specifically the technical drawings used in construction. Students develop a set of construction drawings and specifications for a project of their own design.

This is a lecture-discussion and lab class, designed to be a continuation of the INDES 162/262 courses in basic Graphic Communication. Its purpose is to introduce professional application for CADD and drawing skills, while assisting in the continuing development of those skills. The course will begin with a description of the design process and the use of drawing as a design tool. The bulk of the quarter will be spent learning about Construction Documents which will consist of developing a set of working drawings for construction of a selected project.

The structure of the class is a studio which means that you will be expected to produce work during this time period. You must be prepared and have all equipment needed to produce work at every class.

### **INDES 280 COURSE CONTENT**

- ∞ Lectures and demonstrations within the design studio environment
- ∞ Student presentations of Design Projects
- ∞ Project #1 -Construction Drawing Set

### **INDES 280 REQUIRED SUPPLIES**

- ∞ 24" x 36" Bond paper- either sheet or roll
- ∞ 18" Roll tracing paper
- ∞ Pen, Pencils, Markers, etc
- ∞ Architectural Scale
- ∞ Printing/ Plotting as required

1. Demonstrate an understanding of the basic sequence of a set of working drawings.
2. Demonstrate an understanding that design solutions affect and are impacted by construction systems and methods.

### **OUTCOMES FOR INDES 280 CONTRACT DOCUMENTS AFTER SUCCESSFUL COMPLETION OF INDES 280 STUDENT WORK WILL**

1. Demonstrate an understanding and improvement of clear, concise and correct graphic communication. (i.e. hand lettering and drafting and/or CAD to draw, for example, an accurate dimension plan.)
- 2.. Demonstrate the ability to organize, generate and complete a set of working drawings for a selected project.
3. Demonstrate the ability to create a professional title block.
4. Demonstrate the ability to plan and draw a title page.
5. Demonstrate the ability to draw a clear, concise and correct demolition plan.
6. Demonstrate the ability to draw a clear, concise and correct dimension plan.
7. Demonstrate the ability to draw a clear, concise and correct electrical, telephone and data location plan.
8. Demonstrate the ability to draw a clear, concise and correct reflected ceiling plan.
9. Demonstrate the ability to draw clear, concise and correct elevations.
- 10.. Demonstrate the ability to draw clear, concise and correct construction sections and details.
11. Demonstrate the ability to draw a clear, concise and correct cabinet, finish, flooring, etc., sections and details.
12. Organize and write specifications for various building materials and finishes.

## **CIDA SYLLABUS STATEMENT:**

Bellevue College Interior Design Department reserves the right to collect and keep student work as a part of our ongoing program development and accreditation requirements. Effective fall quarter 2010, faculty will retain selected student work in all courses within the Interior Design curriculum in order to prepare for our next CIDA site visit.

We thank you for cooperating with the faculty, and hope you understand it is an honor to have your work held to represent our program.

Please note: Student work includes all process work, notebooks, digital images, and all finished projects from the beginning of the quarter through final projects.

Students may make arrangements with their instructors to photograph or scan their projects but the college will keep the original work. After the completion of the CIDA site visit in fall of 2012 work will be returned upon request.

## **CIDA REFERENCE**

**Standard 3. Human Behavior: The work of interior designers is informed by knowledge of behavioral science and human factors.**

Student Learning Expectations:

3c. Students must demonstrate the ability to select, interpret, and apply appropriate anthropometric data.

**Standard 6. Communications: Entry-level interior designers are effective communicators.**

Student Learning Expectations:

6e. Students are able to produce competent contract documents including coordinated drawings, schedules appropriate to project size and scope and sufficiently extensive to show how design solutions and interior construction are related.

**Standard 11. Furniture, Equipment and Finish Materials: Entry-level interior designers select and specify furniture, fixtures, equipment, and finish materials in interior spaces.**

Student Learning Expectations:

Students have an awareness of:

11a. A broad range of materials and products.

11b. Typical Fabrication and installation methods, and maintenance requirements.

**Standard 13. Interior Construction and Building Systems: Entry-level interior designers have knowledge of interior construction and building systems.**

Student Learning Expectations:

13g. Students are able to read and interpret construction drawings and documents.

**Standard 14. Regulations: Entry-level interior designers use laws, codes, standards, and guidelines that impact the design of interior spaces.**

Student Learning Expectations:

Student work demonstrates understanding of laws, codes, standards, and guidelines that impact fire and life safety, including:

14c. Compartmentalization: fire separation and smoke containment.

14e. Detection: active devices that alert occupants including smoke/heat detectors and alarm systems.

14f. Suppression: devices used to extinguish flames including sprinklers, standpipes, fire hose cabinets, extinguishers, etc.

Students select and apply appropriate:

14h. Standards.

## INDES 280 GRADING

Each student will come to the class with a certain skill set. Hopefully you will leave with a considerably larger one. Quality of work and grading is not gauged according to other students, rather it is determined from the individual skill sets of each student. I will however gauge the amount of effort and participation a student shows against other students, so in a sense you are competing against others for 20% of your grade.

Your final grade in this class will be calculated based on the percentages and numerical values listed below. I will grade each assignment based on outlined project requirements and return it to you in a timely manner as a record of your status in the class. I will hold the grading of attendance, effort and class participation until the end of the quarter to allow for an overall perspective.

Work is to be turned in on time, as scheduled. Late work will not be accepted, graded or commented on. If you have a conflict with any deadline contact me as soon as possible so that we can find a resolution to the problem, usually I will ask that your project be submitted ahead.

### **- LATE WORK WILL NOT BE ACCEPTED - GRADED OR COMMENTED ON - - NO EXCEPTIONS -**

If you have any questions or concerns about your grades, please see me as soon as possible. Please be aware that simply attending class and completing the required assignments will not entitle you to an "A" in this class. Doing what is required of you is not outstanding, it is satisfactory and will thus entitle you to a "C" in this class. If you have any questions, please review the grading policy of the school at: [http://bellevuecollege.edu/policies/3/3000\\_Grading.asp](http://bellevuecollege.edu/policies/3/3000_Grading.asp)

An "Incomplete" grade may be awarded only in cases where extenuating circumstances have prevented the student from completing no more than one of the projects or tests for the quarter. To be eligible for an "I" grade, the student must have prior approval of the instructor. Questions about grades, including an approximation of the letter grade earned to date, will be welcomed at any time during the quarter.

Evaluation of assignments will be based upon several criteria:

- Completion of requirements
- Understanding and application of concepts
- Neatness and presentation quality
- Other specifics particular to individual projects

### **ATTENDANCE, EFFORT AND CLASS PARTICIPATION DRAWINGS**

**20%  
80%**

Title Block	10 Points
Dimensioned Floor Plans	30 Points
Reflected Ceiling Plans	30 Points
Electrical, Data-Communications	20 Points
Door & Window Schedules	10 Points
Finish Plans	20 Points
Interior Elevations	30 Points
Building Sections	30 Points
Vertical Circulation	20 Points
Partition Types (or Finish Schedule, TBD)	20 Points
Details	30 Points
Title Page	10 Points
75% Progress Check Set	40 Points
Revised Set Final Project	50 Points
<b>Total Possible Points</b>	<b>350 Points</b>

**NUMERIC GRADE SCALE:**

100 - 94	= A
93 - 90	= A-
89 - 87	= B+
86 - 83	= B
82 - 80	= B-
79 - 77	= C+
76 - 73	= C
72 - 70	= C-
69 - 60	= D
0 - 59	= F

**ACADEMIC HONESTY**

The principle of academic honesty underlies all that we do and applies to all courses at Bellevue College. One kind of academic dishonesty is plagiarism, which may take many forms, including, but not limited to, using a paper written by someone else, using printed sources word-for-word without proper documentation, and paraphrasing or summarizing the ideas of others without acknowledging the source as well as submitting work from a prior class. Plagiarism can also occur when non-written ideas are taken without documentation—using someone else’s design or performance idea, for example. In short, plagiarism amounts to intellectual theft – whether or not it was your intention to steal.

Participating in academic dishonesty in any way will result in severe penalties. Dishonestly produced papers and documents automatically receive a grade of “F” without the possibility of make-up. The Dean of Student Services will also be notified of such conduct.

Individual instructors will clarify documentation requirements for specific requirements. If you have any doubts as to whether you are documenting properly, do not hesitate to contact your instructor.

**INDES 280 STUDIO REQUIREMENTS**

This is a professional program that demands a professional attitude. Your attendance is mandatory. Attendance will be taken at the beginning of class with a sign-in sheet; I will use this list as a way to track attendance and as a "first in-first out" desk critic review system. You should be on time for class, as it shows respect for yourself and fellow classmates. Later in the quarter, if you choose not to review your progress with me, you must still sign in on the list and simply note "no talk" next to your name.

**- LATE WORK WILL NOT BE ACCEPTED - GRADED OR COMMENTED ON -  
- NO EXCEPTIONS -**

You should be prepared to present your work at the beginning of every class, your participation in class is required, you all have opinions and I wish to hear them. There are no wrong questions or wrong answers in this class. If you do not understand an assignment, concept or method, it is *your* responsibility to let me know. If you wish to make an appointment to talk with me outside of class, please see me at the beginning or end of class or e-mail me.

In order for your work to communicate your true intentions it is vital that you bring a complete concept to class each week -whether or not the whole of the project is finished. Your work must be well thought out and appear neat and professional. Good craft is critical.

You will be working in the BC computer lab using the PC's, software, various scanners and printers. **I AM NOT RESPONSIBLE FOR ANY EQUIPMENT WHICH IS NOT WORKING OR MALFUNCTIONING.** If you choose to use the printers and scanners you must do so at your own risk- be aware of the equipment and supplies before a project is due. I will not accept late work due to equipment or supply limitations.

Anyone dropping this course beyond the time allowed by the college will receive a failing grade and will have to repeat the course at a future time. This is to save everyone wasted time and effort. This is a studio course, and therefore very time and labor intensive. Please be realistic about your class scheduling.

Please be aware of and review all other requirements for both the Arts and Humanities Division and Bellevue College found online at: <http://bellevuecollege.edu/artshum/policy.html>

**ACCOMMODATIONS**

“Students with disabilities who have accommodation needs are required to meet with the Director of the Disability Resource Center, room B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. In addition, students who require accommodation in classes must review those requirements with each instructor during the first week of the quarter.”

If you require accommodation on a documented disability, emergency medical information to share, or need special arrangements in case of emergency evacuation, please make an appointment with DRC (Disability Resource Center) as soon as possible.

If you would like to inquire about becoming a DRC student you may call 425.564.2498 or go in person to the DRC reception area in the Student Services Building.

## **REQUIRED TEXTS**

Materials, Structures, and Standards: all the details architects need to know but can never find  
Julia McMorrough, published by Rockport Publishers  
ISBN 1-59253-193-8  
Available through: [www.amazon.com](http://www.amazon.com)

Building Construction Illustrated  
Frank Ching, Van Nostrand Reinhold, Co., Publisher  
Available through: [www.amazon.com](http://www.amazon.com)

## **SUGGESTED REFERENCES**

Construction Drawings and Details for Interiors  
W. Otto Kilmer & Rosemary Kilmer

Architectural Drafting  
R.M. Brayton, C.W. Hunsucker & L. R. Knapp, Seneca Publishing

Working Drawing Handbook  
Robert C. McHugh, Van Nostrand Reinhold Co., Publisher

Architectural Graphic Standards  
C. Ramsey & H. Sleeper; John Wiley & Sons, Publisher

Interior Graphic and Design Standards  
S.C. Reznikoff, Watson Guphill Publications.

## **CONTRACT DOCUMENT SET**

The bulk of the quarter will be focused on producing a complete contract document set which will include: a construction drawing set and an outline specifications booklet for your design project. Through weekly lectures, you will gain an understanding of what is required of both the drawing set and the specification booklet. You will be required to produce the drawings using AutoCAD software and submit all work as 24" x 36" hard copy plotted drawings- no digital files- no exceptions.

The final project will include (at least) the following drawings as part of the complete contract document set:

- Title Block
- Title Page
- Dimensioned Floor Plans
- Dimensioned Reflected Ceiling Plans
- Dimensioned Electrical, Data-Communication Plans
- Dimensioned Finish Plans
- Door Schedules
- Window Schedules
- Interior Elevations
- Finish Schedule (or Partition Types, TBD)
- Building Sections
- Vertical Circulation
- Details

Quantities of each drawing type may vary based on individual student project requirements.

### **BLUE CARDS:**

If you are trying to register for a class and it is full, you will need a blue card. If you are trying to register a time conflict class, IE an overlap of any time in your schedule, you need a blue card.

Blue cards can be obtained at the Division office R-230. For online classes, the student must complete the online blue card request. Found here: <http://bellevuecollege.edu/services/bluecard.asp>.

The student must have the Instructor complete the blue card with the course information and faculty, program chair or program manager signature. If you need an entry code to add the class, please refer to the Entry Code Procedure below.

### **ENTRY CODES:**

Entry Codes must be requested by email. Detailed information is required to process entry code requests:

Please refer to the Interior Design Department Website so your request is complete.

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

Certain classes offered each quarter may require entry codes if:

- It is a special topic course
- 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](mailto:indes.advisor@bellevuecollege.edu) and include:
- The course number, the class name and the item number.
- the quarter you are requesting a code for
- 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.

**Please do not call the Interior Design Program office for Entry Codes.**

### **LISTSERVE:**

To help students stay informed, the Interior Design Department has created a **listserve** -- an e-mail 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 e-mail to [id@clublists.bellevuecollege.edu](mailto:id@clublists.bellevuecollege.edu). Type the word subscribe in the subject line. Shortly afterwards you will receive an e-mail 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 e-mail 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 F" after replying to the confirmation e-mail, you can place a help request ticket through the student technology support center can set you up manually. Just go to <https://bellevuecollege.edu/STSC/> and fill out the form.

**INTERIOR DESIGN STUDENT ASSOCIATION (IDSA):** I encourage you to join the IDSA, your student organization. You can find out more about them by visiting their blogspot at: <http://idsainfo.blogspot.com>. You may also contact them at: [idsainfo@gmail.com](mailto:idsainfo@gmail.com).

**STUDENT ADVISING:** For information on Student Advising, please visit the Interior Design Department website at: <http://bellevuecollege.edu/ArtsHum/Interiordesign/>.

**DATES & DEADLINES FOR FALL QUARTER:** For important dates and enrollment deadlines for Fall Quarter please visit: <http://bellevuecollege.edu/enrollment/calendar/deadlines/#Spring-2012>

## RECOGNITION OF SYLLABUS

The syllabus is a contract between the student and instructor, establishing the learning outcomes and context, as well as the expected conduct, rights, and responsibilities of students in this class. It is important that you understand and are prepared for the learning experience ahead by understanding the syllabus contents.

Please sign below, as confirmation that you've read the syllabus and that you will discuss with the instructor any issues that you consider confusing, problematic, or open to dialogue with the entire class. If your discussion is of a personal nature, please make an appointment with me, rather than discuss it during class.

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Please print name

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Signature

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Date