

INDES 280
TUESDAY AND THURSDAY
INSTRUCTOR
LOCATION

CONTRACT DOCUMENTS STUDIO
9:30AM- 12:50PM - WINTER 2014
MICHAEL COX - michael.cox@bellevuecollege.edu
L 121

COURSE DESCRIPTION

Introduces professional applications for graphic communication skills, specifically the technical drawings used in construction. Students develop a set of construction drawings and schedules 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.

COURSE CONTENT

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

REQUIRED SUPPLIES

*18" Roll tracing paper
Pen, Pencils, Markers, etc
Architectural Scale*

PREREQUISITES:

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

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*

Building Construction Illustrated

*Frank Ching, Van Nostrand Reinhold, Co., Publisher
Available through: www.amazon.com*

SUGGESTED REFERENCES

Architectural Graphic Standards

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

Interior Graphic and Design Standards

S.C. Reznikoff, Watson Gupstill Publications.

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This is a professional program that demands a professional attitude. You should be on time for class, as it shows respect for yourself and fellow classmates. Any announcements, class changes, etc will be discussed at the beginning of class.

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 for reviews and in-class assignments. Your participation in class is required. If you do not understand an assignment, concept or method, it is your responsibility to let me know.

IF A VERBAL PRESENTATION OR IN-CLASS PROJECT IS PART OF AN ASSIGNMENT, YOU MUST BE PRESENT IN CLASS AND/OR PARTICIPATE IN THE ASSIGNMENT IN ORDER TO RECEIVE A GRADE.

NO ASSIGNMENTS WILL BE ACCEPTED IF YOU HAVE NOT PRESENTED THE WORK IN CLASS OR PARTICIPATED IN CLASS AS SCHEDULED

In order for your work to communicate your true intentions it is vital that you bring a complete concept visually illustrated 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.

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.

*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.*

*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/AHGdIns-StdntGrwth.htm>
<http://bellevuecollege.edu/artshum/policy.html>*

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 a portion of your grade.

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Your final grade in this class will be calculated based on the percentages and numerical values listed below. I will grade each assignment and return it to you in a timely manner as a record of your status in the class. We will hold the grading of effort and class participation until the end of the quarter to allow for an overall perspective. If you have any questions or concerns about your grades, please see us as soon as possible.

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 us as soon as possible so that we can find a resolution to the problem, usually we will ask that your project be submitted ahead of time.

**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

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*

Effort and class participation

20 %

Drawing Assignments

80%

<i>Title Block</i>	<i>10 Points</i>
<i>Title Sheet</i>	<i>10 Points</i>
<i>Dimensioned Floor Plans</i>	<i>30 Points</i>
<i>Reflected Ceiling Plans</i>	<i>30 Points</i>
<i>Electrical, Data-Communications</i>	<i>20 Points</i>
<i>Building Sections</i>	<i>30 points</i>
<i>Interior Elevations</i>	<i>30 points</i>
<i>Finish Plans</i>	<i>20 points</i>
<i>Finish Schedule</i>	<i>10 points</i>
<i>Door and Window Schedule</i>	<i>10 points</i>
<i>Vertical Circulation</i>	<i>30 points</i>
<i>Details</i>	<i>30 points</i>
<i>75% Progress Set</i>	<i>40 points</i>
<i>Final Project Set</i>	<i>50 points</i>

Total Possible Points

350 Points

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AFTER SUCCESSFUL
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WORK WILL

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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

Demonstrate an understanding of the basic sequence of a set of working drawings.

Demonstrate an understanding that design solutions affect and are impacted by construction systems and methods.

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.)

Demonstrate the ability to organize, generate and complete a set of working drawings for a selected project.

Demonstrate the ability to create a professional title block.

Demonstrate the ability to plan and draw a title page.

Demonstrate the ability to draw a clear, concise and correct demolition plan.

Demonstrate the ability to draw a clear, concise and correct dimension plan.

Demonstrate the ability to draw a clear, concise and correct electrical, telephone and data location plan.

Demonstrate the ability to draw a clear, concise and correct reflected ceiling plan.

Demonstrate the ability to draw clear, concise and correct elevations.

Demonstrate the ability to draw clear, concise and correct construction sections and details.

Demonstrate the ability to draw a clear, concise and correct cabinet, finish, flooring, etc., sections and details.

Organize and write specifications for various building materials and finishes.

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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.*

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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 or Revit software and submit all work as 24" x 36" hard copy plotted drawings- no digital files- no exceptions.

DOCUMENT ORGANIZATION

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

SHEET TITLE	SHEET NO.
TITLE SHEET	A0.1
FIRST FLOOR PLAN	A1.1
SECOND FLOOR PLAN	A1.2
FIRST FLOOR REFLECTED CEILING PLAN	A2.1
SECOND FLOOR REFLECTED CEILING PLAN	A2.2
FIRST FLOOR FINISH PLAN	A3.1
SECOND FLOOR FINISH PLAN	A3.2
BUILDING SECTIONS	A4.1
DOOR AND WINDOW SCHEDULES	A5.1
INTERIOR FINISH SCHEDULE(S)	A5.2
INTERIOR ELEVATIONS	A6.1
INTERIOR ELEVATIONS	A6.2
VERTICAL CIRCULATION	A7.1
VERTICAL CIRCULATION	A7.2
DETAILS	A8.1
DETAILS	A8.2
FIRST FLOOR EDC PLAN	E1.1
SECOND FLOOR EDC PLAN	E1.2

Quantities of each drawing type and number of sheets for each assignment may vary based on individual student project requirements.

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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.

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. 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.

DATES & DEADLINES FOR THIS QUARTER

*For important dates and enrollment deadlines for this quarter please visit:
<http://bellevuecollege.edu/enrollment/calendar/deadlines/#Winter-2014>*

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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.

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:

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 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 3:00 pm or on weekends may take until Tuesday to be answered.

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

STUDENT ADVISING

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

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.

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INDES 280 - Contract Documents

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ACCOMMODATIONS

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 ~~5732~~ 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

DRC has moved temporarily to the Library Media Center (D126)

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 us, rather than discuss it during class.

Please print name

Signature

Date

CONTRACT DOCUMENTS STUDIO I
9:30AM - 12:50PM

COURSE SCHEDULE

(schedule may vary according to student progress -
all changes will be announced in class)

WEEK	01	JAN 07 JAN 09	T TH	INTRODUCTION TO CLASS PRESENTATION OF 270 WORK	<i>Title Block Lecture</i> <i>Student Presentations</i>
WEEK	02	JAN 14 JAN 16	T TH	TITLE BLOCK TITLE BLOCK DUE	<i>desk reviews</i> <i>Floor Plan Lecture</i>
WEEK	03	JAN 21 JAN 23	T TH	FLOOR PLANS FLOOR PLANS DUE	<i>desk reviews</i> <i>RCP Lecture</i>
WEEK	04	JAN 28 JAN 30	T TH	REFLECTED CEILING PLANS REFLECTED CLG. PLANS DUE	<i>desk reviews</i> <i>EDC/ Finish Plan Lecture</i>
WEEK	05	FEB 04 FEB 06	T TH	EDC/ FINISH PLANS HOLIDAY NO CLASS	<i>desk reviews</i>
WEEK	06	FEB 11 FEB 13	T TH	EDC/FINISH PLANS DUE BUILDING SECTIONS	<i>Building Sections Lecture</i> <i>desk reviews</i>
WEEK	07	FEB 18 FEB 20	T TH	BUILDING SECTIONS DUE INTERIOR ELEVATIONS	<i>Interior Elevations Lecture</i> <i>desk reviews</i>
WEEK	08	FEB 25 FEB 27	T TH	INTERIOR ELEVATIONS DUE TITLE SHEET/SCHEDULES	<i>Title Sheet/Schedule Lectures</i> <i>desk reviews</i>
WEEK	09	MAR 04 MAR 06	T TH	HOLIDAY NO CLASS TITLE SHEET/SCHEDS. DUE	<i>Vertical Circulation Lecture</i>
WEEK	10	MAR 11 MAR 13	T TH	75% SET DUE VERTICAL CIRCULATION	<i>in class project,</i> <i>desk reviews</i>
WEEK	11	MAR 18 MAR 20	T TH	VERTICAL CIRCULATION DUE DETAILS	<i>Details Lecture</i> <i>desk reviews</i>
WEEK	FINAL	MAR 25 MAR 27	T TH	NO CLASS DETAILS/FINAL SET DUE	<i>work on your own</i> <i>24"x36" bound, plus pdf's</i>