

INDES 140: INTRODUCTION TO INTERIOR DESIGN**TEXTBOOK:** Interiors: an Introduction by Nielson & Taylor, 4th ed.**SCHEDULE:** Online**LAB:** L-115**LAB CODE:** Must take a tour to get the door code**INSTRUCTOR:** ALISSA SELLS**OFFICE HOURS:** Email & By Appt. Only**EMAIL:** alissa.sells@bellevuecollege.edu**PHONE:** (425) 239-0456**OFFICE:** B-100-F

INDES 140 relates design fundamentals to the study and practice of interior design. Topics include the basics of the design profession, concept development, the principles & elements of design, color, space, form, lighting, furniture, window treatments, flooring and sustainability. The class format includes assigned reading, illustrated lectures, discussions, projects, fieldtrips and quizzes. The class is open to all interested students. Prerequisites: None.

OUTCOMES FOR INDES 140 INTRODUCTION TO INTERIOR DESIGN

* *INDES 140 Course Outcomes are based on 2011 CIDA Professional Standards*

To access the 2011 CIDA Professional Standards, please go to:

<http://www.accredit-id.org/professional-standards> and click on the standards effective as of July 1, 2011.

Students participating in this course will:

- Develop the attitudes, traits and values of professional responsibility in regards to a global perspective and approach to thinking and problem solving and to understanding the contributions of interior design to contemporary society. (2b, 3a, 7a, 7g, 7h)
- Develop the attitudes, traits and values of professional responsibility in regards to the goals of an interior designer and their client and user needs. (3a, 3b, 3d)
- Experience critical, analytical and strategic thinking to solve interior design problems. (4a, 4b, 4d, 4e, 4g)
- Be exposed to a broad range of materials and products, including those used for sustainability. (2a, 11a, 14a)

After successful completion of this course, the student will:

- Demonstrate the ability to explain, with interior design vocabulary, the design process and the principles and elements of design; and apply these concepts by analyzing and solving interior design problems by successfully completing assignments and exam questions. (4a, 4b, 4d, 9a, 9c)
- Demonstrate a basic understanding of lighting and color fundamentals by successfully completing assignments and exam questions. (10a-10d, 12a)
- Demonstrate an understanding of human factors and the diversity of human needs when considering universal, accessible and environmental design by successfully completing exam questions, interacting with classmates and interacting with interior design professionals. (2a, 4b)
- Demonstrate the ability to select and apply decorative elements of interior design by completing assignments. (11b)
- Demonstrate an understanding of the basic nature of interior design, the industry's professional organizations, and the contemporary issues affecting the profession by successfully completing assignments and exam questions. (7a, 7g, 7h)

PURPOSE OF THE COURSE

- To acquaint you with the interior design profession.
- To help you decide if you want to become an Interior Designer.
- To help you analyze your own design problems.
- To help you understand the relationship of design fundamentals to the study and practice of Interior Design as a profession.

COURSE MATERIALS

This course will primarily be taught from the textbook, with supplemental material added from alternate sources as needed. Quizzes will be based on material discussed in class, including assigned reading, lectures and handouts. Class projects are designed to help you grasp and apply basic interior design principles.

INSTRUCTOR CONTACT INFORMATION

Email: The class Blackboard/Vista website includes a web-based email service. During the quarter you are enrolled in this course, please use this service for ALL email that pertains to this class. To use the site email, follow the "Mail" icon from the vertical tool bar, then use the Browse function to select the addressee. Compose your message and send it.

For emergencies during the quarter and also for after the quarter ends, my college email address is:

alissa.sells@bellevuecollege.edu

Phone: (425) 239-0456 (please leave a message if I do not answer)

Office Hours: My office hours are by phone, through email or by appointment only; please contact me directly (using our Vista Blackboard email tool) to make an appointment. Please call ahead or schedule an appointment. **I am off campus for summer quarter.**

Posting Questions: Please post all lecture and project related questions to the Discussion Board on our class site so that everyone may benefit from my answer. I guarantee that if you have a question about something, one of your classmates does too! **Students are highly encouraged to ask questions & interact with the instructor & one another online using the Discussion Board tool.**

IS ONLINE LEARNING FOR YOU?

Online INDES 140 is a good match for you if:

- You are very comfortable using computers.
- You can follow written & verbal instructions.
- You are detail oriented and self-directed.
- You are a self-starter & can multi-task.
- You aren't afraid to ask questions.
- You are a fast learner and able to understand abstract concepts.
- You are willing to interact online with your classmates and your instructor.
- You are willing to work very, very hard this quarter.
- You have 10+ hours a week to spend on this course (approximately 5 hours of lecture per week, plus reading, projects & homework)

Online INDES 140 is not a good match for you if:

- Computers make you uneasy.
- You have difficulty following directions or staying on task.
- You are not able to multi-task and stay organized.
- You do not like to ask questions when you don't understand something.
- You are not able to work independently.
- You are not willing to work really, really hard this quarter.
- You do not have 15+ hours a week to spend on this course (approximately 5 hours of lecture per week, plus reading, projects & homework).

CLASS REQUIREMENTS

As a core class in all interior design degree tracks, INDES 140 is required for all students seeking an interior design degree. This course is a prerequisite for many other courses offered in the Interior Design program. Students entering this course should be in or near their first quarter of study in the interior design program. INDES 140 also counts as a gray elective for non-majors and therefore, is also open to students not pursuing an interior design degree.

Computer skills are a **MUST!**

- Students enrolling in this online course are expected to be comfortable with basic computer functions; some advanced computer skills may be useful as well.

Late assignments will not be accepted without approval from instructor.

- If you are experiencing an emergency that prevents you from turning in your work, it is your responsibility to notify me ASAP to make an alternate arrangement. Assignments are due by the due date and time designated in the assignments tool and/or on the project sheets.
- Instructor may drop project grade by one letter grade (i.e. A becomes an A-) due to late submission.
- You must contact me for permission to submit & receive credit for a late assignment.

PROFESSIONAL PRESENTATION & NEATNESS COUNT!

- All work must be neat and organized with great attention paid to workmanship and details. Points will be deducted for messiness.

It is your responsibility to let me know if you need extra help understanding a concept or assignment.

- Anyone struggling with this course should contact me as soon as possible for a little extra help.

This is not a fluff class, expect to work VERY hard this quarter, to have fun & to learn a lot!

You'll get out of it what you put into it! ☺

Summer Students Only: This is a 7 ½ week summer quarter class and you will be expected to cover the same amount of material & complete the same amount of work as in a regular 11 ½ week quarter.

CLASS WEBSITE

To log in to our class website, go to <http://vista.bellevuecollege.edu>. Enter your student number as your username and your birth date (MMDDYY) to access your main screen. You should run the Browser Check located in the upper right hand corner of the main Vista screen before you enter the class site. The class site should appear as a link on the main page. Click on the link to enter the class site. The site will be used to post announcements, messages and assignments, as well as supplemental course materials.

Occasionally, Vista experiences technical problems that can block you from accessing the site for a few minutes or up to a few hours. If you cannot access the site, check back later. Most technical problems can be resolved by consulting the **Student Help Desk** through the main college homepage through your student myBC account. In the event you experience technical problems at a critical time (i.e. while taking a quiz or trying to submit a project), please **DO NOT PANIC**. Simply email or call me and explain the details of your situation. If it is late, please go to bed (for your own sanity) instead of staying up all night. Whatever it is, we can work it out in the morning! ☺

LECTURES

All lectures will be posted to the class site in learning modules organized by topic. Please review **ALL** audio lecture materials and complete assigned readings **BEFORE** attempting to complete assigned projects. Students are encouraged to complete the lectures in the specified order. Students may be required to complete more than one module per week. Please consult the Syllabus, Course Calendar tool or the Assignments tool for specific due dates.

All audio/visual lecture materials may be accessed through links within each module. The audio lectures are synched with PowerPoint materials so that you may listen and follow along at your own pace. Start and stop me at your convenience or download me to your iPod and listen on the go.

Downloading & printing the lecture materials is OPTIONAL, but viewing the audio/visual files is REQUIRED.

Because the audio recordings were made at varying times, some items mentioned may not always apply to the current quarter. Always refer to the information posted to our class site for specific course details & due dates. **Be sure to ask questions on the Discussion Board if you are confused by anything. Questions concerning grades or private matters should be emailed directly to the instructor through the Vista class site email tool.**

GRADING

* Grades are based on a percentage of points accumulated during the quarter.

LETTER GRADE	PERCENTAGE	POINT TOTAL
A	94% – 100%	282 – 300
A-	90% – 93%	270 – 281
B+	87% – 89%	261 – 269
B	84% – 86%	252 – 260
B-	80% – 83%	240 – 251
C+	77% – 79%	231 – 239
C	74% – 76%	222 – 232
C-	70% – 73%	210 – 221
D+	67% – 69%	201 – 209
D	64% – 66%	192 – 200
D-	60% – 63%	180 – 191
F	Below 60%	Below 180

No incomplete grades will be given at the end of the quarter.

INDES 140 is an exit requirement for graduation for all interior design track degree seekers. Graduation will be denied until you pass this course with a C- or better.

INDES 140 is also a prerequisite for other interior Design classes. Enrollment in those courses having INDES 140 as a prereq will be denied until this course is passed with a C- or better.

Total Points Available: 300

(175 points total for projects, 100 points total for quizzes & 25 points for participation activities)

Please see Assignments tool for a complete listing of projects, due date and assigned point values.

It is your responsibility to contact me if you get behind in class, have extenuating circumstances or require extra help with class materials or projects.

WITHDRAWING FROM THE COURSE

Should you choose to withdraw from this class at any point, please make sure you are aware of the add/drop deadlines for the quarter. Failure to properly withdraw from the course will result in the issue of a failing grade if your name still appears on the grade roster at the end of the quarter.

REQUIRED TEXT & SUPPLIES (Approximate cost including book is about \$300)

Materials that you will need to complete this class include:

- Access to a functioning computer with internet access. **(students may use the computers in the N-building computer lab)**
- Access to word processing software and a printer.
- Access to PowerPoint or other software of your choice for completing homework assignments electronically.
- Transportation to required independent fieldtrips & optional class fieldtrips.
- Assignment materials like specialty papers, foam-core, mat board, glues/adhesives, cutting tools & magazine or digital images **if** submitting in hardcopy. **(hardcopy submissions accepted by mail only during summer)**
- Assignment materials like wood, tile, paint, glass, metal, carpet & fabric samples **if** submitting in hardcopy.
- Miscellaneous office supplies, spiral binding, Artfolios, cutting tools, paper & glue **if** submitting in hardcopy.
- Green plastic furniture template available in the BC Student Art Store located in the C building.
- Color Wheel available in the BC Student Art Store located in the C building is optional.

FYI...The student interior design lab in L-115 offers students free access to many interior design project materials. You may choose to gather images of your materials from the internet rather than trying to collect physical samples. If you choose to create hardcopy projects, the cost of your supplies will be higher. If you choose to submit your projects electronically (i.e. in PowerPoint or PDF), you will not need all of the physical supplies (paper, glue, etc.) listed above. Your costs will also be lower if you decide to submit your work electronically in PowerPoint or PDF. See supply list in Getting Started module under Syllabus & More.

Additional materials that you may need to complete this class include:

- Access to BC's on campus Student Design Lab in L-115. **(see notes above & below)**
- Mailing envelopes, postage & return postage **if** you choose to submit projects via mail.
- Access to a digital camera **if** you choose to submit photos of hardcopy projects electronically instead of submitting the actual physical board to my office drop box.
- Access to a scanner for scanning sketching assignments for electronic submission.
- Access to a copy store like FedEx/Kinko's for binding hardcopy notebook submissions **if** submitting a hardcopy.
- One or more CD disks for project submission **if** you are submitting files via mail.
- An X-acto knife and blades, a paper cutter or a rotary cutter for cutting samples for hardcopy projects.

Student Design Lab (you must take a lab tour to get the lab door code)

Free project materials (wood, paint samples, fabrics, tile, wallpaper, carpet etc.) are available on campus in the Student Design Lab located in L-115. Please take advantage of the student lab if you live near campus. The lab is open daily M-F from 9:00 AM -5:00 PM. The lab is closed on all official school holidays. Please clean up after yourselves.

You will need the door code to enter the lab. To receive a door code you must take a lab tour. Lab tours must be completed by the 3rd week of the quarter, or you will not receive a tour or a door code. Please contact Cheryl Ford at cford@bellevuecollege.edu to schedule a tour.

Other Materials Sources

Please be resourceful, especially if you do not live near campus. Many local interior design sources are more than happy to donate discontinued samples to students. You may want to call ahead to make the best use of your time. Home Depot & Lowe's also have free paint samples and laminates as well as other small items that can be purchased like single tiles, drawer pulls/knobs and woven wood blind samples. Framing stores often have small leftover pieces that make great wood finish samples.

PROJECTS

You will be assigned several major projects this quarter and a few minor participation exercises. Students cannot pass this course without completing all assigned homework.

Each project will be explained either within the audio lecture of the corresponding materials and/or in an audio lecture of its own. Please listen to each of these files & review the project sheet BEFORE attempting your homework.

Project examples may be found under the Projects icon on the class home page.

To find them:

- Click on the Projects & PowerPoints icon.
- Click on Project Examples.
- Click on the project PowerPoint lecture you want to review **OR** click on a link under the Digital Projects heading to view actual completed projects from previous quarters.
- All project example files are in PDF format and you will need the most current version of Adobe to open them.

Please see the individual project sheets in the Assignments tool for detailed project instructions & due dates. Please see the Calendar tool for project due dates. Some project information may also be accessed within the module it is assigned. Please see Submission Requirements in the Syllabus & More section of the Getting Started module for additional submission options and instructions.

Project submission will be by mail, by electronic drop box through the Assignments tool on our Vista class site and/or by on-site campus drop-off to the drop box in my office lobby. **(Sorry, there is no hardcopy drop-off for summer quarter. Hardcopy submissions accepted by mail only during summer.)** Electronic submissions are the least expensive and easiest way to submit your projects, assuming you have an adequate level of computer skills to do so. Hardcopy submission is a more expensive option because of the actual project materials required, but is a great way to begin honing your hands-on presentation skills. You may also choose to submit photos of hardcopy projects through the assignments tool.

MISCELLANEOUS

Please Read

Student Procedures and Expectations at <http://bellevuecollege.edu/artshum/studentinfo.asp>.

Accommodations

If you require accommodations based on a documented disability, have emergency medical information to share, or need special arrangements in case of an emergency evacuation; please let me know as soon as possible. If you would like to inquire about becoming a DRC student, please call (425) 564-2498 or go to the Disability Resource Center in room B-132.

Writing Skills

If you need help with your writing skills, please make use of the Writing Lab in D-221 or call (425) 564-2493 for more information. Please go to them early, not the hour before your paper is due!

Posting Course Documents

When appropriate, the instructor may post course info, course documents and/or additional course information to the class Vista site using the Announcements tool or the Discussion Board. It is the responsibility of each student to access and read any and all postings made by the instructor. Students should also read discussion postings made by classmates.

Changes

The instructor reserves the right to make additions and/or corrections to the course content and the course syllabus as needed throughout the quarter. All changes will be posted in the Announcements section or Discussion Board section of our class site.

Acknowledgement of Syllabus

Each student is required to submit an Acknowledgment of Syllabus through the Assignments tool.

Class Evaluation

During the quarter, you will receive instructions on providing online feedback about this course. This evaluation will only take a few moments of your time and is required of you by the college. Please let me know if you have any questions about this class requirement.

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CIDA 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.

Student Email Accounts

All Bellevue College students are required to have active a Bellevue College student email account.

CLASS SCHEDULE

WEEK	DATE	DUE DATES	DISCUSSION	ASSIGNMENTS
1	Jun 27 th	Please see assignments tool or course calendar tool on Vista class site for project due dates.	Getting Started Module Module 1 CH 1 Process & Profession	Reading Module 1 ✓ Read CH 1 Assignments ✓ Sign-Up for Lab Tours ✓ #1 Design Awareness Reports ✓ Syllabus Acknowledgement ✓ Post an Introduction ✓ #7A ✓ #7B Design Statements
			Module 2 CH 3 Principles & Elements	Reading Module 2 ✓ Read CH 3 Assignments ✓ #2 P & E Notebook
2	Jun. 4th		Module 3 Concept, Theme & Style	Reading Module 3 ✓ No Reading ✓ Optional CH 15 Assignments ✓ # 4 Concept Boards ✓ #7C Concept Titles
			Module 4 CH 5 Lighting	Reading Module 4 ✓ Read CH 5
3	Jul 11th		Module 5 CH 4 Color	Reading Module 5 ✓ Read CH 4
			Module 6 CH 13 Fabrics	Reading Module 6 ✓ Read CH 13 Assignments ✓ # 3 Color Notebooks ✓ Work on Review Sheet
4	Jul 18th		Module 7 CH 7 Floor Plans & Bldg. Systems CH 10 Architectural Details MIDTERM OPENS AT 8:00 AM ON 7/18	Reading Module 7 ✓ Read CH 7 & 10 Assignments ✓ # 5 Style Board ✓ Architectural Detail Sketch
			Module 8 CH 9 Furniture Construction Ch 8 Furniture Arrangement CH 6 Space Planning	Reading Module 8 ✓ Read CH 9 ✓ Read CH 8 ✓ Read CH 6 Assignments ✓ Practice Space Plan ✓ #7 Final Projects

5	Jul 25th		Module 9 CH 11 Walls MIDTERM CLOSSES AT 11:59 PM ON 7/25	Reading Module 9 ✓ Read CH 11 ✓ Review CH 10 if needed
			Module 10 CH 11 Window Treatments	Reading Module 10 ✓ Read CH 11 ✓ Review CH 10 if needed Assignments ✓ Window Treatment Sketches
			Module 11 CH 12 Flooring	Reading Module 11 ✓ CH 12
6	Aug 1st		Module 12 CH 2 Universal Design CH 2 Green Design FINAL QUIZ OPENS ON 8/4	Reading Module 12 ✓ Read CH 2 Assignments ✓ Work on Final Projects ✓ Work on Review Sheet
7	Aug 8th			Reading ✓ No reading Assignments ✓ Study for quiz! ✓ Work on Review Sheet
	Aug 11th		LAST DAY TO TAKE FINAL QUIZ CLOSSES AT 11:59 PM	

Congratulations...you survived the quarter!!!!