

Instructor: Emma Holmstedt  
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Room: L110 T/TH 630pm – 950pm

Office Hours: 6pm – 630pm / Rm L110  
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### COURSE DESCRIPTION

Introduces graphic tools and techniques, as well as engaging conventions within the classroom used for effective visual communication in design. Students will apply design principles and theories as they develop skills in architectural drafting and basic perspective drawing skills.

### COURSE OUTCOMES

After successful completion, student will be able to:

- Successfully employ the elements and principles of Design
- Demonstrate the ability to both define and organize space and form
- Develop the ability to apply functional requirements to three dimensional space and form
- Continue to develop visual communication skills, architectural conventions and their application to interior design and related professions.
- Demonstrate the ability to produce drafted lines with appropriate line weights, thickness, opacity, and precision by drawing with correct graphic communications, an accurate dimension plan, elevation
- Demonstrate the ability to produce freehand lines with appropriate line weights, thickness, opacity, and precision to present space plans, elevations, and other conceptual sketches
- Demonstrate competent design development skills in the ability to manipulate space using plans, elevations, sketches and study models
- Demonstrate the ability to produce three-dimensional models both in digital and physical form.
- Demonstrate the ability to apply universal and accessible design strategies
- Constructively and objectively critique your own and others' work as a method of continuous quality improvement
- Practice effective professional design practices of group communication and collaborative learning
- Improve design abilities through an iterative process of group presentations, feedback, and continuous improvement
- Present and defend your design ideas in group critiques and individual consultations with the instructor

## CLASS OUTLINE

### FORM AND SPACE

- Critical relationships
- Scale
- Composition
- Massing
- Materials and Construction

### FUNCTION

- Define design concept
- Define Program
- Identify client needs
- Site limitations
- Constructability
- Ordering Systems
- Accessibility
- ADA Requirements
- Universal Design
- Circulation
- Navigation

### GRAPHIC REPRESENTATION

- Advanced Drafting Techniques
- Orthographic
- Paraline Perspective
- Renderings
- Communicate conceptual ideas graphically
- Three-Dimension modeling software introduction
- Physical modeling techniques

## BOOKS AND MATERIALS REQUIRED

**BOOK:** "The Architecture Reference & Specification Book: Everything Architects Need to Know Every Day" by Julia McMorrough

**DAILY:** Drafting supplies, including pens, pencils, markers etc.  
Scale, drawing paper, trace paper

**WHEN REQUIRED:** Model making Materials -foam core, chipboard, glue, xacto or box knife etc.  
Compass, French curve, drafting tools, & SketchUp will be used.

## SUGGESTED REFERENCES

- "COLOR, SPACE, STYLE" by: Chris Grimley & Mimi Love
- "ARCHITECTURAL GRAPHIC STANDARDS" by: C. Ramsey & H. Sleeper
- "INTERIOR DESIGN ILLUSTRATED" by: Francis Ching
- "HUMAN DIMENSION & INTERIOR SPACE" by: Julius Panero & Martin Zelnik
- "MODELMAKING" by: Martha Sutherland
- "INTERIORS, AN INTRODUCTION" Nielson and Taylor

## 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.

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. Work is to be turned in on time, as scheduled. **IF YOU HAVE A CONFLICT WITH ANY DEADLINE, I ASK THAT YOUR PROJECT BE SUBMITTED AHEAD OF TIME.**

LATE WORK WILL NOT BE ACCEPTED UNLESS ARRANGED WITH YOUR INSTRUCTOR AHEAD OF THE DUE DATE.

THERE WILL BE A FULL LETTER GRADE DEDUCTION FOR LATE WORK.

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. If you have any questions, please review the [grading policy](#) of the school.

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.

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  
< 59 = F

## MYBC – CANVAS – BC E-MAIL

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, visit the [Student Help Desk](#) on the Service Desk web site.

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 student ITS Service Desk web site.

You are required to upload all of your work to [CANVAS](#) – visit the student ITS Service Desk web site if you have any questions.

## CLASSROOM LEARNING ATMOSPHERE

### ▪ INSTRUCTOR'S EXPECTATION

This studio will explore the idea of a living within the built environment. We will deal with many “real world” scenarios which are common to the design profession. Your work will deal with code compliance, real users and real conditions. You will be asked to bring a considerable amount of self-motivation to this studio. 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.

You should be prepared to present your work at the beginning of every class, your participation in class is required. 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.

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

Please be aware of and review all other requirements for both the Arts and Humanities Division and Bellevue College found online on the Arts & Humanities web site under [Student Information](#).

Please view both:

1. [Student Procedures & Expectations](#)
2. [Arts & Humanities Commitment to Student Growth and Development](#)

### AFFIRMATION OF INCLUSION

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.

### RELIGIOUS HOLIDAYS

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

## COLLEGE ANTI-DISCRIMINATION STATEMENT

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates

## CONFIDENTIALITY AND MANDATORY REPORTING

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found on the [Title IX web site](#).

For further information and contacts, please consult [COLLEGE ANTI-DISCRIMINATION STATEMENTS](#).

## STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College.

**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, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the [Student Code of Conduct](#).

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. Cheating, stealing, and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. 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, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the [Student Code of Conduct](#).

## 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 primary instructor 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 the [DRC website](#) for application information into our program and other helpful links.

## DISABILITY RESOURCE CENTER (DRC)

The Disability Resource Center serves students with disabilities. A disability includes any physical or mental impairment that substantially limits one or more major life activities. Common disabilities include physical, neurological (e.g. Autism, ADD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access to programs, activities, and services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact Autism Spectrum Navigators (ASN). Email and phone number is on the [ASN web page](#). ASN is located in the Library Media Center in D125.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by B132, calling our desk at 425-564-2498, emailing [drc@bellevuecollege.edu](mailto:drc@bellevuecollege.edu), and Deaf students can reach us by Skype (account name DRCatBC). For more information about the services we offer, including our Initial Access Application, visit the [DRC website](#).

## ACCESSIBILITY

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

## PUBLIC SAFETY

### ▪ PUBLIC SAFETY AND EMERGENCIES

Public Safety is located in D171 and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#).

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

IF A MAJOR EMERGENCY OCCURS, PLEASE FOLLOW THESE THREE RULES:

- 1) **Take directions from those in charge of the response** - We all need to be working together.
- 2) **Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) **In an emergency, call 911 first, then Public Safety.**

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety web page](#) for answers to your questions.

## ACADEMIC CALENDAR

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

[Enrollment Calendar](#) - On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.

[College Calendar](#) - 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

- See attachment

## 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.

PLEASE PRINT NAME:

SIGNATURE:

INSTRUCTOR:

DATE: