

INDES 280
TUESDAY - THURSDAY
INSTRUCTOR
LOCATION

CONTRACT DOCUMENTS | Fall 2017
9:30AM - 12:40PM PETER BENARCIK
L121

COURSE DESCRIPTION

Introduces professional applications for graphic communication and CADD skills, specifically the technical drawings used in construction. Students develop a set of construction drawings and specifications for a project of their own design. Prerequisite: INDES 262 and INDES 273 both with a C- or better.

COURSE CONTENT

Lectures and demonstrations within the design studio environment
Student presentations of Design Projects
Construction Drawing Set

COURSE OUTCOMES

- Produce a set of working drawings that follows established guidelines for sequence of information and industry-standard graphic conventions.*
- Demonstrate through creation of detailed and accurate construction documents the impact of construction systems and methods on interior design solutions.*
- Develop and produce clear, concise and correct graphic communication (for example: lettering and drafting an accurate dimension plan).*
- Organize, generate and complete a set of working drawings for a selected project.*
- Create a professional title block.*
- Plan and draw a title page.*
- Draw a clear, concise and correct demolition plan.*
- Draw a clear, concise and correct dimension plan.*
- Draw a clear, concise and correct electrical, telephone and data location plan.*
- Draw a clear, concise and correct reflected ceiling plan.*
- Draw clear, concise and correct elevations.*
- Draw clear, concise and correct construction sections and details.*
- 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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REQUIRED SUPPLIES

18" Roll tracing paper
Pen, Pencils, Markers, etc
Multi-Scale
Printing/ Plotting as required
Pens, pencils, markers, etc

SUGGESTED REFERENCE

Materials, Structures, Standards
Julia McMorrough
Building Codes Illustrated: A Guide to the 2015 International Building Code
Francis D. K. Ching
Architectural Graphic Standards
C. Ramsey & H. Sleeper
Interior Graphic and Design Standards
S.C. Reznikoff
Color, Space, Style
Chris Grimley & Mimi Love
Interior Design Illustrated
Francis Ching
Human Dimension & Interior Space
Julius Panero & Martin Zelnik

IMPORTANT LINKS

▪ *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: Create Email

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 Technology Help Desk

ADDITIONAL INFORMATION

All students should be aware of the many tutorial services provided by the Academic Success Center. If you need free tutorial help, please visit them in D204.

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STUDIO REQUIREMENTS

This studio will explore the content and production of construction documents. 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 will be working in the BC computer labs- using the PC's, software, various scanners and printers. 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. Be prepared NOW for when the equipment breaks- rather than trying to figure out what to do if break - which it will most likely do.

**THE INSTRUCTOR IS NOT RESPONSIBLE FOR
ANY EQUIPMENT WHICH IS NOT WORKING OR
MALFUNCTIONING.**

ALL DRAWINGS WILL BE DUE BY TO 12:40PM UNO

**LATE WORK WILL ONLY BE ACCEPTED ON THE NEXT
CLASS MEETING, WITH A 20 POINT GRADE DEDUCTION**

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. My office hours are posted on my office door, use them or loose them. 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.

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GRADING

Bellevue College utilizes a consistent, published letter grading system to reflect the student's achievements. For students who do not wish to take a course for a letter grade, an optional pass/fail grading system is available, as is the option to audit a course. The student is responsible for initiating the removal of an incomplete grade or for correcting a grade he or she believes is incorrect. Students have the right to repeat the course as described in this policy.

"A" Grades Indicate "Outstanding" Achievement

- demonstrates consistent mastery of learning outcomes for the course;*
- demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course through application of critical and creative thinking skills;*
- completes work assignments that consistently exceed requirement and that interpret and apply objectives in new, unique, or creative ways;*
- demonstrates consistent leadership in class participation activities.*

"B" Grades Indicate "High" Achievement

- demonstrates a high level of competence in learning outcomes for the course;*
- demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills;*
- completes work assignments that consistently meet most requirements;*
- contributes regularly to class participation activities.*

"C" Grades Indicate "Satisfactory" Achievement

- demonstrates a satisfactory level of competence in learning outcomes for the course;*
- demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course;*
- completes work assignments that satisfy minimum requirements for the course;*
- satisfies minimum requirements for class participation activities.*

"D" Grades Indicate "Poor" Achievement

- demonstrates minimum competence in some learning outcomes for the course;*
- completes work assignments that usually meet minimum requirements;*
- contributes inconsistently or infrequently to class participation activities.*

"F" Grades Indicate "Unsatisfactory" Achievement

- cannot demonstrate competence in many or fundamental outcomes for the course;*
- submits work assignments that frequently do not meet minimum requirements, or does not complete the assigned work;*
- does not satisfy minimum requirements for attendance or contribution to class activities. Students should be aware that the instructor determines whether the class will be evaluated using the "F" grade.*

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GRADING STRUCTURE

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Attendance, effort, class participation	15%
Ongoing drawings	50%
Final drawing submittal	35%

Evaluation of drawings will be based upon the following criteria:

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

Project Sheet	20 Points
Vertical Circulation	30 Points
Floor Plans	70 Points
Reflected Ceiling Plans	50 Points
Building Sections	30 Points
Interior Elevations	30 Points
Partition Types	20 Points
Details	50 Points

Total Points - ongoing drawings	300 points
Total Points - final drawing set	300 points
Total Points	600 points

ALL DRAWINGS WILL BE DUE BY TO 12:40PM UNO

**LATE WORK WILL ONLY BE ACCEPTED ON THE
NEXT CLASS MEETING, WITH A 20 POINT GRADE
DEDUCTION**

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 15% of your grade.

Your final grade in this class will be calculated based on the percentages and numerical values listed above. 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. If you have a conflict with any deadline, I usually ask that your project be submitted ahead of time.

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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/catalog/enroll/grades.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.

**STUDENT CODE OF CONDUCT
AND ACADEMIC HONESTY**

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 at: Student Code

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 assignments. If you have any doubts as to whether you are documenting properly, do not hesitate to consult your primary instructor.

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PUBLIC SAFETY

Public Safety is located in the D building (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.

RELIGIOUS HOLIDAY

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.

INTERIOR DESIGN

BELLEVUE COLLEGE
3000 LANDERHOLM CIRCLE SE
BELLEVUE, WA 98007-6484

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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.

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.

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 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, 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 our website at www.bellevuecollege.edu/drc.

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**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 at www.bellevuecollege.edu/titleix/.

For further information and contacts, please consult College Anti-Discrimination Statements.

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WEEK 01	SEPT 19	T	Class: Introduction Lecture: Sequence of drawings Lecture: Title block / General notes	
	SEPT 21	R	Class: Review of 273 projects Lecture: Title Block Lecture: Project Sheet	DUE: 273 PROJECT
WEEK 02	SEPT 26	T	Class: Individual desk reviews Lecture: Vertical Circulation	DUE: PROJECT SHEET
	SEPT 28	R	Class: Individual desk reviews Lecture: Vertical Circulation	
WEEK 03	OCT 03	T	Class: Individual desk reviews Lecture: Floor Plans	
	OCT 05	R	Class: Individual desk reviews Lecture: Floor Plans	DUE: VERTICAL CIRCULATION
WEEK 04	OCT 10	T	Class: Individual desk reviews Lecture: Floor Plans	
	OCT 12	R	Class: Individual desk reviews Lecture: Floor Plans	
WEEK 05	OCT 17	T	Class: Individual desk reviews Lecture: Reflected Ceiling Plans	DUE: FLOOR PLANS
	OCT 19	R	Class: Individual desk reviews Lecture: Reflected Ceiling Plans	
WEEK 06	OCT 24	T	Class: Individual desk reviews Lecture: Building Sections	DUE: REFLECTED CEILING PLANS
	OCT 26	R	Class: Individual desk reviews Lecture: Building Sections	

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WEEK 07	OCT 31 T	<i>Class: Individual desk reviews</i> <i>Lecture: Interior Elevations</i>	DUE: BUILDING SECTIONS
	NOV 02 R	<i>Class: Individual desk reviews</i> <i>Lecture: Interior Elevations</i>	
WEEK 08	NOV 07 T	<i>Class: Individual desk reviews</i> <i>Lecture: Partition Types</i>	DUE: INTERIOR ELEVATIONS
	NOV 09 R	<i>Class: Individual desk reviews</i> <i>Lecture: Partition Types</i>	
WEEK 09	NOV 14 T	<i>Class: Individual desk reviews</i> <i>Lecture: Details</i>	DUE: PARTITION TYPES
	NOV 16 R	<i>Class: Individual desk reviews</i> <i>Lecture: Details</i>	
WEEK 10	NOV 21 T	<i>Class: Individual desk reviews</i> <i>Lecture:</i>	DUE: DETAIL DRAWINGS
	NOV 23 R	NO CLASSES - THANKSGIVING	
WEEK 11	NOV 28 T	<i>Class: Individual desk reviews</i> <i>Lecture:</i>	
	NOV 30 R	FINAL DRAWING SET DUE @ 12:40PM 24" X 36" HARD COPY COMPLETE DRAWING SET IN PDF FORMAT EMAILED TO: PETER.BENARCIK@BELLEVUECOLLEGE.EDU BY 12:40PM	

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CONTRACT DOCUMENT
DRAWING SET

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FORMAT Physical printed pages 24" x 36"
CONTENT varies- refer to module for exact details
VALUE **85% of Total Grade**

The bulk of the quarter will be focused on producing a partial contract document set which will include a construction drawing set. Through weekly lectures, you will gain an understanding of what is required of the drawing set. You will be required to produce the drawings using digital software but you are free to choose which applications you feel most comfortable and productive using.

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

- Project Sheet
- Dimensioned First Floor Plan
- Dimensioned Second Floor Plan
- Dimensioned First Floor Reflected Ceiling Plan
- Dimensioned Second Floor Reflected Ceiling Plan
- Dimensioned Building Sections
- Dimensioned Interior Elevations
- Dimensioned Vertical Circulation
- Dimensioned Partition Types
- Dimensioned Details

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