

INDES 265: Design Illustration**Course Syllabus revised 09/15/18****Instructor: Christopher Butler**christopher.butler@bellevuecollege.edu

Office hours: By appointment or email

Course Time and Location: M/W 6:30 – 9:45 L116**COURSE DESCRIPTION:**

Introduces tools and techniques for illustrative graphic presentation of design ideas and products. Covers rendering and perspective drawing methods. Students practice simple and rapid illustration techniques in various media including but not necessarily graphite, ink, colored pencils, marker pens, pastels, watercolor, and collage. Topics include concept and descriptive writing and production, duplication, transfer, and mounting techniques for presentation.

Prerequisite: ART 111 and either INDES 160 or INDES 167 with a C- or better

STUDENT OUTCOMES:

Students successfully completing Design Illustration will be able to:

- Understand the purpose for visual presentation for self, peers, clients, and others, and select appropriate drawing, rendering, and labeling techniques for communication of design ideas and solutions, depending on audience and information to be conveyed
- Select appropriate mounting and display techniques for finished drawings and flat presentations, and competently execute those techniques
- Understand the purpose for, and relationship between, drawings and actual samples of color and materials, and employ several strategies for effective arrangement in presentations
- Select appropriate mounting and display techniques for samples of color, materials, and other three-dimensional presentations, and competently execute those techniques

After successful completion of Design Illustration, student work will:

1. Demonstrate the ability to rapidly visualize concepts and preliminary design ideas, and communicate them through convincing illustrations and diagrams, using mechanical perspective methods and quick, freehand sketches or visual impressions developed in sketchbook practice.
2. Produce realistic perspective projections that illustrate interior spaces and objects, using a variety of methods (e.g., projection, grids, freehand)
3. Produce realistically-rendered two- and three-dimensional drawings that depict form, detail, light, shade, shadow, texture, color, etc., using a variety of media.
4. Demonstrate, design and execute a comprehensive visual presentation of a three-dimensional concept and space.
5. Demonstrate, design and execute color and materials boards.

INDES 265: Design Illustration

RECOMMENDED TEXTS: (some available in Interior Design library):

Sketching and Rendering Interior Spaces. Drpic, Ivo (1988) ISBN 978-0823048533

Interior Design Illustrated. Scalise, Christina (2008) ISBN 978-1563675317

SUGGESTED TEXTS:

Integrated Drawing Techniques. Gordon, Robert Philip (2016) ISBN 978-1-6289-2335-3

Drawing on the Right Side of the Brain. Edwards, Betty (1999) ISBN: 0-87477-424-1

Drawing Shortcuts. 2nd Edition. Leggit, Jim (2010). ISBN: 978-0-470-43548-9

Color Drawing. 3rd Edition. Doyle, Michael, E. (2007). ISBN: 0-471-74190-6

Drawing and Designing with Confidence. Lin, Mike (1993). ISBN: 0-471-28390-8

Sketching Interiors: from traditional to digital. Ding, Suining (2011). ISBN: 978-1-56367-918-6

Design Graphics. 2nd Edition. Koenig, Peter A. (2005). ISBN: 978-0-131-13701-1

Basic Colored Pencil Techniques. Borgeson, Bet (1997). ISBN: 0-89134-736-4

Color Studies. Feisner, Edith Anderson (2001). ISBN: 1-56367-213-8

Design Drawing Experiences. Lockard, William Kirby (2000). ISBN: 0393-73041-7

Design Drawing. Lockard, William Kirby (2001). ISBN: 0393-73040-9

Interior Design Visual Presentation. Mitton, Maureen (1999). ISBN: 0-471-29259-1

The Zen of Seeing: Seeing Drawing as Meditation. Franck, Frederick (1973). ISBN: 0-394-71968-9

Art & Fear: observations on the perils and rewards of artmaking. Bayles & Orland (2001). 978-0961454739

COURSE POLICIES:

1. Late Work: *Unless otherwise announced*, projects, sketches, and other outside assignments due at the beginning of class. Late work receives two points deduction (from 4-point grading scale: see below) and if not turned in at the following class period, it will not be accepted. Absentees can have someone else turn in work for them, or make arrangements with me.
2. Side note re: Late Work: I will guarantee a letter grade of 'C' or better to anyone who turns in all the work *finished and on time* as long as a visible effort has been made to achieve quality work and meet the project objectives."

Students should carefully review each instructor's syllabus to make sure they understand the attendance policy and the consequences for missing class. In some classes, even a small number of absences (less than 20%) can affect students' grades, undermine their progress, and make it difficult to catch up. In cases of legitimate hardship, students may also request that instructors grant a "HW" (hardship withdrawal), which is a non-credit grade.

INDES 265: Design Illustration

Students with accommodations regarding attendance must actively communicate with the instructor (and consult with the DRC) about each absence to determine if the accommodation applies.

3. Office hours: I do not have an office on campus. Check with me before or after class for advice or assistance. Don't use this as a substitute for attending class unless you absolutely cannot get information by other means and your absence was unavoidable.
4. Assignments must be completed and submitted on time without exception. (See 1. Above) In the case of a serious illness or emergency situation, the student needs to contact the instructor prior to class and present his or her situation in writing if the student would like to be considered for an extension. Only in the most extenuating of *documented* situations will a request for an extension be granted.

THERE ARE NO TESTS, MAKE-UP WORK, OR TERM PAPERS. AS IN ANY CLASS, IT IS ADVISABLE TO SAVE YOUR WORK FOR PROOF OF GRADE AS WELL AS FUTURE REFERENCE; ESPECIALLY IN THIS CLASS, AS "PROCESS WORK" WILL BE FEATURED IN THE FINAL PROJECT.

Participation and evidence of project development in studio is required.

Work cannot appear on the due date without some evidence that it was done by your hand. Instructor reserves the right to refuse work not in evidence earlier.

Help with Canvas

The following places are helpful for [Students](#) .

GENERAL

This is a professional program that demands a professional attitude, which means that you need to show up on time and ready to work. Your participation in class is required. Work must be professional, well thought out, organized and neat. Always be ready to work in class. This means you must always have your supplies with you.

>>> As a creative person, please take some risk and try new ideas. Aim beyond what your comfort zone. Develop a disregard for where you believe your abilities end. Be as good as you want to be. Have fun! <<<

INDES 265: Design Illustration**SPECIFICS****1. ATTENDANCE EXPECTATIONS FOR HYBRID AND IN-PERSON CLASSES:**

Students are expected to attend all scheduled class meetings whenever possible. While attendance requirements are up to individual faculty members in the Arts & Humanities Division, active participation and regular attendance are essential to students' success.

Unless students have accommodations regarding attendance that have been approved through the [Disability Resource Center](#), they should not be absent more than 20% of the total class time scheduled. When absences go beyond 20%, instructors' policies may result in one of the following:

- Students may earn a grade of "F" for the course.
- Students may earn a lower final grade.

Students should carefully review each instructor's syllabus to make sure they understand the attendance policy and the consequences for missing class. In some classes, even a small number of absences (less than 20%) can affect students' grades, undermine their progress, and make it difficult to succeed. In cases of legitimate hardship, students may also request that instructors grant a "HW" (hardship withdrawal), which is a non-credit grade.

Students with accommodations regarding attendance must actively communicate with the instructor (and consult with the DRC) about each absence to determine if the accommodation applies.

2. LATE REGISTRATION:

Students are expected to register for courses before the first day of the quarter. If they must make changes to their schedule after that date, they have until the end of the first week to get permission from an instructor to add a class. Students who wish to add a class after the first week must provide documentation that shows why they could not register sooner, both the instructor and the dean must give their permission.

3. STUDENT COMPLAINTS:

Students have a right to express concerns about an instructor or course. Most issues can be successfully resolved by speaking with your instructor as soon as possible, rather than waiting until late in the quarter to let someone know about your concern. You can also contact the Department Chair if you prefer not to talk with your instructor. Students are expected to follow BC's [informal and formal procedures](#) for resolving academic complaints in a timely manner.

INDES 265: Design Illustration**4. BC's 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.

5. DISRUPTIVE BEHAVIOR

It is against the [Student Code of Conduct](#) for a student to disrupt others' learning opportunities. Your instructor's syllabus may identify specific behaviors that are not acceptable in their classroom. Students are responsible for following the behavioral rules laid out by their instructors. Failure to do so may result in you being referred to the Dean of Students for a conduct code violation.

6. VALUES CONFLICTS:

A liberal arts education requires that students be willing to engage with ideas and forms of expression that might conflict with their personal values. Students do not have to endorse or adopt ideas that conflict with their values, but they are expected to engage with them as part of the learning process.

Some instructors may require that you read or view required texts (books, films, music videos, art work, etc.) that may offend you. If you decline to engage with material you consider offensive, that could affect your course grade, and the

instructor is not required to give you an alternative assignment. If you have questions about this, please talk to your instructor.

7. ACADEMIC DISHONESTY

BC has a student code of conduct that forbids Academic Dishonesty. That includes the following:

- Cheating: Any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
- Plagiarism: Includes taking and using as one's own (without proper attribution) the ideas, writings or work of another person in completing an academic assignment. May also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

INDES 265: Design Illustration

- Fabrication: Includes falsifying data, information, or citations in completing an academic assignment and includes providing false or deceptive information to an instructor concerning the completion of an assignment.

Information about Bellevue College's copyright guidelines can be found at: [College Copyright Policy](#) . This link provides a good, short summary of how to avoid plagiarism:

<https://s.bellevuecollege.edu/wp/sites/161/2014/09/avoidingplagiarism.pdf>

This 22-minute video also provides a good overview of how to avoid trouble when using sources: From the college home page select SERVICES, then LIBRARY MEDIA CENTER, then DATABASES, then FILMS ON DEMAND. At their site, search by title for **PLAGIARISM 2.0: ETHICS IN THE DIGITAL AGE**.

8. ACCOMMODATIONS FOR REASONS OF FAITH OR CONSCIENCE:

Students who expect to miss classes, examinations, or any other assignments because of a 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 quarter. 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.

[Policy 2950 Accommodations for Reasons of Faith or Conscience](#)

GRADING

Your final grade will be calculated based on the percentages and numerical values listed below. **Work handed in late will be dropped one full letter grade. Except in the case described in (3) – see above - I will not accept late work more than one week after the due date or the last day of class, whichever comes first.** 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. 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

INDES 265: Design Illustration

is not outstanding: it is satisfactory and will thus entitle you to a “C” in the class. In addition, please review the grading policy of the school at:

<https://www.bellevuecollege.edu/policies/id-3000/>

Please see the course overview for a complete listing of projects and assigned point values.

Points will be totaled and grades assigned at the end of the quarter. The instructor reserves the right to adjust the student’s final grade up or down 5-15 points to reflect class participation and attendance. No incomplete grades will be given.

COURSE EVALUATION:

- Grading will be on a 4-point scale: A=4.0 A- = 3.7, B+=3.30 , B=3.0, B-=2.7, etc.
- A = Excellent, Remarkable, Exceeds Potential;
- B = Very Good, High Quality, Promising;
- C = Passable, Developing Skills, Meets Minimum Expectations;
- D = Insufficient, Lacking, Poor

Below are the approximate points per assignment or groups of assignments. This is tentative and depends on class progression:

Project Development	- 100 pts
Sketchbook Exercises	- 100 pts
Case Studies	- 200 pts
Mid-Term	- 200 pts
Final Project	- 300 pts

Help With Canvas

<https://bellevuecollege.teamdynamix.com/TDClient/KB/ArticleDet?ID=21875>

Classroom Learning Atmosphere

▪ Instructor’s Expectation

Students are expected to contribute to the discussion and activities of the class in a meaningful, positive, and productive manner.

College Anti-Discrimination Statement (Title IX)

INDES 265: Design Illustration

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.

For further information and contacts, please consult [College Anti-Discrimination Statements](#).

This 22-minute video also provides a good overview of how to avoid trouble when using sources: From the college home page select SERVICES, then LIBRARY MEDIA CENTER, then DATABASES, then FILMS ON DEMAND. At their site, search by title for **PLAGIARISM 2.0: ETHICS IN THE DIGITAL AGE**.

▪ 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 at: [Student Code](#)

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 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 may impact someone on campus with the Title IX Coordinator. 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/.

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,

INDES 265: Design Illustration

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 via this link:

<https://bellevuecollege.teamdynamix.com/TDCClient/KB/ArticleDet?ID=24665>

▪ Disability Resource Center (DRC)

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.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [Autism Spectrum Navigators](#) 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 B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is **DRCatBC** (NOTE: There is no @ sign...it is actually **DRCatBC**). Please visit our website at [Disability Resource Center](#) for application information into our program and other helpful links.

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.

INDES 265: Design Illustration

▪ Public Safety

Public Safety and Emergencies

Public Safety is located in D-171 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.

▪ Final Exam Schedule

Please reference the Final Exam Schedule to find the date and time of campus-based courses. Please see the course calendar for the dates of the final for this course.

<https://www.bellevuecollege.edu/courses/exams/>

▪ Academic Calendar

INDES 265: Design Illustration

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.

DIVISION POLICIES:

<http://www.bellevuecollege.edu/artshum/student-information/>

DEPARTMENT POLICY ABOUT KEEPING AND RETURNING WORK:

As a part of our ongoing development of the program, the Bellevue College Interior Design Department reserves the right to collect and keep student work. It should be considered a great honor to have your work held to present to other students as examples. Student work may include process work, notebooks relevant to projects, and finished projects from the beginning of the quarter through final projects. Students may make arrangements to have selected work photographed or checked out for interviews. This class includes a requirement to scan work for your final portfolio, so you will have a digital copy of the work.

1. All students can pick up their work at the beginning of the following quarter, if it's not being kept.
2. Students may *make arrangements* with the instructor ahead of time to pick up work during break.
3. Projects not picked up by the end of the 2nd week of the next term will be discarded.

STUDENT WORK COLLECTION FOR CIDA

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 Winter quarter 2018, 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 that you understand that it is an honor to have your work held to represent our program.

INDES 265: Design Illustration

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 Spring of 2019, work will be returned upon request."

INDES 265: Design Illustration**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

Date