

INDES 280 – Contract Documents

Fall 2018

T/Th, 2:30pm-5:50pm

room L121

item# 1660

credits 5

Instructor

Max Lin Ph.D., LEED AP

Contact

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Office Hours

T/TH 5:50 – 6:20 pm and by appointment

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.

Learning Outcomes

After completing this class, students should be able to:

- 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.

Required Supplies

- A notepad to take down notes from lectures, demonstrations and critiques.
- USB, other flash memory device or portable hard-drive (minimum 4 GB recommended)
- Architect's scale
- 18" Roll tracing paper
- Pen, Pencils, etc.

Suggested Reference

- Architectural Graphic Standards
C. Ramsey & H. Sleeper
- Architectural Drafting for Interior Designers
Lydia Sloan Cline
- Human Dimension & Interior Space
Julius Panero & Martin Zelnik
- Interior Design Illustrated
Francis Ching
- Interior Graphic Standards: Student Edition
Corky Binggeli

Additional Information

- There are many tutorial services provided by the Academic Success Center. If you need free tutorial help, please visit them in D204.
- 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

Class Requirements

This is a professional program that demands a **professional attitude**.

1. You should be **on time** for class, as it shows **respect** for yourself and fellow classmates.
2. Your **100% attendance** is mandatory. Consistent late arrivals will affect your overall grade. Per [Arts and Humanities Division attendance expectations for Hybrid and in-Person classes](#), miss more than 20% of the total class time scheduled (**more than 4 classes**) and you may receive an automatic “F” for the class.
3. If you do miss a class, even if excused, it is **your responsibility**, not the instructors, to find out what you missed (get a fellow student’s contact information now before you need it).
4. **Expect to spend at least 6-10 hours work outside of studio.** Arrange your schedule to take advantage of open lab times.
5. Be prepared to work during every class. Bring assigned work in progress and design materials to the studio every day the class meets and start on-going work immediately, unless a demonstration is occurring.
6. **Work is to be turned in on time. NO late work will be accepted except emergency circumstances.**
7. This course will involve **criticism**. You will be required to give and receive constructive criticism.
8. You must **be prepared** and have all equipment needed to produce work at every class.
9. Students are required to **back up** all their computer/digital files and are responsible for any lost files.
10. Please **read and obey** all posted lab use policies, and comply with all requests by Public Safety or custodial staff.
11. Be aware of the computer lab equipment and supplies before a project is due. **The instructor is not responsible for any equipment malfunctioning and/or supply limitations.**

Grading

Grades reflect overall levels of achievement in relation to the course outcomes, and are a necessary part of helping you establish personal learning goals.

Grades are assigned using descriptors from BC’s general description of achievement: http://bellevuecollege.edu/policies/3/3000_Grading.asp

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	60-69
F	<59

- Each assignment is assigned a point total. Final grade is based on the total points earned.
- No Incomplete Grades will be given.

Grade Distribution

Completion of all projects *on time* is necessary to pass the course.

The point distribution may change, depending on the assignments included, modified, or deleted during the course.

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
- Quality of work and grading is not gauged according to other students, rather it is determined from the individual skill sets of each student
- 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.
- NO LATE WORK WILL BE ACCEPTED.
- 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>

Assignments

Assignment 1: A0.0 Title Sheet	40 pts
Assignment 2: A1.0 Floor Plans	80 pts
Assignment 3: A3.0 Partition Types	40 pts
Assignment 4: A2.0 Reflected Ceiling Plans	80 pts
Assignment 5: A4.0 Stairs	50 pts
Assignment 6: A5.0 Interior Elevations	50 pts
Assignment 7: A6.0 Building Sections	50 pts
Assignment 8: A3.1 Door Schedule	50 pts
Assignment 9: A7.0 Details	60 pts
FINAL DRAWING SET	50 pts
subtotal	550 points

Professional Responsibility

attendance and participation	50 pts
subtotal	50 points

TOTAL 600 points

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. Visit the Bellevue College web site to obtain a printed version of the [Affirmation of Inclusion](#) statement.

Arts and Humanities Student Information
student procedures and expectations:

http://s.bellevuecollege.edu/wp/sites/59/2013/11/STUDENT-PROCEDURES-AND-EXPECT_march22_2016-1.pdf

Student Code of 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 Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the [Student Code of Conduct](#), available in the office of the Vice President of Student Services.

- Information about Bellevue College’s [copyright guidelines](#) can be found on the Bellevue College web site.
- If you aren’t sure what constitutes plagiarism, view the [article by Indiana University](#) that the Writing Lab site uses to aid students.

Disability Resource Center

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 asn@bellevuecollege.edu or 425.564.2764. [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 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.

Public Safety and Emergencies 425.564.2400

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](#).

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 two 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.

Please do not hesitate to call Public Safety if you feel safety questions or concerns at any time.

Final Exam Schedule

The Interior Design Department publishes a schedule of final presentations, coordinating the various courses so that all students and instructors have a reasonable opportunity to attend all presentations. All students are encouraged to attend other final presentations.

Work Release

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.

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."

Class Schedule

The instructor reserves the right to amend this schedule as the quarter progresses to best achieve the learning outcomes of the course.

WEEK ONE

9/18 Class: intro | info | course requirements | Projects

Lecture: 1. Sequence of drawings
2. Title block / General notes

9/20 Due: 273 Project

Class: 1. Review of 273 projects
2. Title Block
3. Title Sheet

WEEK TWO

9/25 Due: Assignment 1: Title Sheet – (at the beginning of the class)

Lecture: Floor Plans
Class: Individual desk reviews

9/27 Class: Individual desk reviews

WEEK THREE

10/2 Faculty Professional Development Day:
No day or evening credit classes

10/4 Class: Individual desk reviews

WEEK FOUR

10/9 Due: Assignment 2: Floor Plans – (at the beginning of the class)
Lecture: Partition Types
Class: Individual desk reviews

10/11 Class: Individual desk reviews

WEEK FIVE

10/16 Due: Assignment 3: Partition Types – (at the beginning of the class)
Lecture: Reflected Ceiling Plans
Class: Individual desk reviews

10/18 Class: Individual desk reviews

WEEK SIX

10/23 Due: Assignment 4: Reflected Ceiling Plans – (at the beginning of the class)
Lecture: Stairs
Class: Individual desk reviews

10/25 Class: Individual desk reviews

WEEK SEVEN

10/30 Due: Assignment 5: Stairs – (at the beginning of the class)

Lecture: Interior Elevations

Class: Individual desk reviews

11/1 Class: Individual desk reviews

WEEK EIGHT

11/6 Due: Assignment 6: Interior Elevations – (at the beginning of the class)

Lecture: Building Sections

Class: Individual desk reviews

11/8 Class: Individual desk reviews

WEEK NINE

11/13 Due: Assignment 7: Building Sections – (at the beginning of the class)

Lecture: Door Schedule

Class: Individual desk reviews

11/15 Class: Individual desk reviews

WEEK TEN

11/20 Due: Assignment 8: Door Schedule – (at the beginning of the class)

Lecture: Details

Class: Individual desk reviews / Assignment 9 / Final Drawing Set

11/22 HOLIDAY – Thanksgiving
College closed

WEEK ELEVEN

11/27 Class: Individual desk reviews / Assignment 9 / Final Drawing Set

11/29 Due: Assignment 9: Details – (PDF upload by the end of the class)

Class: Individual desk reviews / Assignment 9 / Final Drawing Set

FINAL

12/4 Class: Individual desk reviews / Final Drawing Set

12/6 Due: Final Drawing Set – (PDF upload by the end of the class)