

Instructor: John Passmore
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Office location: L115 | Office Hours: Tu/Th 12:00-2:30
Class Meets: Wd 12:30pm-2:20pm Room C167

COURSE INFORMATION

▪ COURSE DESCRIPTION

Focuses on methods of research primarily through the vehicle of exploration of a topic of personal interest. Students will identify an area of interest, and generate a research strategy in preparation for pursuing an individualized inquiry of interior design issues in the context of the Capstone studios. Skills learned in this course will be carried forward to INDES 471 and INDES 472.

▪ COURSE OUTCOMES

- Evaluate and apply theoretical knowledge and precedents in design research to develop a research strategy appropriate to specific interior design issues and project types.
- Research, analyze and effectively use a variety of critical, analytical, and strategic approaches in the development of an interior design concept (parti)
- Identify and implement methods for problem identification, identification of user needs, and information gathering that demonstrate a fundamental understanding of the programming process
- Demonstrate active listening skills in participatory critiques and role playing activities by accurately recording input from others and developing results-oriented research and learning goals
- Express ideas clearly in oral presentations, critiques, and interviews
- Demonstrate an understanding of the design research process for interiors by writing concept statements, goal and issue statements, performance requirements, annotated bibliographies, client profiles, interview and survey questions, and observation reports
- Identify and critically analyze the appropriateness of various site analysis criteria
- Analyze and identify codes and regulations appropriate to the development of specific types of interior spaces, for example, correctly applying codes to egress concepts
- Present a research plan and statement of intent to guide for an interiors project

▪ HOW OUTCOMES WILL BE MET

Lectures and demonstrations within the design lecture environment
Student presentations of design research
Formal and informal research reviews
Oral presentations throughout the class

▪ GRADING

Evaluation of assignments will be based upon several criteria:

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

Grading:
Attendance, effort and class participation 20 %
ASSIGNMENT 1 20%
ASSIGNMENT 2 20%
ASSIGNMENT 3 20%
ASSIGNMENT 4 20%

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.

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.

Please note that missing 20% of the class dates will result in a failing grade in this studio per BC school policy.
<http://www.bellevuecollege.edu/artshum/student-information/>

The link to the College Grading Policy is located on page 10 of the Course Catalog: [Grading Policy](#)

HELP WITH CANVAS

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

CLASSROOM LEARNING ATMOSPHERE

▪ Instructor's Expectation

ACADEMIC HONESTY

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 instructor.

COURSE REQUIREMENTS

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, 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 us know.

**IF A VERBAL PRESENTATION IS PART OF AN ASSIGNMENT, YOU MUST PRESENT IN CLASS
IN ORDER TO HAND IN THE ASSIGNMENT. THESE ASSIGNMENTS WILL BE ACCEPTED IF
YOU HAVE NOT PRESENTED THE WORK IN CLASS AS SCHEDULED**

In order for your work to communicate your true intentions it is vital that you bring a complete concept visually illustrated to class each week -whether or not the whole of the project is finished. Your work must be well thought out and appear neat and professional. Good craft and iterative development 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.

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. We 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 a portion of your grade.

Your final grade in this class will be calculated based on the percentages and numerical values listed below. We will grade each assignment and return it to you in a timely manner as a record of your

status in the class. We will hold the grading of effort and class participation until the end of the quarter to allow for an overall perspective. If you have any questions or concerns about your grades, please see us as soon as possible.

Work is to be turned in on time, as scheduled. If you have a conflict with any deadline, contact us as soon as possible so that we can find a resolution to the problem; usually we will ask that your project be submitted ahead of time.

If you have any questions or concerns about your grades, please see us 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.

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.

▪ 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 at www.bellevuecollege.edu/titleix/.

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

▪ DIVISION STATEMENTS

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: [Avoiding Plagiarism](#)

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](#)

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](#)

▪ 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.

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 and Emergencies

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.

▪ 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

Please see separate file posted on canvas.

▪ 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.

If you feel threatened or see something that may indicate trouble, please report it right away at [Report Concerns](#). We all need to help keep our campus safe for everyone.