# Contents

Welcome 3  
The Masters Programs 3  
  The MFA Program 3  
  The Advanced Professional MS/MA Program 3  
  The First Professional MS/MA Program 3  
Admission Requirements 4  
Admissions Committee 4  
Commonly Used University Numbers & Contacts 4  
Office of Graduate Studies and Graduate Orientation 5  
The FSU Card Center 6  
FSU Email Accounts 6  
Financial Aid 6  
Campus Parking 6  
COGS (Congress of Graduate Students) 6  
COGS Travel Grants 7  
Student Government Funding 7  
Graduate Student Mailboxes 7  
The Interior Design Graduate Student Blackboard Site 7  
Graduate Workspace 7  
Staying Safe 7  
Advising & Signing Up for Classes in Interior Design 7  
Graduate Course Descriptions 8  
Electives Options for Interior Design Graduate Students 10  
Department Policy on Retaining Work 10  
Computer Requirements & the Computer Lab 10  
Graduate Assistantships in Interior Design 11  
  Faculty Guides & Program-Specific Requirements 12  
  MFA students 12  
  Advanced Professional Students 12  
  First Professional Students 12  
Campus Sources for Assistance 13  
Graduate Student Committees and Board Positions 13  
Important Reminders 13  
Academic Honor Code 14  
Elective Options for Interior Design Graduate Students 15  
Map of the William B. Johnston Building Floor 1 16
WELCOME
Welcome to graduate studies in Interior Design at Florida State University. The information in this handbook is provided as a guide to the Masters Programs available in Interior Design. This handbook has been assembled to assist you, a graduate student, with questions you may have regarding the Interior Design program and is a supplement to the official Florida State University Graduate Bulletin.

The Department has assembled a challenging program of classes that we believe are the best to prepare you for practice, teaching or both. See the Director of Graduate Studies, Dr. Jill Pable, if you have questions about these programs of study. We hope your program of studies is exciting and certainly want to thank you for choosing Florida State University for your advanced studies in Interior Design. Please let us know if we can assist you in any way.

The Department of Interior Design includes faculty with expertise in a number of areas. Please take time to get to know the faculty and how they might assist you in your studies. All Master’s students will take a “Graduate Seminar: Design Issues” class in which each faculty member gives a lecture. This should be a great way to get to know that areas of interest addressed by your faculty. You can access more information regarding the faculty at the department web site located at http://interiordesign.fsu.edu/pages/people/faculty/ You can request an appointment with any faculty member by visiting them during office hours or emailing them to request an appointment.

THE MASTERS PROGRAMS
There are several different ways to earn a masters degree in Interior Design at Florida State University. The graduate programs in Interior Design offer the Master of Science, the Master of Arts, and the Master of Fine Arts degrees. The Department has programs for students with bachelor’s degrees in interior design or architecture, as well as programs for those who have degrees in other areas. Please recognize that the programs for these different groups vary greatly in course content and requirements. It is very important to know which program you have been accepted into and to follow the course of study designed for that program.

The MFA Program
The MFA program welcomes students with undergraduate majors in interior design or architecture. The Department will allow First Professional Students to petition the graduate policy committee for acceptance into the MFA program after the first two semesters of work. Only top students are admitted into the MFA program. The MFA program combines coursework and research or design research components. This program is designed to help students develop their design skills and work towards an area of expertise for practice. It is also a good choice for those that wish to start a career in teaching and research. Upon entering the program, each student will follow a program of studies that must be completed in order to graduate. Although there are a number of required classes, the MFA program allows room for electives as well. In addition to the coursework, students will also write a university thesis or complete a thesis project following the university requirements for thesis writers.

The Advanced Professional MS/MA Program
The Advanced Professional program combines coursework and research components. This program of classes is designed to help students develop their design skills and work towards an area of expertise for practice. Although there are a number of required classes, the Advanced Professional program allows room for electives as well. This is a coursework program culminating in a major design project with supporting written research and programming.

The First Professional MS/MA Program
The First Professional program is primarily a coursework/portfolio program, with a small literature review/writing component. Students in the First Professional program have bachelor’s degrees in areas other than interior design or architecture and need a large number of classes to achieve the competencies needed to be an interior designer. The First Professional program of classes is designed
to introduce students to concepts of interior design at an entry level, and then take the student incrementally further each semester. Most of the classes must be taken in sequence. We encourage students to carefully follow the program as it has been established. This track of courses fully prepares the student to enter the interior design profession and enables licensure in many states upon completion of required experience and the NCIDQ examination. All graduating First Professionals are required to participate in a final portfolio presentation. Students will make their portfolios available for review at a time specified by the graduate coordinator.

Another way to view the differences between the various master’s programs is to look at them through the perspective of how they treat knowledge and research:

<table>
<thead>
<tr>
<th>Program</th>
<th>Using foundation knowledge for design</th>
<th>Using others' knowledge as evidence for design solutions</th>
<th>Generating new evidence through original research for design or other purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First professional Master of Science</td>
<td>●</td>
<td>○</td>
<td></td>
</tr>
<tr>
<td>Advanced Professional Master of Science</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Master of Fine Arts</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>
○ = beginning understanding and application

ADMISSION REQUIREMENTS
These requirements are in place for admittance to the programs:
- A GPA of at least 3.0 on a 4.0 scale in upper division undergraduate coursework (last 60 hours) from an accredited/approved institution.
- A minimum score of 42%/149 or higher on the verbal component and minimum 32%/145 or higher on the quantitative component of the general aptitude test of the GRE. Advanced Professional and MFA applicants only: GRE requirement is waived if the GPA calculated above is 3.25 or higher.
- Three statements of recommendation from previous professional or educational contacts
- Completion of a statement of purpose questionnaire
- Interview with the Director of Graduate Studies
- Additional MFA and Advanced Professional requirement:
  - A portfolio of work from the undergraduate interior design or architecture degree
- Additional MFA requirements:
  - A writing sample

ADMISSIONS COMMITTEE
The Graduate Admissions Committee consists of the graduate coordinator and additional faculty members who serve on the Graduate Policy Committee. This committee is responsible for reviewing the applications for admission to the Department of Interior Design.

COMMONLY USED UNIVERSITY NUMBERS & CONTACTS
The FSU Website
The FSU homepage (http://www.fsu.edu) is a general navigational tool. The websites that specifically deal with student concerns are http://www.fsu.edu/current/ and http://www.studentsfirst.fsu.edu/. Please take some time to familiarize yourself with the contents
of these pages. You can register online, check your grades or unofficial transcripts, see your outstanding fees, check your financial aid, and more.

**FSU General Information:**
- Phone: (850) 644-3535
- Web Site: [http://www.fsu.edu/](http://www.fsu.edu/)

**FSU Directory Assistance:**
- Phone: (850) 644-2525

**FSU Office of Admissions:**
- Phone: (850) 644-6200
- Web Site: [http://admissions.fsu.edu/](http://admissions.fsu.edu/)

**FSU Office of Financial Aid:**
- Phone: (850) 644-5871
- Web Site: [http://www.finaid.fsu.edu](http://www.finaid.fsu.edu)

**FSU Department of Interior Design**
- Dr. Lisa Waxman, Chair, Interior Design
- Phone: (850) 644-1436
- Fax: (850) 644-3112
- Email: lwaxman@fsu.edu

*For advising and general graduate program questions:*
- Dr. Jill Pable, Director of Graduate Studies, Interior Design
- Phone: (850) 645-6831
- Fax: (850) 644-3112
- Email: jpable@fsu.edu

*For course scheduling questions:*
- David Butler
- Email: dbutler@fsu.edu

*For administration and fees questions:*
- Deb Alexander, Department Assistant, Interior Design
- Phone: (850) 644-1436
- Fax: (850) 644-3112
- Email: dlalexander@fsu.edu

**Department Web Site:** [http://interiordesign.fsu.edu/](http://interiordesign.fsu.edu/)

**Department Mailing Address:**
- Department of Interior Design
- 1038 William B. Johnston Building
- Tallahassee, Florida 32306-1231

**OFFICE OF GRADUATE STUDIES AND GRADUATE ORIENTATION**
The Office of Graduate Studies has considerable information available for incoming graduate students on its website (e.g., how to register for classes, how to get an FSU ID card, acquiring Florida residency, tuition housing and parking information, etc.). The following link to The Graduate School should lead you to the orientation link: [http://www.gradstudies.fsu.edu/](http://www.gradstudies.fsu.edu/)
THE FSU CARD CENTER
The FSU Card Center is located below the main parking deck on Woodward Street (next to the Union). You can find the card center right past the FSU bookstore. To take pictures and receive your student ID, you must visit the card center (the earlier the better). Please know in advance that there is a small fee attached upon receipt of your ID. Your 14-digit library number is located at the bottom of your student ID and begins with the numbers 206. The card center’s website is: http://www.fsucard.fsu.edu/ You will need your FSU ID card to do a lot of business on campus (including getting your parking permit) so it is highly recommend that you get your ID before you do anything else!

FSU EMAIL ACCOUNTS
You will need an FSU email account to communicate effectively with the Interior Design Department and other areas of the university community. Note it is your responsibility to check your FSU email account regularly as this is the official way the Department will contact you. You will need an FSU ID card in order to apply for your account. You may apply for your account online at http://fsu.edu/myFSU/

FINANCIAL AID
In order to formally apply for financial aid from Florida State University students must complete the following two forms: 1) Free Application for Federal Student Aid (FAFSA); 2) Florida State University application for financial aid. Both forms are available from the FSU Office of Financial Aid and online at http://www.finaid.fsu.edu/

There are various sources and types of financial assistance available to students. One may gain complete information regarding scholarships, loans and employment from the following offices:
Office of Financial Aid: (850) 644-5871 (see link above)
Star Center (Student Aid Resource Center): (850) 644-4840

CAMPUS PARKING
Your campus parking permit is included in your fees paid along with your tuition, but you will have to pick it up when you get to campus at the University Center. The University Center is the big, doughnut-shaped building surrounding the football field; it houses many administrative offices including Transportation Services. You may want to consult a campus map before you go as it can be rather confusing to find your way around the complex. For more information on what you need to get your permit, click here: http://parking.fsu.edu/

Parking on campus can be quite frustrating, especially if you don’t know where you are or where you’re going. Allow for extra time in managing school traffic and getting a parking space. Parking lots are color-coded: white for students, red (garnet) for faculty. Students are permitted to park in most faculty lots after 4:30 pm. Whenever you park, don’t forget to put your parking decal on your rearview mirror, or, if using a sticker—be sure it is in place.

There are numerous surrounding lots besides those mentioned above. Drive around and familiarize yourself with the area before school starts. Most of the time, you’ll have to walk a couple of blocks, but nothing is ever very far from anything else. Parking is always more difficult during the first two weeks of classes. Be sure to allow extra time to find a parking place and get to class on time. We advise you to walk to your car after dark with others, or call the Campus Police for an escort.

COGS (Congress of Graduate Students)
The Congress of Graduate Students (COGS) is the official representative body of all post-baccalaureate special, masters, specialist, professional, and doctoral students at the Florida State University. The COGS web site can be accessed at: http://www.fsu.edu/~sga/cogs/
COGS TRAVEL GRANTS
Contact the Congress of Graduate Students for the most accurate information on graduate travel grants. They have money available to assist students attending conferences, and even more money available if students present a paper. Refer to the COGS web site: http://www.fsu.edu/~sga/cogs/

STUDENT GOVERNMENT FUNDING
Student Government may also have funds available for graduate student travel. These funds must be requested way in advance of travel. The student government web page can be found at http://www.fsu.edu/~sga/

GRADUATE STUDENT MAILBOXES
Every graduate student in Interior Design has a mailbox in the main office of the Interior Design Department in 1038 William B. Johnston Building. Please check your mailbox at least once per week. Other than email and the blog on the Graduate Student Blackboard site, this is the best way for the Department to keep in touch with you and let you know of important upcoming events and reminders.

THE INTERIOR DESIGN GRADUATE STUDENT BLACKBOARD SITE
All graduate students are automatically enrolled in the FSU Interior Design Graduate Student Blackboard site when they begin their studies. This site can be accessed at campus.fsu.edu. There is a lot of very helpful information here that can help you with your studies:
  - Interior Design Master’s programs of study
  - Newsletters
  - Faculty bios
  - This graduate handbook
  - Examples of writing such as theses
  - Teaching assistant information/application

GRADUATE WORKSPACE
The William B. Johnston Building features several spaces specifically for graduate students. See the map at the end of this document for locations:
  - Room 1083 is the Graduate Student Studio. These are resident desks for graduate students that are kept for the term of study. There are also graduate-dedicated computers and printers in this room.
  - Room 1063 is the graduate lounge, a place to relax with comfortable seating and conference furnishings. This room is shared with grad students from Art History and Art Education. These rooms are available by card swipe, as is building access. See Deb in the main office for access to the room if it locked, and to activate your card if necessary. See Jill Pable if you have questions about the use of this room.
  - Room 1081 contains the resident desks for graduates who are teaching and research assistants. This room is available to assistants only via card swipe in order to secure grading materials.

STAYING SAFE
The William B. Johnston Building is open to graduate students 24/7 with swipe card access. In order to prevent others from entering the building who should not be there, please do not hold open doors for others. There have been incidents of vending machine break-ins and individuals sleeping in the lounge areas, and your vigilance with access will help alleviate this problem.

If you have an off-hours emergency in the building, immediately call campus police at (850) 644-1234 or 911.
If you have issues with printing or scanning, please note that staff will not be there outside of business hours. However, please inform Dr. Marlo Ransdell of the problem by emailing her at mransdell@fsu.edu.

**ADVISING & SIGNING UP FOR CLASSES IN INTERIOR DESIGN**

The Interior Design program at Florida State University is a popular major. Therefore, classes fill up fast and our Department has developed a unique method of ensuring students get the classes they need. In the spring of each year there is a designated advising and registration period conducted by the Department (usually mid-semester; listen for announcements and look for emails). Jill Pable, the Director of Graduate Studies will be available to advise students on courses and David Butler, who oversees scheduling, will be available to ensure students sign up for the appropriate section and course numbers. This will reserve your space in the class in the eyes of the Department. However, students must still register online with the university. PLEASE NOTE: Our Department will use the sign-up sheets completed by David Butler to determine who is allowed to take a course. Only students on David Butler’s list will be allowed into courses. David Butler can be reached at dbutler@fsu.edu

David Butler maintains a bulletin board in the Department that explains the scheduling of courses. This bulletin board also has ‘grab and go’ slips of paper for each program of studies so that you can take with you a copy of the courses for that semester that you must sign up for. This bulletin board is located in the Materials Library room 1022 in the William B. Johnston Building.

**GRADUATE COURSE DESCRIPTIONS**

- **IND 5005. Survey of Interior Design (5).** Foundation course. Under this course students without an undergraduate degree in interior design study the elements and principles of design, color theory, space planning, and technical skills.
- **IND 5028. Creative Problem Solving (3).** This course is designed to investigate and study the cognitive and thinking process and its application to problem solving.
- **IND 5105r. History of Interiors Seminar I (3).** Advanced study of history of interiors, furnishings, and architecture from antiquity through the Renaissance. May be repeated to a maximum of six (6) semester hours.
- **IND 5135r. History of Interiors Seminar II (3).** Prerequisite: IND 5105r. Advanced study of history of interiors, furnishings, and architecture of the 17th and 18th centuries. May be repeated to a maximum of six (6) semester hours.
- **IND 5157. Historical Restoration, Research and Documentation (3).** This seminar provides the opportunity for advanced study in research and documentation of restoration and preservation procedures, sources of antiquity and reproductions.
- **IND 5165r. History of Interiors Seminar III (3).** Prerequisite: IND 5105r, 5135r. Advanced study of the history of interiors, furnishings, and architecture of the contemporary movement from the 19th century to the present. May be repeated to a maximum of six (6) semester hours.
- **IND 5175. History of Designers (2–4).** Advanced study of the interior design profession, including research concerning past and present interior designers of note.
- **IND 5208. Design Fundamentals (3).** This course centers on the study and development of two- and three-dimensional design projects using the elements and principles of design.
- **IND 5235. Graduate Studio I (3).** Prerequisite: IND 5425 Graduate Technical Design. Advanced analysis and planning of interior environments. (Studio.)
- **IND 5236. Graduate Studio II (3).** Prerequisite: IND 5435 Graduate Studio I. Advanced comprehensive design projects.
- **IND 5257. Graduate Studio III (3).** Prerequisite: IND 5236. Graduate level studio focuses on non-residential projects in creative problem solving with emphases on programming and spatial analysis.
- **IND 5258. Graduate Studio IV (3).** Prerequisite: IND 5257. This is an advanced graduate application of the design process in the form of a large scale project involving comprehensive research and execution in metrics. Emphases are on technological presentation techniques and systematic design development from concept to construction documents.
IND 5280. Graduate Studio V. (3). This is a graduate level studio in which student-generated design projects focus on the conceptual and schematic phases of project development.

IND 5281. Graduate Studio VI. (3). This is a graduate level studio in which student-generated design projects focus on the design development phase and project documentation. Visual and verbal presentation is emphasized.

IND 5316r. Design Graphics II (1–4). Advanced studio in watercolor or other graphic techniques used in interior delineation. (Studio.) May be repeated to a maximum of eight (8) semester hours.

IND 5317. Design Graphics I (3). Advanced detailed study of graphic techniques used in interior delineation. (Studio.)


IND 5428. Materials and Methods (3). Prerequisites: IND 5235. This course offers an in-depth exploration of furnishings and finishes for interiors, focusing on the aesthetic and performance qualities of the materials typically utilized in interior spaces. Emphasis is placed on the relationship between manufacturers, interior designers, installers, and clients with regard to liabilities and product warranties.

IND 5435. Graduate Lighting Seminar (3). Detailed study of lighting and electrical plans, reflected ceiling plans, calculations, and acoustics.

IND 5476. Computer-Aided Design I (3). Prerequisites: IND 5425. This class teaches computer-aided design and drafting using AutoCAD software. Students develop an understanding of how designers and architects use computers and how AutoCAD can be applied to other types of software.

IND 5477. Computer-Aided Design II (3). Prerequisites: IND 5476. This course is an advanced computer-aided design class focusing on tools and software to aid in three-dimensional design.

IND 5479. Construction Systems (3). Prerequisites: IND 5235. This lecture course focuses on general construction techniques, terminology and sustainability. Integration of the building systems of structure, plumbing, mechanical and fire safety is emphasized.

IND 5484. Construction Documents (3) A studio course that focuses on the generation of a comprehensive set of specifications and construction drawings.

IND 5508. Professional Practices (3). Prerequisites: IND 5236. Advanced analysis and research into the theory and philosophy of professional interior design practice with emphasis on business development, management, marketing and contract administration.

IND 5526. Graduate Portfolio Review II (1). (S/U grade only.) A faculty review of all graduate student work after completion of the program. All students MUST register for this course at the same time as IND 5236. The conferring of a master’s degree in interior design is dependent upon a satisfactory grade in this review.

IND 5528. Graduate Portfolio Review I (1). (S/U grade only.) A faculty review of all graduate student work after completion of the foundation course IND 5005, or on admittance to the program if the student has an undergraduate design degree. Continuation in the degree program is dependent upon a satisfactory grade in this review.

IND 5609. Graduate Seminar: Social-Psychological Aspects of Design (3). This course is an exploration of the relationship between humans and their environment through the study of personal and social use of space, proxemics, spatial analysis, and the effects of the environment on human behavior.

IND 5622. Principles of Sustainable Design (3). This course gives students a basic introduction to the fundamentals of sustainable design in order to better understand the inter-relationships between the built environment and nature.

IND 5636. Graduate Seminar: Design Theory and Criticism (3). This course is a survey of the aesthetic, political, economic and social theories that have shaped modern design, including critical methods applied to design integral to culture and human expression.

IND 5637. Graduate Seminar: Research Methods in Design (3). This course is designed to give students a basic introduction to the fundamentals of research in interior design. Included in this course are a survey of the major types of research and an overview of what is involved in the inception, planning, and conduction of a research project.

IND 5638. Graduate Seminar: Design Issues (3). This course provides a critical appraisal of the historical, philosophical, and contemporary trends and issues in the design field.
IND 5910r. Directed Individual Study (1–3). (S/U grade only.) Student has the opportunity to pursue independent work under the direction of a faculty member. May be repeated to a maximum of twelve (12) semester hours.

IND 5911r. Supervised Research (1–5). (S/U grade only.) May be repeated to a maximum of five (5) semester hours. A maximum of three (3) semester hours may apply to the master’s degree.

IND 5930r. Special Topics in Interior Design (1–4). Topics vary from term to term. May be repeated to a maximum of eight (8) semester hours as topics vary.

IND 5944r. Field Research in Space Organization (1–8). A maximum of eight (8) semester hours may be applied toward the master’s degree. Independent study and planning of a large environment. Prospectus must be approved by the Graduate Coordinator, Interior Design Graduate Committee.

IND 5945r. Supervised Teaching (1–3). (S/U grade only.) May be repeated to a maximum of three (3) semester hours. A maximum of three (3) semester hours may apply to the master’s degree.

IND 5948r. Graduate Internship (1–3). (S/U grade only.) May be repeated to a maximum of twelve (12) semester hours.

IND 5971r. Thesis (1–6). (S/U grade only.) A minimum of six (6) semester hours credit is required.

IND 8966r. Master’s Comprehensive Examination (0). (P/F grade only.)

IND 8976r. Master’s Thesis Defense (0). (P/F grade only.)

ELECTIVES OPTIONS FOR INTERIOR DESIGN GRADUATE STUDENTS
Electives are your chance to customize your course of study to your specific goals. We suggest you choose them in advance as not all courses are offered every semester. Note electives must be 5000 level or higher for graduate credit. The MS Advanced Professional (4+1) and MFA programs have the most opportunities for electives. See the handout at the end of this manual for some ideas on electives and certificate programs. Directed Independent Studies courses on topics of students’ choosing are possible also, and require that a faculty member serve as a guide for the project outcomes.

DEPARTMENT POLICY ON RETAINING WORK
As you may know, the department is NASAD (National Association of Schools of Art and Design) and CIDA (Council for Interior Design Accreditation) accredited, and this process makes it necessary to retain examples of student work. Therefore, the department has the right to retain student work for these or for teaching or research purposes. We urge you (always) to obtain digital photographs or scans of your work for your portfolio immediately after its completion. The Department also retains the right to photodocument and show your work to others for these purposes.

COMPUTER REQUIREMENTS & THE COMPUTER LAB
Each interior design student is responsible for purchasing his or her own laptop with required software. Computer specifications change as software requirements change. The Department’s standards for laptop speed, memory and related details can be found at http://interiordesign.fsu.edu/pages/undergraduate/.

At the time of this writing these requirements are:

Hardware

• Intel Quad Core i5 or i7
• Dedicated 512 MB or higher Video Card (1GB preferred)
• 4 GB of RAM (8GB preferred)
• 250GB+ Hard Drive
• Windows 7 for 64 bit machines
• 15” screen or larger
• 1280 x 800 or higher display resolution
• 802.11n WiFi
• External mouse with at least 3 buttons

If purchasing an Apple computer, you must still meet all of the above requirements, including purchasing a copy of Windows 7. You will need to have your computer setup with Boot Camp to be able to boot into Windows and utilize the AutoDesk software. Parallels or VMWare Fusion may work, but Boot Camp is the most reliable and preferred method.

Software
We advise students not to purchase software required by the department until fully accepted into the program (after a successful First Semester Review). Initial classes require only Microsoft Office software: Word, Excel and PowerPoint. We will prompt you prior to enrollment in CAD I to purchase the latest release of Adobe Creative Suite.

Printer: Students are strongly advised to purchase a color printer.

The computer lab has a limited number of computers available if you have an emergency with their computer, but the primary responsibility for supplying the computer falls to you. The lab is equipped with several large format printers, as well as an 11” x 17” scanner that may be used by students. However, it is recommended that students purchase an 11” x 17” printer. Paper is supplied for the small printers, and some classes supply paper for the large format printers/plotters. Graduate lab assistants are usually on duty at specified times each semester to assist students in the computer lab or printer/plotter area. The computer equipment in the Graduate Studio room 1081 of the Johnston Building is reserved for graduate students only.

GRADUATE ASSISTANTSHIPS IN INTERIOR DESIGN
A small number of departmental assistantships may be available to graduate students. Typically, only about 30% of graduate students in the Interior Design Department are on assistantship in any one semester. Incoming First Professional students are rarely granted assistantships. Assistantships are typically given to those students who are Advanced Professionals (MS and MFA) and have proven that they have the necessary skills to receive an assistantship. Incoming First Professional students are rarely granted assistantships for this reason. Therefore, incoming students should come to the program prepared to take full responsibility for their own tuition, or seek out other financial aid options. When assistantships become available, all students will be notified of the position opening and invited to apply. The skills of the students and the needs of the Department will be taken into consideration when assistantships are assigned. The Director of Graduate Studies and the Department Graduate Policy Committee are responsible for assigning the assistantships. All assistants will be assigned a faculty member from whom they will receive their assignment and who will serve as an advisor for their assistantship position. These are classified as follows:

Teaching assistantships. Students selected for a teaching assistantship will be involved in teaching a class in the Department. They will be assigned a faculty mentor to assist them with any questions that may arise. Teaching assistantships are assigned based on the classes that need instructors, the skills of the graduate student, and the student’s potential to handle full or partial responsibility for teaching a class.

Special assistantships (research, assisting faculty, etc.) These assistantships vary from semester to semester. They will be assigned based on the needs of the Department and the skills of the student.

Assistantships typically provide tuition waivers (usually in-state tuition only) for a total of 21 semester hours spread over the fall and spring semesters as you wish. In addition, students receive a stipend, divided into payments every two weeks. The stipend varies depending on the budget of the Department and the College.
PLEASE BE ADVISED THAT TUITION WAIVERS COVER COURSE TUITION ONLY (usually a total of 21 hours for both fall and spring). GRADUATE FEES, WHICH ARE MANDATORY AND COVER A VARIETY OF CAMPUS SERVICES, MUST BE PAID FOR BY YOU EACH SEMESTER.

OUT-OF-STATE STUDENTS RECEIVING FINANCIAL AID ARE REQUIRED TO APPLY FOR FLORIDA RESIDENCY AS SOON AS THEY ARE ELIGIBLE. INFORMATION ABOUT APPLICATION FOR IN-STATE STATUS MAY BE FOUND ON THE FSU WEBSITE AT http://admissions.fsu.edu/residency/

For more information on assistantships, contact Dr. Jill Pable, the Director of Graduate Studies for Interior Design. She can be reached at jpable@fsu.edu or (850) 645-6831.

FACULTY GUIDES & PROGRAM-SPECIFIC REQUIREMENTS

MFA students
All MFA students in the Department of Interior Design will need to select a major professor. The selection of your major professor is one of the most critical decisions you will make during your program of studies. The major professor functions in the capacity of a mentor and is instrumental in assisting you with vital decisions concerning research topics, course selections and career planning. In addition to a major professor, each MFA student will also need two other professors to serve on his or her committee. Again, professors serving as committee members must have Graduate Faculty Status. See the list below.

Faculty with Graduate Faculty Status eligible to serve as your Major Professor
David Butler
Karen Myers
Kenan Fishburne
Steve Webber
Jill Pable
Lisa Waxman
Eric Wiedegreen
Jim Dawkins
Marlo Ransdell
The faculty is composed of seasoned veterans ready to assist you in the capacity of major professor. You will find that our faculty have expertise in many specialized areas of both the education and practice of interior design and architecture. Again, refer to the Department web site to access the bios of the faculty. The site is located at: http://interiordesign.fsu.edu/pages/people/faculty/

There are other new faculty in the Department that are cleared to serve on Thesis committees as a member (but not as a chair):
Amy Huber

Policy for Thesis Defenses
Students in the Department of Interior Design may not schedule prospectus or thesis defenses during the last two weeks of the semester. This includes “dead” week and finals week. Please see the university deadlines for thesis completion.

Advanced Professional Students
Advanced Professional (MS) students already have their faculty mentors assigned. They are their instructors for IND5634 Research and Programming, IND5280 Grad Studio V and IND5281 Grad Studio VI. You do not need to ask these faculty to assist you.

First Professional Students
First Professional Student First Semester Review
In order to ensure that students are progressing as required, all First Professional students will undergo faculty review of their progress at the conclusion of the first semester.
At this review at the end of the first semester, each student will be given a status of acceptance, provisional or non-acceptance. If the student’s work is identified as “acceptable”, they are permitted to move on to the second semester. If the student’s work shows potential but is of concern for its likelihood of future success, the work is “provisional” category. The provisional student may progress on to the second semester, but must meet minimum grade and/or other performance indicators for the second semester’s work. Failure to meet these second semester requirements will result in dismissal from the graduate program. Students whose work is identified as “not acceptable” will not be permitted to continue in the First Professional program. This assessment is based on student evidence of performance in the Design Foundations, Survey of Interior Design and Technical Design courses. The assessment includes evaluation of these student outcomes:

- Course grades
- Mastery of applied project requirements including their craft
- Drafting and technical ability

First Professional students will each write a paper that complements their programming work in Studio IV in the second fall semester. The faculty member who teaches Studio IV is the contact for this paper.

**CAMPUS SOURCES FOR ASSISTANCE**

The Reading/Writing Center is located at 222C Williams and can be reached at 644-6495. There is also a branch of the Reading/Writing Center on the bottom floor of the William B. Johnston Building. This tutorial service is devoted to individualized attention for all levels of students. From getting ideas to learning editing/proofreading skills, the center is a great place to hone that paper you’ll have to turn in at the end of the semester. For more information, visit the RWC’s website and sign up for appointments at: [http://wr.english.fsu.edu/Reading-Writing-Center](http://wr.english.fsu.edu/Reading-Writing-Center)

Also, there is a Multimedia Technology Walk-In Center in the bottom floor of the William B. Johnston Building. This area has Macs and PC’s available to work on, and also has staff available to assist you with technology questions, digital presentations, audio, video and related issues.

The Department’s contact person for Strozier Library is Jessica Evans Brady. She is very helpful in answering questions about literature searches, conducting research and similar matters. She can be reached at jevansbrady@fsu.edu.

**GRADUATE STUDENT COMMITTEES AND BOARD POSITIONS**

Graduate students in the Department are able to participate on various Department graduate student committees that contribute to the appearance of our facilities and build sense of community. These committees are

1. **Display Committee.** Responsible for display cases and bulletin board upkeep in the Department. Can also assist with displays in the Gallery.
2. **Events Committee.** Responsible for the planning, facilitation and development of graduate student events throughout the year.
3. **Newsletter Committee.** Create the Graduate Student Newsletter three times per year and its distribution to others.

Participation in these committees is open to all graduate students, and committee membership is volunteer based. A student from the previous year’s committee generally serves as the chair of each committee so that continuity is maintained.

A graduate student is also nominated each year by the Director of Graduate Studies to serve on the Interior Design Student Organization board. Another graduate student is nominated by faculty to serve on the Department’s Advisory Board. These positions are honors that are suitable to be noted on a resume.

**IMPORTANT REMINDERS**

The following requirements are frequently asked as well as ignored by graduate candidates. Please pay attention to these to avoid any possible delay of your degree!
• **A graduate student must receive a grade of at least a C- to pass a class.** If a C- or higher is not achieved, the student will need to take the class again. (Please note the bullet below regarding overall GPA.)

• **Graduate students who fall below a 3.0 cumulative GPA for two consecutive semesters will be dismissed from the university.** See FSU Graduate Bulletin for more information. Information on this topic can be found at [http://registrar.fsu.edu/bulletin/grad/info/acad_regs.htm#Suspension](http://registrar.fsu.edu/bulletin/grad/info/acad_regs.htm#Suspension).

• A graduate candidate is not eligible for conferral of a degree unless the cumulative grade point average is at least a 3.0 in all graduate course work.

• Thesis writers (MFAs) must take at least 2 thesis hours in their final semester and sign up for thesis defense (a zero credit hour class).

• Thesis writers must meet the deadlines established by The Graduate School. This means that students typically defend their thesis before the 8th week of their final semester in order to meet all of the other manuscript deadlines. Check all university deadlines well in advance. See the Department’s Thesis Guide for further extensive information.

• **You must apply for graduation.** It is not assumed by the university that you will graduate in a given semester. Please check with the Registrar’s Office for necessary information and forms to clear your degree.

### ACADEMIC HONOR CODE
Students are expected to uphold the Florida State University Academic Honor Code:

*The Academic Honor System at Florida State University is based on the premise that each student has the responsibility to:*

1. Uphold the highest standards of academic integrity in the student's own work,
2. Refuse to tolerate violations of academic integrity in the University community, and
3. Foster a high sense of integrity and social responsibility on the part of the University community.

For further information regarding the FSU Honor Code please refer to the *Florida State University General Bulletin Graduate Edition.*
Elective courses are your chance to customize your course of study to your specific goals. We suggest you choose them in advance as not all courses are offered every semester. Note electives must be 5000 level or higher for graduate credit. The MS Advanced Professional and MFA programs have the most opportunities for electives.

Elective courses can be taken from any department or college on campus. A further option is taking a group of elective courses and earn a specialization. The graduate specialization programs (until recently called certificate programs), range from 12 to 21 credit hours, and are designed to allow students to take courses in an area of interest, enhancing their academic and professional experience. Students may work towards a graduate specialization in addition to pursuing a master’s degree or students may enroll in stand-alone courses for the purpose of personal and professional development. In the Interior Design programs, specialization course credit can be applied toward elective hours in the program of study. Note some of these are specializations that may extend your program of study. Contact departments for details. Always ask about necessary prerequisites and permissions before registering for a course by contacting that department. It is helpful to start this process EARLY.

For a complete list of FSU graduate specialization programs and their courses, go to http://www.gradstudies.fsu.edu/Academics-Research/Graduate-Certificate-Programs

A few options for electives popular with our grad students.

Project Management specialization.
Learn more at http://www.comm.cci.fsu.edu/Affiliates/Project-Management-Center/Certificate-Program

Preparing Future Faculty specialization program
This is a nation-wide program sponsored by the Office of Graduate Studies prepares new professors for an academic career. http://www.gradstudies.fsu.edu/Professional-Development/Preparing-Future-Faculty-PFF

Museum Studies specialization.
Learn more at http://www.fsu.edu/~ms/

Entrepreneurship for the Arts: College of Business.
Learn how to start and build your own business.

Digital Video Production Specialization
Learn how to boost your visual communication into the realm of film.

Or, 5000 or higher level courses in departments including:

Art History
Including archaeology and architectural history

Theatre
Courses in set design, construction and lighting.

Art
Courses in ceramics enhance 3d skills. Also photography, sculpture, graphics and other art media.

Urban planning
Courses is sketching and large-scale planning.