



DEPARTMENT OF INTERIOR ARCHITECTURE & DESIGN

COLLEGE OF FINE ARTS

Graduate Student Handbook

2024-25



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Welcome!

Dear Graduate Students,

Welcome to graduate studies in Interior Architecture & Design at Florida State University!

Thank you for choosing Florida State University for your advanced studies in Interior Architecture & Design. This handbook was assembled to guide you, a graduate student, throughout your studies in the program and is a supplement to the official Florida State University Graduate Bulletin.

The department offers a challenging curriculum, which we believe is the best way to prepare you for practice, teaching, research, or all of these. Please see the department's Director of Graduate Studies if you have questions about the graduate program of study or specific tracks. We hope you are excited about starting or continuing your interior design training as we are and look forward to sharing our knowledge and expertise with you!

The Department of Interior Architecture & Design includes faculty with expertise in many areas of design practice and academic research. Please get to know the faculty and think about how they might assist you in your studies. All master students will take a Design Issues graduate seminar in which each faculty member gives a guest lecture. We hope that this would be a great way to meet or get to know better the faculty and their area of expertise. More information about each faculty member is available on the department website. Please feel free to request an appointment with any faculty member by visiting them during office hours or emailing them. We are always happy to meet and help you!

Department of Interior Architecture & Design Graduate Programs

There are several ways to earn a master's degree in interior design at Florida State University. The Graduate Program in Interior Design offers the Master of Science First Professional, Master of Science Advanced Professional, and Master of Fine Arts degrees. Please recognize that the programs for these different groups vary greatly in course content and requirements seeing as how some students come with an undergraduate degree in interior design or architecture, and some do not. It is important to know which program you were accepted into and to follow the course of study designed for that program.

The MS First Professional Program

The First Professional program is for students who have an undergraduate degree in a discipline other than interior design or architecture and require many classes to achieve the competencies needed to practice as an interior designer. Therefore, it is primarily a coursework and portfolio-building program with a small original research programming report component. The curriculum is designed to introduce students to interior design concepts at an entry-level, and then take the students incrementally further each semester. Most of the classes must be taken in sequence. This track of courses fully prepares the students to enter the interior design profession and take the NCIDQ examination once the practice preparation requirements have been met for the exam. This degree is project track and requires all graduating First Professionals to successfully defend their final graduate design project.

The MS Advanced Professional Program

The Advanced Professional program combines coursework and research components. There are two tracks in this program:

MS Advanced Professional Project Track

If your goal is to prepare for interior design practice by advancing your design skills, learning about project management, and gaining specialized knowledge in the area of your interest, this program is for you. You will engage in the design of a complex, large-scale interior environment of your choice and have opportunities to network with industry leaders and develop your leadership skills during the project's design. The curriculum involves researching and programming, developing design, preparing construction documents, detailing, specifying finishes and materials, and presenting a solution that comprehensively addresses the project's requirements. Students graduate from the program with a portfolio of well-suited work for career interviews.

MS Advanced Professional Thesis Track

This track focuses on conducting academic research in the design of built environment. It is a preparatory step for pursuing a doctoral degree in design or architecture studies and a career in interior design education or research.

The MFA Program

If you already have an undergraduate degree in interior design or architecture and seek to advance your professional career by tackling complex design challenges, mastering advanced problem-solving skills, and making a significant impact in the field, the Master of Fine Arts degree is for you. As the demand for evidence-based design grows, architecture and design firms are increasingly investing in research to create innovative solutions that demonstrate their value to clients. The MFA program will help you develop foundational research skills and practice the application of research findings to a hypothetical design project. This degree is considered terminal in the industry, which means that you will be able to teach interior design, including in tenure-track positions, at institutions that do not require a doctoral degree in design.

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

<i>Program</i>	<i>Building foundation knowledge for design</i>	<i>Using foundation knowledge for design/ research</i>	<i>Using advanced knowledge as evidence for design</i>	<i>Generating knowledge through original research</i>
MS First Professional	●	●	○	
MS Adv Pro Project		●	●	
MS Adv Pro Thesis		●		●
Master of Fine Arts		●	●	●

Admissions

These requirements are in place for admittance to all graduate programs:

- **Curriculum Vitae.** The CV should include details on prior education, experiences, publications, service activities, etc.
- **Official transcript.** An official undergraduate transcript indicating a minimum 3.0 grade point average (GPA) on the last 60 hours of the completed undergraduate degree.
- **Graduate Record Examination (GRE).** If your undergraduate degree GPA for the last 60 hours of work is 3.25 or higher, then the Graduate Record Examination (GRE) requirement is waived.

If your undergraduate degree GPA for the last 60 hours of work is below 3.25, you need to submit the results of the GRE. The desired combined score should be greater than or equal to 305. GRE test scores are valid for five years from the test date.

- **Official English Language Proficiency results.** Students with English as a second language must meet the University proficiency standards of IBTOEFLE: 80; TOEFL: 550; or IELTS: 6.5.
- **Department application.** A completed Interior Architecture & Design Department Application that identifies your goals and reasons that make you a strong applicant to the interior design graduate program. The Application is available to complete via the Graduate Admissions Application portal.
- **Three letters of recommendation.** A minimum of three letters of recommendation written by academic and/or professional persons of your choice who are familiar with you and your previous work. This process is facilitated via the Application portal.
- **Interview** with the Director of Graduate Studies
- Additional MFA and Advanced Professional Project Track requirement:
Work portfolio. A digital portfolio of 15-20 examples of current student and/or professional design work is to be uploaded via the Application portal. Please include short captions for your pieces that describe the project, the context, the medium, and the role you had in producing it (individual or group, independent or under supervision, course or internship, etc.).
- Additional MFA and MS Thesis Track requirement:
Academic writing sample. A 5-to 10-page excerpt from a college writing assignment that demonstrates your writing abilities and style needs to be uploaded to the Application portal. The sample must include in-text citations and references of scholarly work that informed your paper. The sample helps faculty advisors to determine the degree of assistance the student may need with thesis writing.

Admissions Committee

The Graduate Admissions Committee consists of the IA&D director of graduate studies and additional faculty members who serve on the Graduate Policy Committee. This committee is responsible for reviewing all applications for admission to the graduate Department of Interior Architecture & Design program.

Department Contacts

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Department Chair

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Department Mailing Address

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Tallahassee, Florida 32306-1231

University Graduate Student Resources

The Graduate School

The FSU [Graduate School](#) has considerable information available for incoming graduate students on its website (e.g., classifications as a full-time graduate student, academic policies). The department's graduate programs exist under the policies of the Graduate School. Among these many policies are those that govern a graduate student's request for leave of absence.

Leave of Absence recognizes that under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. It is advised that the student consult with his/her major professor, advisor, or graduate coordinator to determine what constitutes a valid justification for a leave of absence. We recommend that International students first consult with the [Center for Global Engagement](#) to discuss how a leave of absence affects their immigration status.

The FSU Card Center

All students are required to have an FSUCard for identification on campus, access to campus buildings, get parking permit, access libraries, and utilize virtual services. Each student needs their driver's license or other government issued ID (passport or military ID) to obtain the card. The [FSUCard Center](#) is located in the FSU Bookstore off of Woodward Avenue. Please be sure to check their website for hours of operation prior to visiting. There is a small fee attached upon receipt of your FSUCard.

We strongly advise that you get your ID as soon as possible upon arrival to FSU!

FSU Email Accounts

You will need an FSU email account to communicate effectively with the department, faculty, and other areas of the university community. Please note that it is **your responsibility to check your FSU email account** regularly as this is the official way the department or university will contact you. You will need an FSUCard to apply for your account. You may [apply for your account online](#).

Financial Aid

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](#).

There are various sources and types of financial assistance available to students. Check the FSU [Office of Financial Aid](#) to get information regarding scholarships, loans and employment from the following offices.

FSU [Graduate School](#) also has resources to support your graduate studies. The application for graduate school admission and the application for financial awards are two separate processes often with different deadlines. Students need to make separate applications for each award sought. The process of identifying financial assistance should begin at least one year prior to beginning a graduate program. There are a number of available options when it comes to funding your graduate education at Florida State University. The Graduate School administers merit and need-based fellowships, awards, and grants. Please check their website for more information.

The [STARS Alliance](#) focuses on supporting first-generation college students, nontraditional students, students from low-income families, students with disabilities, transfer students, and Pell Grant recipients by multi-faceted interventions, including assistance with graduate school.

Campus Parking

Everyone needs a permit to park on campus. If you need a permit, please log in to the [FSU Parking Portal](#) to register for/purchase a permit and add your vehicle's license plate information. Your campus parking permit is included in your fees paid along with your tuition.

Parking on campus can be quite frustrating, especially if you do not know where you are or where you are going. Allow for extra time in managing traffic and finding a parking space.

All 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. Your car's license plate is what you register to park on campus. No other sticker will be required.

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. 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, master, specialist, professional, and doctoral students at the Florida State University.

COGS Travel Grants

COGS offers [funding](#) for recognized graduate student organizations (RSOs) and individual students attending and presenting at conferences. Contact the COGS for the most accurate information on graduate travel grants. They sometimes have money available to assist students attending conferences, and even more money available if students present a paper.

University Contacts

The [FSU homepage](#) is a general navigational tool. If you have any questions about graduate requirements, enrollment, or student life, please contact [Graduate School](#). For concerns, please go to [Graduate Ombuds](#). We advise that you familiarize yourself with the contents of these pages as they may be very helpful to you during your studies at FSU.

FSU General Information

Phone: (850) 644-3535

Web Site: <http://www.fsu.edu/>

FSU Directory Assistance

Phone: (850) 644-2525

FSU Graduate Admissions

Phone: (850) 644-3501

Web Site: <https://gradschool.fsu.edu/prospective-students/graduate-admissions/prospective-students>

FSU Graduate Funding

Phone: (850) 644-0539

Web Site: <https://gradschool.fsu.edu/funding-awards>

FSU Center for Global Engagement (for international students)

Phone: (850)-644-1702

Website: <https://cge.fsu.edu/>

Department Resources and Information

Graduate Student Mailboxes

Every graduate student in the department has a mailbox located in the William Johnston Building, Room 1031. Please check your mailbox at least once per week. Other than email and the department Canvas site, this is the best way for the department to keep in touch with you and let you know about important upcoming events and reminders.

The Interior Architecture & Design Canvas Site

This organization site lives on Canvas and is known as IDALL. Helpful information, policies, and documents are uploaded there. Communications will periodically be sent out through this site too. Set up your communication settings so that you will see all notifications sent to you through IDALL.

Graduate Workspaces

The William B. Johnston Building features several spaces dedicated to graduate students. These rooms are available by card swipe, as is building access. See our office administrator in the main office WJB 1038 to activate your card access if necessary. See the map at the end of this document (Appendix B) for locations:

- **Room 1079** is the **Graduate Studio**. Graduate students take Studio 6 and 7 in this space and can keep those desks for the term of study. There are also graduate-dedicated computers and printers in this room.
- **Room 1063** is the **Lounge** and design resource library, a place to relax with comfortable seating and conference furnishings. See the DGS if you have questions about the use of this room.
- **Room 1081** contains the **resident desks for teaching or research assistants**. This room must be locked at all times, and is available to assistants only via card swipe to secure grading materials.
- **Room 3004** is the dedicated studio for MS **First Professional** graduate students. This room is available to First Pro students only via card swipe.

Staying Safe

The William Johnston Building is open to graduate students 24/7 with swipe card access. For your safety and that of the entire WJB community, please **do not hold open doors for others**. There have been incidents in the past of individuals sleeping in the lounge areas and some cases of theft, 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.

Advising and Registering for Classes

Each graduate degree track has its own curriculum, and students must follow the course of study designed for their program. The Director of Graduate Studies will be glad to meet with you advise on the required and elective courses, selection of thesis advisor, or other curriculum-related questions. The department's Academic Program Specialist ensures that students sign up for the appropriate section and course numbers.

Graduate Course Descriptions

Graduate students must take courses at the 5000 level or higher for course credit toward the master's degree. See the [Graduate Bulletin](#) for course number updates. Please refer to your curriculum map for required courses. Below is the list of graduate courses currently offered by the department.

IND 5005. Survey of Interior Design (3). This course surveys the fundamentals of interior design to create an awareness and appreciation of the built environment and acknowledgement of the process that leads to intentionally designed spaces.

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 semester hours.

IND 5135r. History of Interiors Seminar II (3). Prerequisite: IND 5105r. Advanced study of history of interiors, furnishings, and architecture of the seventeenth and eighteenth centuries. May be repeated to a maximum of six semester hours.

IND 5208. Integrated Design Fundamentals (4). This course centers on the study and development of two- and three-dimensional design projects using the elements and principles of design.

IND 5232C. Integrated Design Studio I (5). Prerequisites: IND 5005, IND 5208, IND 5327, and IND 5476. This course is an introduction to predesign and schematic phases of the design process, graphic communication, and verbal communication abilities supporting the applied beginning to intermediate-level creation of design solutions for interior environments.

IND 5246C. Integrated Design Studio II (5). Prerequisites: IND 5232C, IND 5479, IND 5487, and IND 5609. Corequisites: IND 5435, IND 5477, and IND 5528. This course is an intermediate examination and application of predesign and schematic phases of the design process, graphic communication, and verbal communication abilities supporting the creation of design solutions for interior environments.

IND 5281C. Graduate Studio VI (5). Prerequisite: IND 5634. Graduate Studio VI concentrates on advanced interior design projects involving critical thinking and creative problem solving. The project involves design programming and in- depth research studies. Student work evidences advanced design processes and communications. This course fulfills required project credit hours for the Master of Science and Master of Fine Arts degree programs.

IND 5282C. Graduate Studio VII (5). Prerequisite: IND 5281C. This course develops the final phase of the master's project and builds on the Pre-Design and Schematic Design documents produced in Studio VI, and it involves Design Development project activities using critical thinking and creative problem-solving skills. It fulfills required project credit hours for the Master of Science and Master of Fine Arts degree programs.

IND 5283. Project Defense (0). (P/F grade only.) Prerequisite: IND 5281. Corequisite: IND 5282. This course documents the final graduate design project presentation and defense.

IND 5315. Advanced Visual Communication (3). Prerequisite: IND 5634. In this course, students explore current media used to communicate complex research and design ideas by assessing and developing effective communication strategies.

IND 5327. Integrated Graphics (4). This course is an introduction to sketching and design drawing media that enables design thinking, with emphasis on quick sketch techniques and digital graphic ideation to aid problem solving, refinement, reproduction and presentation.

IND 5328. Graphic Design for Entrepreneurship and Brand Identity (3). This course is a hands-on introduction to graphic design useful for data visualization, creation of publications, and development of a personal brand for coherent and consistent communication and portfolio needs. Explorations include event promotion materials, animations, introductory video editing techniques and basic website creation.

IND 5428. Materials and Methods (3). Prerequisite: 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 Architecture & 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 5445. Graduate Furniture Design (3). Prerequisite: Instructor permission. This course is advanced graduate study in furniture design and fabrication applying principles of ergonomics and anthropometrics.

IND 5476. Computer-Aided Design I (3). Prerequisite: 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). Prerequisite: 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). Prerequisite: 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 5487. Construction Documents (3). Prerequisites: IND 5236 and IND 5477. This studio course focuses on the generation of a comprehensive set of specifications and construction drawings.

IND 5508. Professional Practices (3). Prerequisite: IND 5236. Advanced analysis and research into the theory and philosophy of professional Interior Architecture & Design practice with emphasis on business development, management, marketing and contract administration.

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 5624. Life-Centric Design (3). This course explores how designers can respond to a varied and changing world to create sustainable, safe, and equitable spaces. Students will learn basic theories of environmental psychology, and how the spaces they create affect humans, other species, and the ecological systems we share.

IND 5634r. Pre-Design Research and Programming (3). Prerequisite: IND 5637. This course provides entering graduate students with a basic understanding of the role of pre-design research and programming in interior-design project development.

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 Architecture & 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 semester hours.

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

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

IND 5945r. Supervised Teaching (1–3). (S/U grade only.) May be repeated to a maximum of three semester hours. A maximum of three 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 semester hours.

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

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

Interior Design Elective Course Options

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 that electives must be 5000 level or higher for graduate credit. The MS Advanced Professional and MFA programs have the most opportunities for electives. See a list of currently offered electives at the end of this manual (Appendix A). Directed Independent Studies courses on topics of students' choosing are possible and require that a faculty member serves as a guide for the project outcomes.

Department Policy on Retaining Student Work

The department graduate program is accredited by the National Association of Schools of Art and Design (NASAD), and this process makes it necessary to retain examples of student work. For this purpose, the department has the right to retain student work for these or for teaching or research purposes. We urge you (always) to take photographs or make scans of your work immediately after its completion. The department also retains the right to photo document and show your work to others for these purposes.

Graduate Assistantships

A small number of departmental assistantships may be available to graduate students. Assistantships are typically given to MS Advanced Professionals and MFA students who have proven that they have the necessary skills to be helpful in instructing undergraduate students.

Incoming First Professional students are not eligible to apply for an assistantship until they have completed the entirety of the first-year curriculum. Upon completion of the first year, these students may apply for the assistantship, but the award of the assistantships would be based on the merit and skills of all graduate applicants. Therefore, the incoming First Professional students should come to the program prepared to take full responsibility for their tuition or seek other financial aid options.

The Director of Graduate Studies and the department's 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 assigned to a faculty mentor with whom they will be working through the entire semester. Teaching assistantships involve in-class student help, class management, assistance with grading, and class preparation. When assigning teaching responsibilities, we take into account each graduate student's skills and potential to handle the responsibility of teaching a class.

Research Assistantships

These assistantships vary from semester to semester. The intent of these assistantships is to help faculty with their research, publication, or related academic activities. They will be assigned based on the needs of the department, faculty, and the skills of the student.

The assistantships allow students to gain teaching or research experience and provide a tuition waiver and a stipend for Fall and Spring semesters. The stipend is divided into payments administered every two weeks. The stipend and number of tuition waiver hours vary depending on the budget of the department and the

College of Fine Arts. Usually, it comes to a total of 18 hours for both Fall and Spring semesters.

Please note that **tuition waivers cover course tuition only**. Graduate fees, which are mandatory and cover a variety of campus services, must be paid for by the student each semester.

For more information on assistantships, contact the Director of Graduate Studies for Interior Architecture & Design.

Faculty Guides and Program-specific Requirements

MFA Students

All MFA students will need to select a major professor who will function as their mentor and be instrumental in assisting the student with decisions concerning research topics, course selections, and career planning. The selection of the major professor is one of the most important decisions you will make during your program of studies. In addition to a major professor, each MFA student will also need to have two other faculty members within the department to serve on their thesis committee. The faculty members serving as major professors or committee members must have Graduate Faculty Status.

Faculty members with Graduate Faculty Status eligible to serve as your Major Professor or Committee Members

Jim Dawkins	Meghan Mick
Amy Huber	Amy O'Keefe (4 th member)
Daejin Kim	Marlo Ransdell
Jae-Hwa Lee	Kelley Robinson
Terry Londy	Stephanie Sickler
Yelena McLane	Steve Webber

Our faculty members have expertise in many specialized areas of both research and practice of interior design, interior architecture, architecture, landscape architecture, museum design, and environmental graphic design. We are ready to assist you in the capacity of a major professor or committee members. Please refer to the department website to access the biographies of our faculty.

Thesis Defense

Students in the Department of Interior Architecture & 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 Graduate School's [manuscript clearance process](#) overview (see also Appendix C) and deadlines for thesis completion.

MS Advanced Professional Students

MS Advanced Professional students already have their faculty mentors assigned. They are their instructors for IND5634 Research and Programming, Grad Studio VI, and Grad Studio VII. You do not need to ask these faculty to assist you—they are already ready and willing to do so!

MS First Professional Students

First Professional Student First Semester Review

To ensure that students are progressing as required, all First Professional students will undergo a faculty review of their progress after finishing their first semester of study. At this review, each student will be given a status of **acceptance, provisional, or non-acceptance**. If the student's work is identified as "acceptable," they can 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 in the "provisional" category. The provisional student may progress 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 First Professional Design Fundamentals, First Professional Graphic Techniques, Survey of Interior Design, and CAD 1 courses..

The assessment includes evaluation of these student performance indicators:

1. Course grades
2. Mastery of applied project requirements including craft
3. Drafting and technical ability
4. Instructors' perceptions of the student's ability to effectively engage in work and interact with others; specifically:
 - Attendance
 - Attitude
 - Work ethic
 - Ability to accept constructive criticism
 - A creative thinking examination
5. Given all factors above, the faculty's assessment of the student's likelihood of success in the program

First Professional students will create a project-focused research programming report during the IND5634 Research and Programming course. The faculty member who teaches this course guides each student in creating this document.

Graduate Student Committees and Board Positions

Graduate students in the department can participate in various graduate student committees or councils that build a sense of community, enrich graduate student experiences and contribute to the appearance of our facilities.

The Events Committee

Responsible for the planning, facilitation, and development of graduate student events throughout the year. This committee is advised by a faculty member in the department. Participation in the committee 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.

Other Service Opportunities

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 the faculty to serve on the department's **Student Advisory Council**. These positions are honors that are suitable for inclusion on a resume.

FAQs and Important Reminders

The following requirements are frequently asked by graduate students. Please read these carefully 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 the FSU [Graduate Bulletin](#) for more information.
- 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 must take at least 2 thesis hours in their final semester and sign up for thesis defense (a zero credit hour class). Once thesis hours are started, they cannot cease each succeeding semester. Follow the program of studies for compliance with this requirement.
- 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 to meet all of the [manuscript clearance requirements and deadlines](#). Check all Graduate School's deadlines well in advance. Please refer to the department's Thesis Guide for more 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

Computer Requirements and the Computer Lab

Each interior design student is responsible for purchasing his or her own laptop with required software. This allows students to work on their own computer in studio classes. Please follow the specifications below:

Hardware

Processor: Latest multi-Core Intel i-Series, Xeon®, or AMD® equivalent with 2.5 GHz or higher as a minimum requirement and 3+ GHz processor as recommended. NOTE: AutoCAD 2024 does not support ARM Processors on Windows devices.

Memory: 16GB minimum (32GB or higher is recommended.)

Hard Drive: SSD (Solid State Drive) storage of 512GB minimum. Note: High-resolution images or 3D files can take considerable disk space. Programs also require free disk space: Adobe Photoshop, 20GB minimum; Revit 2024, 30GB minimum; Lumion 2024, 105GB minimum.

Display: 1920 x 1080 (higher resolution recommended but might impact performance. Revit 2024 note: 4K (3840x2160) is the maximum supported resolution).

Graphics: Though most laptop vendors have integrated graphic/video cards instead of a dedicated graphics/video card, we recommend purchasing a laptop with a dedicated graphics/video card as it will improve computer performance as your design work and presentations grow in complexity. Lumion is often one of the most graphic-processor-demanding rendering programs and could be a good gauge when anticipating your future needs. Lumion 2024 requires 6GB of graphic card memory as a minimum requirement, 10GB or more as recommended, and 16GB or more as high-end requirements (see Lumion requirements link below).

Pointing Device: external mouse with at least 3 buttons.

Optional: 3- or 4-year warranty / protection plan.

MAC vs. PC

With the current state of software, the department recommends purchasing a Windows-based computer. This is largely because Autodesk Revit does not run directly on a Macintosh operating system. This means that students who choose to purchase Apple computers will be responsible for configuring their Apple device and virtualization software (Parallels / VMWare) or with Bootcamp (Please note, Bootcamp is not compatible on Arm based Apple devices) to allow use of Windows environment; additional cost will be needed for virtualization and Windows licenses. The decision is the students to make, and students will be responsible for ensuring the computer's compatibility, installation, and configuration as per Autodesk Revit requirements. The faculty will not be able to troubleshoot student's personal Apple computers.

Software

We advise students not to purchase the software required by the department until fully accepted into the program.

If you are a First Professional MS student, we advise you not to purchase software required by the department until fully accepted into the program (after a successful First Year Review). You should have computers purchased prior to enrollment into the first interior design studio after First Year Review. You will be expected to purchase software during this first studio.

Advanced Professional and MFA students can purchase software at any time.

Students will need to pay for the Adobe Creative Suite, but student discounts are available. Autodesk products (AutoCAD, Revit, etc.), which will be used in CAD I and beyond can be downloaded from the Autodesk Student Community web site for free. Your CAD faculty will give you more details in class. We do not recommend downloading this software prior to taking these classes, as software upgrades are frequent.

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. 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 William Johnston Building is reserved for graduate students only. Signs posted in the print areas provide information on getting help if technology equipment malfunctions.

Printer

Students are strongly advised to purchase a desktop color printer with scanning capabilities. Printing paper size is 8.5 x 11. Students are encouraged to find a suitable scanning application that can be added to the phone that they carry.

Additional Needs

Students may want to purchase an external hard drive to backup their laptop. Also, have a couple of thumb/flash drives on hand to easily transport information between the computers in the department and your laptop.

Technology and Printing

Printing Procedures for the Large-scale Department Printer

Please consult your course instructor prior to arranging large-scale boards or posters above 11x17 in size. Professor Amy O'Keefe has a process for printing large format items, and she will orient all graduate students to this process at the start of each Fall semester, or as needed if the process changes.

Large-format print requests cannot be turned around within a day or over the weekend due to work schedules. Please refrain from making same-day or weekend

requests. As the semester ends and projects become due, extra hours will be needed for printing multiple documents. There will be times when the printers may be down, so do not wait until the last minute to print.

We ask that faculty notify the print lab of upcoming heavy-volume print needs (both for normal-size and large-scale documents).

The printers in the print lab and graduate studio are great for normal documents, however, if high-quality prints are desired, it may be best for students to pay a print shop to print final-quality documents. See your instructor for guidance on the required print quality.

Support for Department Technology

(printers and department computers)

Printing & Printing Supplies

For Department printing problems and supply issues please email issues to fsuidtechassist@gmail.com and copy aokeefe@fsu.edu. Include which printer and what error message has been received.

Computer Issues

Instructor will submit computer-related technology problems, or errors to the college IT staff. Amy O'Keefe will be listed as the contact person for the request and she will follow up with IT staff. Please email both to fsuidtechassist@gmail.com and aokeefe@fsu.edu about issues and be as specific as possible when reporting the error message or problem. The more specific you are, the faster the problem can be routed to the appropriate party.

If the issue deals with equipment in a student area or the CAD lab, please include the following:

1. Description of equipment and number (located on the computer monitor)
2. Location of the equipment
3. Description of the problem

Academic Assistance on Campus

Reading-Writing Center

The Reading-Writing Center (RWC) is an inclusive resource for FSU students of all majors, programs, and backgrounds. Whether you are working on a paper or larger writing project, the RWC-DS can assist you during any stage of your work process.

RWC has three locations: in the Williams Building, room 222; on the ground floor of our William Johnston Building; and in the Strozier Library. 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 obtain help. For more information, visit the [Reading-Writing Center's](#) website and sign up for appointment there.

Fablab @ The Hub

There is also a [Fabrication Lab](#) located in the Innovation Hub (Fablab @ The Hub). It is a multimedia technology walk-in center that has all the tools you need to design and manufacture parts and products. Their specialty is teaching students with no experience about 3D printing, laser cutting, vinyl cutting, electronics, robotics, and drone piloting. Check it out and take this amazing opportunity to liberate and empower your creativity.

Strozier Library

If you need locating or accessing resources for your research, contact our subject librarian at the [Strozier Library](#). Her name is Leah Sherman and you may reach her at lrsherman@fsu.edu. Ms. Sherman is very helpful in answering questions about literature searches, conducting research, and similar matters.

Academic Honor Policy

The Academic Honor Policy is an integral part of the FSU academic environment. All students are expected to uphold the Florida State University Academic Honor Policy. New students are introduced to the Policy at Orientation and pledge to uphold it at New Student Convocation.

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,*
- 3) Foster a high sense of integrity and social responsibility on the part of the University community.*

The policy identifies that the University “aspires to excellence in its core activities of teaching, research, creative expression, and public service and is committed to the integrity of the academic process.

The [Academic Honor Policy] is a specific manifestation of this commitment. Truthfulness in one’s claims and representations and honesty in one’s activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process.” (Values and moral standards at FSU retrieved from the current [General Bulletin](#))

Academic honor violations are taken very seriously at FSU. These infractions include:

1. **Plagiarism.** Presenting the work of another as one's own (i.e., without proper acknowledgment of the source).
2. **Cheating.** Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise.
3. **Unauthorized Group Work.** Unauthorized collaborating with others.
4. **Fabrication, Falsification, and Misrepresentation.** Unauthorized altering or inventing of any information or citation that is used in assessing academic work.
5. **Multiple Submissions.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor’s responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given.
6. **Abuse of Academic Materials.** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.
7. **Complicity in Academic Dishonesty.** Intentionally helping another to commit an act of academic dishonesty.
8. **Attempting to commit any offense as outlined above.**

Plagiarism

Students are expected to produce original work in visual projects as well as written work. This includes citing references when paraphrasing or directly quoting another

individual's works. If you are unsure about writing without plagiarizing, visit the Reading and Writing Center on the ground floor of the Johnston Building. They can set up appointments and also typically accept drop-in appointments also.

Your design projects also must not commit these infractions, and this particularly includes plagiarism. If you are uncertain if your design is sufficiently original to avoid plagiarism, ask your instructor.

For further information regarding the FSU Honor Policy please refer to the *Florida State University* [General Bulletin](#).

Sex Discrimination and Sexual Misconduct

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of the University 2-2 Sex Discrimination and Sexual Misconduct policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others.

Pertinent University Policies

- [Title IX Statement](#) outlines FSU's Title IX obligations and identifies campus Title IX Coordinators.
- [Non-discrimination Policy](#) prohibits sex discrimination (adverse treatment or the creation of a hostile environment based on a person's sex). Sexual misconduct, sexual harassment, and sexual violence are all prohibited forms of sex discrimination.
- [Sexual Misconduct Policy](#) provides detailed guidance about the University's prohibition against sexual harassment, which includes sexual misconduct and sexual violence as prohibited conduct. It gives specific guidance to support victims of sexual violence, to apprehend perpetrators, and to outline special reporting obligations for employees with knowledge of this crime.

Sexual Misconduct Resources

If you have experienced sexual misconduct, FSU wants to help. The University has policies and services available to support you.

You may want to discuss your options on a completely confidential basis. While FSU handles sexual misconduct complaints sensitively and discretely, many University employees including faculty and supervisors are required to report sexual misconduct to university administrators. If you are unsure whether someone can maintain complete confidentiality, ask them *before* you give details about your situation.

Staff members at the following offices can maintain confidentiality and provide help:

FSU Victim Advocate Program	850-644-7161 850-644-2277 nights/weekends 850-644-1234, ask for advocate on call	victimadvocate.fsu.edu
Confidential, 24-hour, free support services for victims of sexual violence and other crimes. Services include: crisis counseling, emotional support, assistance with academic alterations, temporary safe lodging, and assistance during medical and legal proceedings (including obtaining orders of protection) and on-campus complaint processes.		
FSU Counseling Center	850-644-2003	counseling.fsu.edu
Confidential, free, mental-health counseling and referrals for FSU students. Hosts survivor support groups.		

FSU Employee Assistance Program	850-644-4444	vpfa.fsu.edu/Employee-Assistance-Program
Confidential, free, mental-health counseling, referrals, and other support services for employees.		
Refuge House	850-681-2111	https://refugehouse.com/
Confidential, 24-hour hotline, information and referral, crisis intervention, advocacy and accompaniment: medical and legal, support groups, medical referrals and follow-up, victim/survivor follow-up, shelter, and emergency financial assistance. Assistance in filing for protective injunctions (restraining order) through the Refuge House office at the Leon County Courthouse.		
211 Big Bend	2-1-1 Big Band	https://211bigbend.org/
Confidential, 24-hour crisis helpline and referral services for the Tallahassee community.		

On Campus Complaint Resolution

FSU Police Department	850-644-1234 or 911	police.fsu.edu
Emergency response, crime reporting (including sexual violence), and investigation of crimes occurring on campus. The University encourages survivors to simultaneously pursue both a criminal investigation with the police and a University sexual misconduct complaint investigation.		
Title IX Office	850-644-5590 students 850-644-8082 non-students	https://knowmore.fsu.edu/title-ix/title-ix-signed-statement
Oversight of University Title IX compliance (including sex discrimination, sexual harassment, and sexual violence complaint supervision) and information about University policies and complaint procedures.		
Dean of Students Department	850-644-2428	deanofstudents.fsu.edu
Responsible for resolution of sexual misconduct complaints against students (including sexual violence and sexual harassment complaints).		
Equal Opportunity & Compliance	850-645-6519	https://hr.fsu.edu/sections/equal-opportunity-compliance-engagement
Responsible for resolution/investigation of sexual misconduct complaints against faculty, staff, visitors, contractors, and any other non-students (including sexual violence and sexual harassment complaints).		
FSU Ethics Point Hotline	855-231-7511	fsu.ethicspoint.com
Anonymous discrimination and sexual misconduct (including sexual harassment & sexual violence) reporting hotline.		

Additional On Campus Resources

University Health Services	850-644-6230	https://uhs.fsu.edu/
Healthcare services for students (including emergency contraception through the Women's Clinic).		
Seminole Allies and Safe Zones	850-644-2003	https://pie.fsu.edu/sites/g/files/upcbnu711/files/20Spring_AlliesandSafeZonesOverview%20(1).pdf
Support network and resources for lesbian, gay, bisexual, and transgender students and employees.		
FSU Measure Up		FSUmeasureup.com
Campaign devoted to correcting misconceptions regarding sexual violence and creating a campus culture that is less victim-blaming and more proactive in intervening to prevent sexual assault.		

**M.A.R.C. (Men
Advocating
Responsible
Conduct)**

<https://fsutoolkit.csw.fsu.edu/resources/local-and-campus-resources/>

Student group devoted to peer education regarding sexually responsible behavior.

Off Campus Services

Tallahassee Police Department 850-891-4200 or 911 <https://www.talgov.com/publicsafety/tpd>

Law enforcement authority for reporting and investigating crimes occurring off campus (in the city of Tallahassee).

Leon County Sherriff's Office 850-922-300 or 911 <https://www.leoncountysos.com/>

Law enforcement authority for reporting and investigating crimes occurring off campus (in Leon County).

Tallahassee Memorial Hospital 850-431-0911 tmh.org

Emergency room services and SAE sexual assault exams for evidence collection ("rape kit").

Tallahassee Police Department Victim Advocacy 850-606-5800 (non-emergency) or 911 <https://www.talgov.com/publicsafety/tpd-victimadvocacy>

24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).

Leon County Sherriff's Office Victim Advocate 850-606-3300 (non-emergency) or 911 <https://www.leoncountysos.com/citizen-center/victim-information>

24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).

Florida Bar Lawyer Referral Service 800-342-8011 floridabar.org

Referral service to find legal representation in Florida.

Florida Council Against Sexual Violence 1-850-297-2000 <https://www.fcasv.org/>

State-wide information and resources for sexual violence.

Florida Coalition Against Domestic Violence 800-500-1119 | TTY 711
850-385-0611 | TTY 1-800-955-8771 <https://www.fpedv.org/>

State-wide information and resources for domestic and dating violence.

National Domestic Violence Hotline 1-800-799-7233 or TTY 800-787-3224 <https://www.thehotline.org/>

24/7 support, crisis intervention, and referral service for victims of domestic violence.

RAINN (Rape, Abuse, & Incest National Network) 1-800-656-4673 <https://rainn.org/resources>

Rape recovery support services.

Appendix A

Graduate Elective Course Options in Interior Design

Fall 2024

IND 5930, Sec. 002, Minimester Exploring Urban Spaces (1 credit hour)

IND 5930, Sec. 003, Graphic Design: Exhibits (3 credit hours)

IND 5930, Sec. 004, Graphic Design Foundations (3 credit hours)

IND 5445, Sec. 001 Graduate Furniture Design (3 credit hours)

Appendix B

Map of the William Johnston Building, Floor 1



Student Support
 1022: Print Lab; Snap-n-Go Board
 1023: Computer Lab
 1071: Materials + Lounge

Classrooms
 1060-61, 1076-83: Studios
 1079: Dedicated Grad Studio
 1071: Crit. Space/Studio
 2009: Lecture (2000 Lev.)

Offices + Mtg. Space
 1013-18, 1035-40: Faculty Offices
 1062: Conf. Room
 1081: TA Office

Appendix C

Manuscript Clearance Overview

Manuscript Clearance Overview

<p><u>Completed on ProQuest ETD Website:</u> (https://www.etdadmin.com/fsu)</p>	<p><u>Completed on Manuscript Clearance (MC) Portal:</u> (https://clearance.fsu.edu)</p>
<ol style="list-style-type: none"> Student uploads pre-defense manuscript to <i>ProQuest ETD</i> approximately four weeks before defense (or when the draft is provided to committee members), but no later than Pre-Defense Deadline. Student will receive formatting feedback from the Manuscript Clearance Advisor (MCA) by email (timing varies based on proximity to deadlines). 	
	<ol style="list-style-type: none"> Student submits Defense Announcement Form on the <i>MC Portal</i> no later than two weeks before the defense. (Students should make sure the committee that appears on this form is correct before submitting.) <i>Recommended:</i> Student submits Access Agreement Form on the <i>MC Portal</i>. <i>Recommended:</i> Committee chair signs the Access Agreement on the <i>MC Portal</i>. If embargoed access was selected, the form will then be signed by the MCA and the Graduate School Dean. Student defends successfully. All committee members log into the <i>MC Portal</i> and provide a grade for the defense on the Manuscript Signature Form. <i>Doctoral Only:</i> University Representative submits the University Representative Doctoral Defense Report on the <i>MC Portal</i>. The Graduate School Dean will then review and sign the form.
<ol style="list-style-type: none"> Student makes all content changes requested by their committee members and all formatting changes requested by the MCA. 	
	<ol style="list-style-type: none"> Committee chair signs the Final Content Approval Form on the <i>MC Portal</i>.
<ol style="list-style-type: none"> Student submits their post-defense, content-approved manuscript on the same <i>ProQuest ETD</i> account used for the pre-defense submission. Student receives any additional formatting revisions from the MCA by email and continues to make revisions and resubmit in a timely manner until all revisions are complete. Student receives clearance email from the MCA on <i>ProQuest ETD</i> confirming revisions are complete and manuscript is now locked. 	
	<ol style="list-style-type: none"> Student is given "Official Final Clearance" in the <i>MC Portal</i> and receives email from the MCA indicating all forms have been received and the manuscript was approved.

The following step can be completed at any time before the final deadline:

- Student** completes surveys indicated by the Surveys tab in the Portal. [**Ph.D. students** should forward the email with their Certificate of Completion from the Survey of Earned Doctorates (SED) to the **MCA**.]

Appendix D

Department, College, and University Policies

DEPARTMENT POLICIES (2024)

Performance Policy/Class Participation

Performance Policy:

The Department of Interior Architecture & Design (IAD) values student learning, and therefore strongly urges that students attend all classes in order to obtain the most benefit out of instructor activities as well as the connections and critique provided by peers and outside guests.

In acknowledgement of the unique contribution that class experiences provide, a portion of this class's performance expectations are fulfilled through engagement in in-class-only (whether offered as an in person or remote experience) activities outlined in this syllabus and/or other provided information. These experiences form a necessary part of the course's contribution to a student's preparation for design practice and/or research. It will be necessary to engage with each class as applicable to access these activities, which can occur at any point during a class meeting. Therefore, students will need to be present for the full period of a class meeting, neither arriving late nor departing early. Because class time is precious, it is not possible to provide these activities for students that are not present at the time of their offering.

The course instructor acknowledges that students are adults fully invested in their learning and preparation for their career. As such, each student is responsible for their performance in this class. While attendance will not be taken (including for previously excused reasons such as medical and family concerns), know that repeated non-completion of these frequent in-class-only activities will have a negative impact on one's course grade, as students will not be able to demonstrate their skill acquisition without their contribution. Students should speak with their instructor should they encounter medical, family, or similar issues during this semester. Refer to the syllabus's grade details for the role of these in-class-only activities in the overall course grade.

This policy can be superseded by the instructor's attendance policy as noted above.

Class Participation

As noted above in the Performance Policy, the department strongly urges that students attend all classes as scheduled. Illnesses occur every semester that can conflict with participation. Faculty are prepared to work with students when 'stuff' happens and are generally as flexible as the course material and schedule allow relative to maintaining the university's academic integrity, educational content, and the overall learning environment. However, this flexibility in no way eliminates the responsibility of students to immediately notify the instructor regarding a potential illness and/or the necessity to make up all work that is missed. When a student anticipates an inability to participate, the student must notify the instructor immediately. Communication is vital during the semester to ensure the intended instructional delivery by faculty and its reception by students. It is the student's responsibility to *directly* notify the instructor via **FSU Email** or **Canvas messaging**. Notifications through verbal messages, text messages, voicemail, or other non-FSU message delivery systems via colleague(s) are not acceptable.

Students who are still unable to complete class expectations due to any illness should promptly communicate their situation to the instructor, their program's advising staff, or program administrators.

Late Assignment Policy

Assignments are due at the start of class on the day they are due unless otherwise indicated. If an assignment is turned in late, a 10% reduction (one full letter grade) will be applied for each day late, including weekends. An assignment is considered 1 day late if it is turned in 1 minute to 24 hours late; an assignment is two days late if it is turned in 24 hours and 1 minute to 48 hours late; and so on. For hard-copy deliverables, if a student is unable to give a late assignment directly to the instructor they should find a faculty member, teaching assistant, or staff member to document the time the project was turned in by marking the date and time on a note (with a signature) attached to the project--otherwise it will be assumed the project was turned in when it was found in the instructor's mailbox (main office) or the instructor's WJB office. Deliverables submitted digitally (as directed/allowed by the instructor) will be time-stamped via the digital interface's clock.

If a student misses an exam/test/quiz/deadline, ***it is their responsibility to complete the work***. All make-up work must be completed within two weeks of the absence unless otherwise agreed upon by the instructor.

IAD and COVID-19

The Department of Interior Architecture & Design will abide by Florida State University's published guidance on COVID-19 (*refer to University Policies later in this document*). This guidance is provided for your reference as you engage with the Department at, on, or in University properties and facilities.

FSU's guidelines are in place to minimize exposure to the Florida State University community. FSU's guidelines apply to all classes held in an FSU facility. FSU's guidelines are in place to ensure the safety of all students, faculty, and staff during the pandemic.

Policy for Use of Computers and Phones in Class

The faculty realize that we are all living in a digital age, connected in many ways by phones and computers. However, during classes, so that students and faculty can engage with each other most effectively, the faculty asks that students refrain from using computers or phones unless the course activities require their use. It is discouraging for faculty to teach to a sea of computer screens, unable to see the faces of their students and making class discussion difficult. Student to student interaction and rich discussion is also absent when students are on their devices.

In some classes, there may be days that require computers to be used—such as studio workdays—and faculty will make that clear. Please consult with the instructor if there are questions. Thanks for adhering to this policy and helping create an engaging learning community.

Commitment to Excellence

The department of Interior Architecture and Design is committed to excellence. To that end, a department-wide grading standard has been adopted to ensure that an A is reserved for outstanding performance. Students should know that as a department faculty have agreed that A and A- represent work of superior quality and extraordinary distinction. Grades of B+, B, and B- represent work of very good to good quality but that does not merit special distinction. Grades of C+ and C grade designate an adequate command of the course material. C-, D+, D and D- grades indicate work that shows deficiency in knowledge of the material. They are considered unsatisfactory, and the course must be repeated. F is a failing grade representing work that is awarded no credit.

Minimum Course Grades/Continuation in the Program for years 2, 3 and 4

All interior design students must earn a C or higher in ALL classes in the major. Failure to do so will require taking the class again or leaving the program. Courses in which a student earns a grade of C- or below may be repeated once. Only two classes total in the major may be repeated. If a student earns a C- or below in a third class, the student will be dismissed from the program. Classes are sequential and build on one another — with many being prerequisites for others. Thus, if a student falls off track it will be difficult to complete the program in a timely manner.

William Johnston Building: Facility Usage

The William Johnston Building (WJB) is home to the Department of Interior Architecture & Design (IAD) among a number of other university programs and organizations. This facility has departmentally dedicated space for IAD classrooms, studios, technology instruction, public presentation and critique, conference rooms, resource rooms, and faculty, staff, and administrative offices. These spaces are intended for use by faculty, staff, and students enrolled in the Interior Architecture & Design program. It is the responsibility of all persons to take care of WJB and ensure it continues to be a clean, well-maintained, and operationally and functionally sound environment supporting higher education learning.

Due to the sensitive nature of the technology and equipment unique to the IAD program, ***absolutely no food, drink, or pets of any kind (other than those authorized and documented for use by FSU) will be allowed in any space authorized for use by IAD.*** The only exception to the food and drink rule is that a drink in a bottle or other closed container is allowed. We love children (we even have children), but please do not bring children to class, studio, or lab while working. This is disruptive to other students as well as a liability for the university.

All IAD spaces will be designated for use each semester based on usage type, course identification, and hours of operation. This information will be posted outside of each room/space. Students are not authorized to use any room/space outside of the posted hours. Violation(s) of this policy may result in a student being denied use of the room/space. Additionally, violations of IAD, College of Fine Arts (CFA), and/or FSU health or other policies may lead to rescinding of room/space use privileges. IAD students should not let other non-department affiliated individuals into department classrooms, offices, and support spaces.

Students are expected to show respect for the building and the equipment, furniture, and spaces in which they work. Out of an abundance of caution, and to protect the health, safety, and welfare of all WJB students, faculty, and staff, food should not be consumed in the classrooms, studios, or labs. Place trash in the trash receptacles provided both inside and outside of WJB. Please be respectful of floors and table surfaces and use spray paint or spray mount, X-ACTO knives, and other things that might damage surfaces in an appropriate way (spraying outside or protecting surfaces when cutting). Please do not spray any sort of paint or adhesive in the building unless it is done in the spray booth in room G38 on the ground floor, which has an exhaust fan. The booth is in the back left corner of the room. Most studios have a cutting table that should be used if students need to cut. Never cut directly on drafting tables.

Classrooms and Studios (and their ancillary support rooms/spaces)

All students are responsible for their personal belongings at all times in WJB. Some classes and studios will have 'cold desks' dedicated to a single student for the entire semester. This is typically the case for upper-level undergraduate and graduate courses. Other classes and studios will have 'hot desks' that will host several different students each day and will remain open for various students to use at will during IAD hours of operation in WJB.

Technology: Computing, Printing, and Scanning

Executing any or part of a course project using a computer involves certain responsibilities. No computer-related excuses of any kind will be accepted if a student fails to meet course deadlines or requirements in any class in the interior design department. Students should save their work often and be sure that they always have a copy of their files in several different locations! It will be unfortunate if a student has computer problems, loses work, has files damaged or lost in the "cloud," etc., but there will be no extensions granted for late projects under these circumstances.

The Department of Interior Architecture & Design makes every effort to keep the computer lab computer lab (1023 WJB) and printer/scanner room (1022 WJB) in working order. However, keep in mind that equipment does malfunction, ink will occasionally run out, and students may not always be able to print in our print room. When many projects are due at once, students are advised to plan way in advance to ensure they will have time to print. A line at the department printer or at other print shops will not be accepted as an excuse for a late project. Have an alternate plan for reproducing work in case a problem arises.

Please keep in mind that department materials and equipment fees fund the equipment and ink used in the printers. Students who are not in the interior design major should not use our computer or printer/scanner rooms. Students who are allowed to use these spaces have swipe card access to these rooms—so please do not allow others into these rooms. The department has the ability to track students logging on to the computers and how much they print. If students are printing excessively, the department reserves the right to remove printing privileges. Students should only print items for interior design classes. Students should never print class notes from Canvas (including interior design classes). We often find that flyers for campus events, sorority, or fraternity newsletters, and even wedding invitations have been printed on our computers— this type of printing/copying uses ink and is expensive. Printing these personal items such as these will result in a loss of printing privileges.

The printer/scanner room has defined hours of operation for student use. Students should make note of these hours and plan their work accordingly. Use of the printer/scanner room outside of those hours is prohibited. Violating this policy will result in a loss of access to the room and/or its technology.

Computer Lab Rules (WJB 1023)

Use of the computer lab is restricted to IAD instructional activities and support for studio/class work *during its hours of operation*. Students are advised not to rely solely on any hardware, software, app, or storage device in the computer lab for their work. Past unauthorized use of the computer lab indicates that such a reliance results in student frustration with their inability

to complete coursework. Students who ignore these rules will lose their swipe card access to the computer lab and/or use of the computers in the room. There are no exceptions to this policy.

Do not store work on any computer in the computer lab. Computers are constantly being updated and may be 'wiped' at varying intervals each semester by varying IAD, CFA, and/or FSU ITS personnel. **Any loss of personal work is the student's responsibility.** Additionally, students are not allowed to use the computer or the projector at the teacher's station or any computer for entertainment purposes.

Several stations in the computer lab have been formatted for remote use by IAD students. Remote access computing is associated with FSU's VLab platform and is managed by IAD departmental designees, IT personnel within the College of Fine Arts, and at the university's Information Technology Services. This feature *does not* relieve the requirement that all students maintain their own computer for coursework associated with the IAD program. Remote computing is provided as an alternate means of utilizing course-specific software in cases where a student is experiencing technical difficulties with their personal equipment or software or needs computer lab time not available during the computer lab's normal hours of operation. For equity in use, each student will be limited to one time slot per day via a sign-up process. Please respect your allotted time slot so everyone is able to have access. Note that all course requirements *can be* met without use of this remote computing ability. Your instructors will expect compliance with all course deliverables whether or not you access this cloud computing option. Instructions for accessing this feature are outlined in a separate document.

The computer lab has defined hours of operation for in-person student use. Students should make note of these hours and plan their work accordingly. Unauthorized use of the computer lab outside of those hours is prohibited. Violating this policy will result in a loss of access to the room and/or its technology.

The student technology manual will be available to review on Canvas > Org: ID ALL> Modules > Student Resources. The manual will be updated as necessary throughout Fall 2021/Spring 2022.

After Hours Access Policy

The William Johnston Building is set up to allow 24/7 access to the building for interior design students. However, with that after-hours access comes quite a bit of responsibility. The safety of our students is a big concern, so please come and go with other students—safety in numbers is the goal. Keep an eye out for one another when you are in the building and please do not let students you don't know into the building at night or on the weekends. Never prop doors open on the outside or inside of the building. If you ever feel you are in danger, you should call the FSU police. Please do this only for emergencies—not just for personal inconveniences. They can be reached at 644-1234.

Locker Policy

Lockers are available in Room WJB 1022 for use by IAD students and can be accessed by using their FSU card to swipe into the room. These are transient lockers and are not assigned permanently. Students should use them as needed on a daily basis using a self-created password. If items are left in lockers for more than a few days, the items will be removed. Students are responsible for cleaning a locker prior to and after its use with university-approved

cleaning supplies. Students are to maintain the locker in a sanitary manner during its use. See the administrator in the main office if the room cannot be accessed or if there are questions about lockers.

Policy for Displaying Student work

The Department reserves the right to display students' work for the purposes of public relations and marketing in print, digital or other formats including social media posts, brochures and for the purposes of accreditation. This work will be attributed to the student. The department also reserves the right to show examples of capable student work to future students so as to acquaint them with successful skills. In the latter case, the work will be available only to students and not openly shared with the public. Should a student not wish their work shared for these celebratory purposes, they should inform the chair.

Guidance for Participating in Online/Social Media Study Groups and Digital Cheating

As social media becomes part of the mainstream, online study groups using various forms of online sites and/or social media are common. Students should keep in mind that when they participate in this sort of group where they (or others) are sharing ideas, questions, etc. online, they are responsible for anything that is posted by themselves and anyone else. For example, if another student acquires a test without permission and posts the questions online, all students with access to that material are in violation of the FSU academic honor code. Be careful before getting involved in such a group. Unless the instructor approves the use of a non-FSU group venue in writing, the only accepted group venues are within that course's FSU Canvas platform. See the honor code and consequences for violating the code in the student handbook: <https://www.eng.fsu.edu/~peterson/fsuhc.html>

Use of Artificial Intelligence

If you are unsure whether the use of artificial intelligence (AI) is permitted for a project, be sure to ask your instructor prior to using these tools. Also see the College of Fine Arts Policy on AI use at the end of this document.

UNIVERSITY POLICIES (Fall 2024)

University Attendance Policy

Excused absences include documented illness, deaths in the family, and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid written excuse. Consideration will also be given to students whose dependent children experience serious illness.

Required First Day Attendance Policy

University-wide policy requires all students to attend the first class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. **It remains the student's responsibility to verify course drops and check that fees are adjusted.** Please refer to 'Class Attendance' below for additional information.

Note: Students who have received some or all of their financial aid prior to the end of drop/add for a term may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to, reduction of course load below required levels, cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility.

Academic Honor Policy

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of student's academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "... be honest and truthful and ... [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>)

Academic Success

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Department of Student Support and Transitions to learn more.

Americans With Disabilities Act

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodation for all persons with disabilities in a manner that is consistent with the academic standards of the course while empowering the student to meet the integral requirements of the course. Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Office of

Accessibility Services; and (2) request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type; and, (3) meet (in person, via phone, email, skype, zoom, etc...) with each instructor to whom a letter of accommodation was sent to review approved accommodations. Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided. This syllabus and other class materials are available in an alternative format upon request. For the latest version of this statement and more information about services available to FSU students with disabilities, contact the:

Office of Accessibility Services

874 Traditions Way
108 Student Services Building Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice) (850) 644-8504 (TDD)
oas@fsu.edu
<https://dsst.fsu.edu/oas>

Confidential campus resources

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program

University Center A,
Room 4100 (850) 644-7161,
Available 24/7/365,
Office Hours: M-F 8-5
<https://dsst.fsu.edu/vap>

Counseling and Psychological Services (CAPS)

Florida State University's Counseling and Psychological Services (CAPS) primary mission is to address psychological needs and personal concerns, which may interfere with students' academic progress, social development, and emotional well-being.

The following in-person and virtual (tele-mental health) services are available to all enrolled students residing in the state of Florida:

1. Individual therapy
2. Group therapy
3. Crisis Intervention
4. Psychoeducational and outreach programming
5. After hours crisis-hotline
6. Access to community providers for specialized treatment Call 850-644-TALK (8255) for more information on how to initiate services.

Counseling & Psychological Services

250 Askew Student Life Building 942 Learning Way Tallahassee,
Florida 32306

Phone: 850-644-TALK (8255)

Walk-in and Appointment Hours: M-F 8 am – 4 pm

Services at UHS are available to all enrolled students residing in Florida:

The mission of University Health Services (UHS) is to promote and improve the overall health and well-being of FSU students. UHS provides a coordinated continuum of care through prevention, intervention, and treatment. Services include general medical care, priority care, gynecological services, physicals, allergy injection clinic, immunizations, diagnostic imaging, physical therapy, and a medical response unit. The Center for Health Advocacy and Wellness (CHAW) assists students in their academic success through individual, group, and population-based health and wellness initiatives. Topics include wellness, alcohol and other drugs, hazing prevention, nutrition and body image, sexual health, and power based personal violence prevention. For more information, go to uhs.fsu.edu.

University Health Services Health and Wellness Center

960 Learning Way

Tallahassee, Florida 32306

Hours: M-F, 8 am – 4 pm

Phone: 850-644-6230

Free Tutoring from FSU:

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options – see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Syllabus Change Policy

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

Statement on Public Health Protocols

Classes are expected to continue to meet in person this semester. If necessary, however, we will shift to remote instruction. There are currently no mask mandates in place at FSU, but it is likely that not everyone in the class will feel the same way about public health protocols. Some members of our community remain more at risk than others. We encourage everyone to be patient with one another while we navigate these ongoing challenges. While the Covid and M-pox pandemics are receding, in order to continue meeting in person, we must all work together as a community to protect one another and to promote our shared health and safety in indoor spaces. FSU will continue to monitor all public health issues. Whatever happens, we are committed to helping you learn the material thoroughly and stay on schedule with your degree program. You can find up-to-date guidance at:

<https://uhs.fsu.edu/coronavirus>

Statement for Classes Subject to HB233 Recording

In this class, consistent with state law and university policy, students are permitted to make recordings of class lectures for personal use only. As noted, sharing, posting, or publishing classroom recordings may subject you to honor code violations and legal penalties associated with theft of intellectual property and violations of other state laws. Moreover, students and educators have expressed concern that recording classroom activities may negatively impact the learning experience for others, especially in classes that involve questions, discussion, or participation. To protect a learning environment in which everyone feels free to experiment with ideas, we ask you to refrain from recording in ways that could make others feel reluctant to ask questions, explore new ideas, or otherwise participate in class. Students must monitor their recordings so that they do not include participation by other students without permission. Students with disabilities will continue to have appropriate accommodations for recordings as established by the Office of Accessibility Services.

Statement for Courses Not Subject to HB233 Recording

In this class, consistent with state law and university policy, you may not make recordings of classroom activities without the permission of the instructor. This policy applies to both audio and video recordings.

College of Fine Arts Policies

CFA Statement for AI Usage in the CFA

The integration of Artificial Intelligence (AI) tools and technologies has become increasingly prevalent in the fields of Dance, Design, Art, Theatre, Art Education, and Art History. As part of our commitment to fostering innovation and critical engagement with emerging technologies, we recognize the potential of AI to enhance the creative process, support research, and expand pedagogical strategies.

Expectations and Guidelines:

Ethical Use: Students are encouraged to use AI tools ethically and responsibly, ensuring that their work remains original and that AI-generated content is properly credited. Plagiarism and misrepresentation of AI-assisted work as solely one's own creation are prohibited.

Creative Exploration: AI can serve as a valuable tool for ideation, analysis, and production in various artistic disciplines. Students are encouraged to experiment with AI in ways that enhance their creative and scholarly projects while maintaining the integrity of their artistic vision.

Academic Integrity: While AI can assist in research and production, students must ensure that their use of AI does not compromise academic integrity. All sources, including AI tools, must be appropriately cited in accordance with academic standards.

Skill Development: The use of AI should complement, not replace, the development of foundational skills in your discipline. Students are encouraged to develop a balance between leveraging AI tools and honing traditional techniques and methodologies.

AI in Research: For research purposes, AI can be used to analyze large datasets, generate new insights, and support theoretical exploration. However, the limitations and biases of AI tools must be critically assessed and acknowledged in your research outcomes.

Collaboration and Innovation: We encourage students to collaborate and share their experiences and findings related to AI. This can foster a community of innovation where diverse perspectives and interdisciplinary approaches enhance the learning environment.

Privacy and Security: When using AI tools, be mindful of privacy and security considerations. Protect personal and sensitive information, and comply with all relevant data protection regulations. By integrating AI thoughtfully and critically, we can enrich our artistic and academic endeavors, preparing students to navigate and contribute to a rapidly evolving technological landscape.

Principles of Professional Conduct Statement

In the College of Fine Arts, we are committed to upholding the highest standards of professional conduct through our core principles: Adaptability, Resourcefulness, Tenacity, Inquiry, Self-Awareness, and Teamwork. These principles ensure a respectful, supportive, and thriving environment across our disciplines of Dance, Design, Art, Theatre, Art Education, and Art History. Adaptability involves being flexible and open to change, adjusting to new challenges and opportunities. Resourcefulness emphasizes the ability to find creative solutions and make the most of available resources. Tenacity requires resilience and perseverance in the face of challenges, maintaining dedication to your academic and creative pursuits. Inquiry encourages a spirit of curiosity and critical thinking, seeking knowledge and understanding. Self-Awareness involves reflecting on your actions, recognizing your strengths and areas for improvement, and striving for personal growth. Teamwork highlights the importance of collaboration, respecting diverse perspectives, and contributing positively to group efforts. By adhering to these principles, you contribute to a professional and enriching environment that benefits everyone in the College of Fine Arts. To learn more about these principles and the accountability measures related to them, please reference the CFA handbook at: [CFA Student-Handbook Interactive-PDF v2 2024.pdf \(fsu.edu\)](https://fsu.edu/cfa-handbook).

