

DEPARTMENT OF INTERIOR ARCHITECTURE & DESIGN
UNDERGRADUATE STUDENT HANDBOOK

Fall 2024

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Welcome

Welcome to the Department of Interior Architecture & Design at Florida State University! The major, Interior Design will be the conferred degree at the end of the four year curriculum at Florida State University.

Interior Architecture & Design: A Brief History and Overview

About

The Department of Interior Architecture and Design, housed in the College of Fine Arts, offers two CIDA-accredited bachelor's degrees, a one-year Master of Science (M.S.) degree with two separate tracks and a 2-year Master of Fine Arts (MFA) degree. A fast-track option for qualified bachelor's degree students can also provide a combined bachelor's and Master of Science (M.S.) degree in 5 years. Students engage with design theory, history, technical skills, and participate in studio classes addressing residential and commercial spaces including health care, retail, office environments, hospitality, furniture design and specialized projects for children, seniors, and others in need of supportive spaces. The curriculum prepares students to work in interior design firms, as interior designers in architectural firms, or in many other design-related settings.

The Program

The Department offers both Bachelor's and Master's programs in interior design. The Undergraduate Program has been fully accredited since 1975 by the Council for Interior Design Accreditation (CIDA). Both the Undergraduate and Graduate Programs are accredited by the National Association of Schools of Art and Design (NASAD). Graduates are eligible to take the National Council for Interior Design Qualification Exam (NCIDQ), the gateway to professionalism and required for practice in many states and provinces.

Bachelor of Science and Bachelor of Arts degrees are offered at the undergraduate level. The Graduate Program includes the Master of Science Advanced Professional Project Track, Master of Science Advanced Professional Research Track, and Master of Fine Arts degrees are available for candidates already holding a bachelor's degree in interior design or other related and approved design discipline. Our MFA program is especially responsive to those graduate students wishing to enter the field of design education in the future.

Department Mission

The Department's mission is to provide students the knowledge necessary to pursue careers as interior designers who create beautiful, functional, and sustainable environments that positively impact human health, safety, and well-being. To this end, the Department imparts the values of human-centered design, evidence-based design processes and creative and critical thinking so that students create well-designed commercial and residential spaces where people live, work and play.

Educational Philosophy

Design is a pivotal driver of change, advancement, and equality in society, and it is essential to the physical and psychological well-being of the human experience. The Department of Interior Architecture and Design provides a strong foundation for the collaborative practice of interior design. Throughout the

interactive studio culture, students are nurtured as independent and creative learners who integrate fundamental skills, critical thinking, and evidence-based research into the design process. Employing constructivist pedagogies and experiential learning techniques, students move beyond passive learning to become active producers of knowledge in the field.

Department Values

As designers, we believe that well-designed spaces have the potential to positively impact human well-being. As faculty, we strive to impart the following human-centered values to our students:

- Creative, beautiful, and meaningful spaces enhance our life experiences.
- Well-designed spaces are an important part of our culture and history.
- Good design should be available to all and can serve as an agent for social change.
- Spaces have the ability to contribute to our sense of place and community.
- Spaces should be functional and meet the needs of building occupants.
- Sustainable design is essential to human health and well-being.
- Research and evidence-based design are an essential part of design decision making.
- Ethical behavior and responsible business practices are essential.

Career Path

The FSU Interior Design program resides in the Department of Interior Architecture & Design. The department name accurately describes the work students engage in while in school and out in the workforce. Students are heavily involved in shaping interior space. The undergraduate program leading to the bachelor's degree (either BS or BA) is accredited by the Council for Interior Design Accreditation (CIDA), <https://accredit-id.org>, 206 Grandville Avenue, Suite 350, Grand Rapids MI, 49503. The CIDA-accredited program prepares students for entry-level interior design practice, for advanced study, and to apply for membership in professional interior design organizations. The bachelor's degree granted by Florida State University meets the educational requirements for eligibility to take the Council for Interior Design Qualification Examination (CIDQ Exam). For more information about CIDQ eligibility visit: <https://www.cidq.org/paths>. It is important to note that students remaining in the state of Florida will be eligible (upon passage of the CIDQ) to be licensed as interior designers. Because our program name is interior design, FSU diplomas read "interior design." Please contact the department for any clarification.

Department Facilities

William Johnston Building

The Department is housed in the William Johnston Building, on Landis Green in the heart of the FSU campus (with our main department office in 1038 WJB). Aside from the department and faculty offices, our facilities consist of 6 design studios, a CAD lab, print center, resource room, graduate lab, seminar and lecture spaces, a gallery, a design library, and congregation spaces for our students. The building achieved a Gold LEED certification. The FSU Innovation Hub is directly across the green.

Carnaghi Arts Building with Studio D: Design and Fabrication Labs

The Carnaghi Arts Building houses the department's traditional woodshop tools in Studio D, digital fabrication equipment in Studio 3D, and also undergraduate and graduate studio space in the MOTL (Materials and Objects Testing Lab) and Fundamentals classrooms.

Established in the summer of 2013, the Studio D: Design and Fabrication Labs are prototyping and testing workspaces in the Department of Interior Architecture and Design. Studio D labs are focused on

the design, fabrication, and testing of small and full-scale prototypes of furniture and interior design objects that support the three areas of curriculum development and instruction, research and critical analysis, and product development and material testing.

DEPARTMENT POLICIES (Summer 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 (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://www.fsu.edu/cfa/student-handbook-interactive-pdf-v2-2024.pdf).

Appendices

Technology Handbook (work in process)

Computer requirements

Internship Program (work in process)

Graduate Handbook

Health and wellness for students (work in process)

Computer Requirements

All Interior Design students not owning a laptop computer with the specifications listed below will need to purchase one by the Fall semester of their second year (once accepted into the program following First Year Review). This allows students to work on their own computer in studio classes. It is strongly advised students NOT purchase a new computer ahead of the recommended time, as requirements constantly change with software and technology upgrades. Our current advice for laptop purchases includes the following minimum requirements:

Updated 06/01/2024

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.

Autodesk Revit 2024 system requirements:

<https://www.autodesk.com/support/technical/article/caas/sfdcarticles/sfdcarticles/System-requirements-for-Revit-2024-products.html>

Lumion 2024 system requirements:

<https://lumion.com/product/system-requirements>

Adobe Photoshop v. 25.2 (Nov 2023) system requirements:

<https://helpx.adobe.com/photoshop/system-requirements.html>

MAC vs. PC: With the current state of software, the Department recommends purchasing a Windows-based computer. This is largely due to the fact that 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 (after a successful First Year Review). Students should have computers purchased prior to enrollment in Studio I (or during the first few weeks of the semester).

Students will be expected to be familiar with the Adobe Creative Suite during the first-year classes. An active subscription should be purchased by the entrance into Studio I; Adobe provides student subscription discounts. Autodesk products (AutoCAD, Revit, etc.) are available to students free of charge through Autodesk Education Community; Autodesk software will be used starting with CAD I and throughout the program. Your CAD faculty will provide more details during courses. We do not recommend downloading this software prior to taking these classes, as software upgrades are frequent.

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.