

## **DIVISION OF INTERIOR ARCHITECTURE**

College of Professional Studies (CPS)  
University of Wisconsin – Stevens Point

**IA410. Professional Practice.** 3 cr. Business and design practice including procedures, philosophies, ethics, marketing, sales, and resources. Prereq: 394

**Semester:** Fall 2018-2019  
**Classroom:** CPS 323  
**Meeting Times:** Tuesday 9:30-10:45 am  
(plus additional 75 minutes out of class time to be arranged)  
**Professor:** Ms. Wendy Redeker  
**Office:** 302 CPS  
**Phone:** x4083  
**Email:** [wredeker@uwsp.edu](mailto:wredeker@uwsp.edu)  
**Office hours:** Tuesday 11:00-noon; Wednesday 9:00-10:00 am  
Or by appointment  
**D2L website:** <https://uwsp.courses.wisconsin.edu/>

### **Purpose:**

Students in this class will gain a deeper understanding of being a professional as it relates to Interior Architecture. Students will share and evaluate their interactions and experience of working within the field, and use that to further develop business practices. Creating business documents, expanding knowledge of business ethics and responsibility, and understanding that there are many aspects of developing business; are all outcomes that will reveal to each student the importance of good business conduct interconnecting with good design.

### **Course Learning Outcomes:**

1. Students will be able to illustrate and model ethical and professional behaviors.
2. Apply discipline-specific standards of oral and written communication to compose an articulate, grammatically correct, and organized presentation/piece of writing with properly documented and supported ideas, evidence, and information suitable to the topic, purpose and audience.
3. Critique their own and others' writing/oral presentations to provide effective and useful feedback to improve their communication.

### **CIDA Professional Standards 2017 – Student Learning Expectations**

CIDA is an agency that UWSP Interior Architecture is proud to be accredited through. This agency holds the UWSP Interior Architecture Division accountable for instructing design of safety and good wellness. Below are the standards that IA 410 is held to.

#### **Standard 5. Collaboration**

- Students have awareness of the nature and value of integrated design practices.
- Students have awareness of the terminology and language necessary to communicate effectively with members of allied disciplines.
- Students have awareness of technologically-based collaboration methods.
- Students understand leadership models and the dynamics of collaboration.

### **Standard 6. Business Practices and Professionalism**

- Students have awareness of the contexts for interior design practice.
- Students have awareness of the impact of a global market on design practices.
- Students have awareness of the breadth and depth of interior design's impact and value.
- Students have awareness of the components of business practice.
- Students understand types of professional business formations.
- Students understand elements of project management.
- Students understand instruments of service: contract documents, transmittals, schedules, budgets, and specifications.
- Students understand professional ethics and conduct.

### **Standard 9. Communication**

- Students are able to effectively distill and visually communicate data and research.
- Students are able to effectively express ideas in oral communication.
- Students are able to effectively express ideas in written communication.
- Students are able to effectively apply a variety of communication techniques and technologies appropriate to a range of purposes and audiences.

### **Written Communication in the Major Statement:**

This course is being offered as written communication in the major. This course will provide students with instruction in the kinds of writing used by professionals and help them develop the skills necessary for successful writing in Interior Architecture, according to University guidelines. Students will be expected to complete both formal and informal writing assignments throughout the semester. A variety of methods will be used to evaluate and enhance these skills, including class discussion, peer review and instructor feedback.

Assignments that may be included in this class, but are not limited to, are: design contracts, business proposals, a follow up letter, an informal email to a client, and a research project. Assignments will be evaluated on correct grammar, spelling, organization, coherence, clarity, style, and overall effectiveness of communicating his or her thoughts to the designated audience. The audience could include the client, a prospect, a vendor, a supervisor, or a peer.

If using research in an assignment, proper citation is expected. To review proper citation techniques visit: <http://library.uwsp.edu/Guides/citation.htm>

### **HYBRID COURSE FORMAT**

IA 410 has been designed as a "hybrid" course meaning that a number of class meetings (face-to-face) have been replaced with outside activities and online computer activities/lectures. We will be using

Desire to Learn (D2L) as our online course management system. Students will receive information on how to use D2L as well as specific assignments for discussions of course material. Approximately 50% of our class time will be spent online in asynchronous (any time, any place) activities; the remainder of the classes will be face-to-face (F2F) in the physical classroom. **Keep in mind that with this system class time is not eliminated but self-determined and therefore your responsibility to manage.** Even though “release time” is individually scheduled, due dates/times are strictly enforced. The course schedule reflects the F2F meeting dates for your section.

**Texts:**

Required Reference – Professional Practice for Interior Designers, 5th Edition, Christine M. Piotrowski

Recommended Reference beyond school- What Color Is Your Parachute? A Practical Manual for Job Hunters and Career Changers, by Richard N. Bolles

**Grading Criteria:**

- 47% Graded Assignments
- 20% Research Project
- 23% Quizzes and Final Exam
- 10% Professional Conduct & Commitment (i.e. Class attendance, D2L & In-class discussions, and overall professionalism - in class & online)

Writing Assignments will be graded on content, sentence structure, paragraph structure, paper organization, grammar/punctuation, and overall quality. Presentation Assignments will be graded on content, organization, quality of what is being presented, speech presentation, and overall flow.

Assignments are due at the beginning of the class period on the due date. No late work will be accepted for a grade and incompletes are not given, but late work may be turned in for critique feedback. Consideration of extenuating circumstances is at the instructors’ discretion. Projects must be turned in “as is” on the due date.

All work must be original, not copied. For more information, see the University website on academic integrity and student rights.

<http://www.uwsp.edu/admin/stuaffairs/rights/rightsCommBillRights.pdf>

Total point values for projects depend on the complexity of the assignment. The instructor spends a great deal of time evaluating student work, and evaluations are as fair and objective as possible. Therefore, grades are NOT negotiable.

Grades. Course letter grades will be given according to the following percentages of the TOTAL points at the end of the semester. 100-93%=A; 92-90%=A-; 89-88%=B+; 87-83%=B; 82-80%=B-; 79-78%=C+; 77-73%=C; 72-70%=C-; 69-68%=D+; 67-60%=D; 59% and below is Failing.

**Attendance and Absences:**

Participate in D2L Discussions and in-class exercises and discussions at IA 410

<https://uwsp.courses.wisconsin.edu/>. If you are not present during in-class exercises, you will lose points since they cannot be completed outside of class or made up. Students are expected to behave in a professional manner displaying active involvement and be receptive to constructive criticism.

Attendance at all class sessions is mandatory, as this will be a heavy discussion class. Students are expected to be in class for the duration of the seventy–five minute period. Please notify the instructor BEFORE class (via phone or email), if it is necessary for you to miss class due to illness or an emergency. Absences due to field trips or other campus activities must be validated with a formal excuse obtained from the instructor or sponsor of the activity.

**Examination Schedule:**

*Final Exam will be in class:*

Thursday, December 20, 2018                      2:45-4:45 pm                      Room CPS 105

**General Notes:**

In the professional world, design is a collaborative activity. Collaborating with, and learning from your colleagues is an important part of your educational experience.

Professional conduct and behavior are required during class at all times. Please do not converse while someone has the attention of the class.

Cell phones, beepers, and any other 2 way messaging devices must be turned OFF during class time. Incoming messages are a disruption to the class and disrespectful to the individual presenting.

Student Issues: The first step in handling course and other student concerns is to contact the Associate Dean. If the situation remains unresolved, students can contact the Associate Vice Chancellor for Teaching, Learning, and Strategic Planning. See the *University Handbook*, [Chapter 7](#), Section 5, the formal grounds for a grade appeal. When an issue arises that directly involves a course taught by the Associate Dean, the first step will be handled by the Dean of CPS. Associate Deans are asked to include a statement on their syllabi that they should contact the CPS Dean with concerns about the instructor or the course.

**Help Resources**

Tutoring	Advising	Safety and General Support	Health
Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. 018 Albertson Hall, ext 3568	Academic and Career Advising Center, 320 Albertson Hall, ext 3226	Dean of Students Office, 212 Old Main, ext. 2611	Counseling Center, Delzell Hall, ext. 3553. Health Care, Delzell Hall, ext. 4646

**Care Team**

The University of Wisconsin-Stevens Point is committed to the safety and success of all students. The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As your instructor, I may contact the Office of the Dean of Students if I sense you are in need of additional support which individually I may not be able to provide. You may also share a concern if you or another member of our campus community needs support, is distressed, or

exhibits concerning behavior that is interfering with the academic or personal success or the safety of others, by reporting [here](#).

Also, if you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact one of the offices listed above in the “Help Resources” to arrange a confidential discussion regarding services needed and/or reasonable accommodations.