

## **PROFESSIONAL PRACTICE IN INTERIOR DESIGN**

**ID 415 FALL 2011**

### **SYLLABUS**

**Instructor:** Rogene Gaspar, LEED AP, Allied Member ASID  
**Phone/Email:** 358-4456/rgaspar\_001@yahoo.com  
**Class Meetings:** MWF 1:30 - 2:20 pm  
**Location:** E-108

**COURSE DESCRIPTION** Professional Practice is a course designed to guide students in internships that reflect their specialization in the field of Interior Design. Students will research career opportunities in their specialized area and seek job opportunities available. Student's portfolios, resumes, and business stationary are assessed on an individual basis to determine readiness to enter the workforce. Students are required to complete **85 hours** of documented work experience in cooperation with the firm of their choice. Internship hours are not compensated. If paid internships are offered, compensation to be determined by the employer.

**GOALS AND OBJECTIVES** Professional practice in the interior design profession including course work and analysis of appropriate employment specialties that support the individual goals and design talents of the student. The instructor will supervise internships, with visitations to the employment location or job site as needed.

- Become familiar with a professional working environment
- Be aware of ethical conduct within the workplace
- Be exposed to interior design business principals and practices
- Gain a practical knowledge of employment skills and marketing
- Thoughtfully approach questions of professional ethics
- Improve basic communication and writing skills, enhance modes of self-expression, critical thinking and analysis of information
- Practice time management
- Present a professional personal appearance in the work place and public events

### **TEXTS**

Professional Practice for Interior Designers (C. Piotrowski)  
Business & Legal Forms for Interior Designers (Crawford & Bruck)  
Scott Foresman Handbook for Writers (Foresman)

### **COURSE REQUIREMENTS & EXPECTATIONS**

- Read the assigned text before each class.
- Student participation in class discussions is required.
- All written work is to be typed or printed via computer (or LiveText when applicable) in a simple font style and double-spaced. Staple your work when pages are 2 or more with all identification on each page.
- Assignments/projects/review materials are due on the date assigned. Points will be deducted for each day the assignment is late. Projects will be graded/reviewed and returned to the student with mark-ups and/or an evaluation (as appropriate).
- Attendance in class is mandatory and is Chaminade University's Policy. Two (2) consecutive unexcused absences or four (4) cumulative unexcused absences will elicit a deficiency report submitted to the Registrar and may result in a failing grade. Failure to attend class, complete assignments and secure an internship could result in a failing grade in this course. Attendance at internship locations is mandatory.
- Absences on exam, review or presentation days due to illness will ONLY be excused with proper medical verification. See instructor to make up the exam (or session) BEFORE the next class meeting. Failure to comply with these stipulations will result in a failing grade for that exam, review and/or presentation.
- Tardiness and leaving the class early will affect the continuity of the course and your final grade.

**GRADING** (for overall course) **A = 100-90%; B = 89-80%; C = 79-70%; D = 69-60%; F = < 60%**

Class assignments **25%**, Business Portfolio assignment **25%**, Instructor's evaluation of student performance **25%**, Employer's evaluation **25%**. If grades fall below 70%, Deficiency Reports are sent to the registrar and your advisor if your grade falls below 70% or you have four unexcused absences. A 2.5 GPA is required for declared majors in the CUH Interior Design Program.