



Chaminade
University
OF HONOLULU

Course Syllabus

[Chaminade University Honolulu](https://www.chaminade.edu/)

3140 Waialae Avenue - Honolulu, HI 96816

Course Number: EID 321

Course Title: Programming and Space Planning

Department Name: Environmental and Interior Design

College/School/Division Name: School of Humanities, Arts and Design

Term: Fall 2025

Course Credits: 4

Class Meeting Days: Mondays and Wednesdays

Class Meeting Hours: 9.30-11.50pm

Class Location: Eiben 104

Instructor Information

Instructor Name: Matthew Higgins

Email: matthew.higgins@chaminade.edu

Phone: 510-680 6501

Office Location: Eiben 208

Office Hours: Tuesday/Thursday 1.00-3.00 and by appointment

Course Description & Materials

University Course Catalog Description

Study of the process of designing an environment beginning with program analysis and moving to the synthesis of information, resulting in a comprehensive space plan and support documentation. The process guides students through information gathering and organization, as well as problem identification, providing a framework for problem solving and design decision-making. Research and application of building and fire codes, universal design concepts (including ADA standards) and human factors relative to the designed environment address health, safety and welfare issues integral to best design practices. Through structured exercises and projects, students create commercial and/or residential environments, which fulfill client-generated requirements with creative, innovative and environmentally conscious design solutions.

Time Allocation

This is a four-credit hour course requiring 190 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend 85 hours in class (the majority of which is allocated for project design and tutorials), 20 hours for research assignments, 5 hours for reading and preparation for class presentations, and 75 hours for project design outside of class times.

Course Prerequisites

EID 271 or consent of instructor.

Required Learning Materials

"Space Planning Basics", Karlen, M., 3rd Ed.

Grading Scale

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports and the final examination. They are interpreted as follows:

- A Outstanding scholarship and an unusual degree of intellectual initiative
- B Superior work done in a consistent and intellectual manner
- C Average grade indicating a competent grasp of subject matter
- D Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work
- F Failed to grasp the minimum subject matter; no credit given

Technical Assistance for Canvas Users:

- Search for help on specific topics or get tips in [Canvas Students](#)
- [Live chat with Canvas Support for students](#)
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this [video to get you started](#)
- [Online tutorials](#): click on "Students" role to access tutorials
- Contact the Chaminade Helpdesk for technical issues: helpdesk@chaminade.edu or call (808) 735-4855

Learning Outcomes

Program Learning outcomes

Upon completion of the undergraduate B.F.A. program in Environmental + Interior Design, students will be able to:

1. Understand, and operate within, the dictates and standards of the design profession/industry.
2. Explore and apply the design process from project inception to actualization/realization.
3. Integrate principles of design in order to synthesize and optimize design solutions.
4. Safeguard the welfare of occupants and the public at large, and promote the ecological balance between the natural and built environments.
5. Communicate design concepts, design solutions, and problem-solving rationales through written, oral, and visual media.
6. Evaluate, articulate, and actualize the social, environmental and ethical impact of design on the health, safety and welfare of the public to further service, justice and peace.

Course Learning Outcomes

By the end of this course, students will:

1. Develop skills necessary to work in teams and share information. [PO 1; CIDA 5]
2. Understand and apply the appropriate and project-specific codes and regulations addressing health, safety and welfare of the client and occupants [PO 4; CIDA 7, 13, 14, 15, 16]
3. Synthesize research and analysis to identify issues and challenges unique to the client/project [PO 2; CIDA 8, 9]

4. Demonstrate the ability to pursue a project from ideation through design development to construction documents, details, FF&E selections and specifications [PO 2, 3; CIDA 8, 9, 13]
5. Demonstrate understanding of the interaction between the built environment and the end-user through appropriate and creative space planning, considering proxemics, ergonomics and universal design principles [PO 4; CIDA 7, 11, 13, 16]

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Ōlelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Ōlelo No'eau 203) All knowledge is not taught in the same school

Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5
Marianist Values	2, 3	2	2	2	5
PLOs	1	4	2	2, 3	4
Native Hawaiian Values	2, 3	2	2	2	5

Course Activities

Assessment

The course assessments comprise the following:

- 10% Research Activity
- 10% Reading Discussions (x5)
- 20% Assignment 1
- 60% Assignment 2: *Programming & Space Planning (15%); Scheme Design (20%); Detail Design (30%)*

Course Policies

Instructor and Student Communication

Questions for this course can be emailed to the instructor at matthew.higgins@chaminade.edu. Online, in-person and phone conferences can be arranged. Response time will take place up to 24 hours.

Late Work Policy

All work is expected to be presented on time.

Important Information

Cell phones, tablets, and laptops

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information (ada@chaminade.edu).

Title IX and Nondiscrimination Statement

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. For pregnant and parenting students, I am also obligated to provide you with similar resources for support and protections available to you. My goal is to make sure that you are aware of the range of options available to you and have access to the resources and support you need.

Nondiscrimination Policy & Notice of Nondiscrimination

Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found at the [Chaminade University Title IX Office Contact Information and Confidential Resources website](#). On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).

Attendance Policy

Students are expected to attend regularly all courses for which they are registered. Student should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu Tutor Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

Academic Conduct Policy

From the 2019-2020 Undergraduate Academic Catalog (p. 39):

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook: <https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf>

Credit Hour Policy

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in a minimum of 45 hours of engagement, regardless of varying credits, duration, modality, or degree level. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. Terms that have alternative lengths, such as 10 week terms, should have an equivalent amount of faculty instruction and out-of-class student work to meet each credit hour. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit. The number of engagement hours may be higher, as needed to meet specific learning outcomes.

Kōkua 'Ike: Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including,

but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua 'Ike's website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Hazing Prevention Resources and Athlete Helpline:

Assists athletes, parents, coaches, and any allies interested in ensuring physical and mental safety for sports communities by offering confidential emotional support, crisis intervention, informational athlete-focused resources, and guidance related to concerns about any type of abuse—including hazing.

Chaminade University's Hazing Policy:

<https://catalog.chaminade.edu/studenthandbook/codeofconduct>

<https://hazingpreventionnetwork.org/athlete-helpline/>

<https://hazingpreventionnetwork.org/how-to-report-hazing/>

Basic Needs Resources:

<https://chaminade.edu/basic-needs/>

Schedule

Module 1 Programming Research	Aug.	25	Course introduction	Research Activity intro
		27		Lecture 2
	Sept.	1		Labor Day: No Class
		3	Research 1 presentation and Set Reading 1 Discussion	
Module 2 Design Assignment 1		8	Assignment 1 intro	Site survey
		10	Set Reading 2 Discussion	Lecture 3 / Programming & concept dev.
		15	Concept presentation	Lecture 4
		17		Tutorials
		22	Set Reading 3 Discussion	
		24		Tutorials
		29	Final Presentation	
Module 3 Design Assignment 2	Oct.	1	Assignment 2 intro	Programming & Concept Design stage
		6		Tutorials
		8	Complete Programming	Tutorials
		13		Indigenous Peoples' Day: No Class
		15		Tutorials
		20	Concept presentation	Schematic Design stage
		22	Set Reading 4 Discussion	Lecture 5
		27		Tutorials
		29	Set Reading 5 Discussion	
	Nov.	3		Tutorials
		5	Schematic presentation	Materials and Visualization stage
		10		Lecture 6
		12		Tutorials
		17		Tutorials
		19		Tutorials
		24		Lecture 7
		26		Thanksgiving: No Class
	Dec.	1	Visualization presentation	Submission Assembly
		3		Tutorials
		8	Complete Submission	

Items in **bold** are graded assignment requirements

Content and events are subject to change