



Chaminade
University
OF HONOLULU

Course Syllabus

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

3140 Waialae Avenue - Honolulu, HI 96816

Course Number: EID 410

Course Title: Design Business Principles and Practices

Department Name: Environmental and Interior Design

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

Term: Fall 2026

Course Credits: 3

Class Meeting Days: Tuesdays and Thursdays

Class Meeting Hours: 11.30-12.50pm

Class Location: Eiben 209

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

Basic principles of Interior Design business management, professional ethics and practice, examined to prepare students for the professional working environment. Professional resumes and business cards are also prepared.

Course Overview

This course is designed to explore the basic principles of small business management, from the perspective of a design practice. Areas of study will include marketing tools and techniques, creation of a business plan, financing, management of human resources and all other functional areas necessary to successfully start and operate a small business, such as a design practice.

Time Allocation

This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend 48 hours in class, 20 hours for research assignments, 20 hours for practical assignments, 40 hours on reading reviews and final essay, and 7 hours on preparation for class presentations.

Course Prerequisites

Upper Division standing; EN 102, COM 101.

Required Learning Materials

Set textbook: Professional Practice For Interior Designers, 5th or 6th edition, by Christine Piotrowski, John Wiley & Sons, 2013/2020.

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

. Grades will only be given to work that is submitted through the Canvas system.

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. Recognize the basic theory, concepts and procedures of business management. (PO 1, CIDA 6)
2. Comprehend and apply the fundamental business skills necessary for owning and operating a business. (PO 1, CIDA 5, 6)

3. Describe successful design practices and other small businesses and analyze the reasons for their success. (PO 1, CIDA 6, 9)
4. Develop a background for more informed managerial decision-making. (PO 1, CIDA 6)

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 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ölelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kũ'ono'ono ('Ölelo 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 ('Ölelo 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 kũ o ka no'eau ('Ölelo 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 ('Ölelo 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
Marianist Values	2	2	2	2
PLOs	1	1	1, 2, 3	1, 5, 6
Native Hawaiian Values	2	2	2	2

Attendance and In-class Participation

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.

Quick Reference — Absence Thresholds:

Excused Absence	<i>Illness with documentation, family emergency, university-sponsored activity.</i>
Unexcused Absence	<i>Extending more than a week will incur a grade penalty against the affected assignments.</i>
Warning Threshold	<i>Two or more unexcused absences.</i>
Grade Penalty	<i>More than 4 unexcused absences will incur a final grade penalty.</i>
Course Failure	<i>More than 6 unexcused absences will incur a failing grade.</i>
Late Arrival / Early Departure	<i>Arriving more than 15 minutes late counts as a tardy; 2 tardies = 1 absence.</i>

In-class Participation Expectations

Active, respectful engagement is essential. Students are expected to come prepared and contribute meaningfully to discussions, activities, and collaborative work.

Students are expected to:

- Come prepared — complete readings and activities before each session.
- Participate actively in discussions and group work, demonstrating critical thinking.
- Engage respectfully and honor diverse perspectives.
- Use personal devices for course purposes only unless otherwise directed.
- Submit work by established deadlines to support course pacing.

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 and Incomplete Grades

All work is expected to be presented on time. Late work may incur a grade penalty.

Incomplete grades will only be granted on submission of satisfactory documentation explaining why the graded work is incomplete.

Syllabus Changes

The instructor reserves the right to modify this syllabus.

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.

Course Activities

Assessment

The course assessments comprise the following:

- 15% Midterm Examination
- 15% Final Examination
- 20% Research Paper/Oral Presentation
- 30% Business Plan
- 20% Discussion Questions

Final Grades

- A 90% and above
- B 80-89%
- C 70-79%
- D 60-69%
- F 59% and below, or failure to submit all graded work without pre-approved excuse

Important Information

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, plagiarism, **and unauthorized and/or undisclosed AI usage**, in addition to more obvious dishonesty. See catalog section *Student Use of Artificial Intelligence in Academic Work* for further information.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Director of the Academic College. Punishment for academic dishonesty will be determined by the instructor, Director, and the Dean of Academic College and may include an “F” grade for the work in question, an “F” grade for the course, academic notice, or dismissal from the University.

AI (Artificial Intelligence) Statement

Chaminade University recognizes the increasing role of artificial intelligence (AI) technologies in academic and professional environments. AI encompasses, but is not limited to, generative AI platforms, automated writing or content generation software, coding assistants, and similar tools. Students must ensure all submitted work genuinely reflects their knowledge and effort. Using AI to produce or significantly complete graded assignments, exams or other academic tasks – defined as use that substitutes for or substantially replaces a student’s own analysis, reasoning or written expression – without explicit instructor approval is considered academic misconduct and will be dealt with according to the University’s Academic Honesty Policy.

If an instructor has reasonable grounds to question whether submitted work genuinely reflects a student’s own knowledge, authorship, or mastery of course material — or whether it meets the course’s expectations for AI use — the instructor may require the student to provide additional or alternative evidence of authorship and content mastery. Such evidence may include drafts, notes, revision history, source materials, process explanations, oral discussion, in class work, or completion of an alternative assessment. A student’s refusal or inability to provide such evidence may be considered, along with other available information, in evaluating

whether the work meets course requirements and stated learning outcomes. Instructors will not rely solely on AI detection software or other automated tools in making grading or academic integrity determinations. Such determinations will be based on the totality of the available information and handled in accordance with applicable University policies and procedures. See the catalog section *Student Use of Artificial Intelligence in Academic Work* for further information.

Title IX and Nondiscrimination

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 and Notice of Nondiscrimination

The university is committed to comply with all State and Federal statutes, rules, and regulations which prohibit discrimination. The university is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin (including shared ancestry and ethnic characteristics), ancestry, citizenship, disability, genetic information, marital status, breastfeeding, arrest and court record (except as permissible under State law), sexual orientation, or status as a covered veteran. Inquiries about Title IX or general Civil Rights concerns 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 [HERE](#). *On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).*

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates.

The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

Student with Disabilities Statement - Kōkua 'Ike

Accessibility Services recognizes disability as a valued aspect of diversity and ensures equal access to the educational environment in accordance with Section 504 of the Rehabilitation Act; the Americans with Disabilities Act, as amended; and the principles and professional standards of the Association on Higher Education and Disability. Access is supported through reasonable accommodations and referrals to campus and community resources. Appointments with the Accessibility Services Coordinator are available through Stellic at <https://chaminade.stellic.com> and may be held virtually or in person. Drop-in appointments are also welcome. Students seeking support must meet with the Accessibility Services Coordinator as early as possible, even if they are unsure whether they have appropriate documentation of their disability or its impacts. The Accessibility Services Coordinator prioritizes listening to students' experiences and will discuss any documentation needs during the initial intake meeting. Students may seek support at any time. Learn more at <https://chaminade.edu/ada-accommodations>

Campus Resources and Support Services

The following resources are available to all Chaminade students. Reach out early — these services exist to support your success.

Resource	Description	Contact / Website
Accessibility Services (Kōkua 'Ike)	Accommodations under Section 504 and ADA. Contact early — appointments via Stellic, virtual or in person.	ada@chaminade.edu chaminade.edu/ada-accommodations
Tutoring & Academic Coaching (Kōkua 'Ike)	Tutoring and Academic Coaching Services support students' progression toward their academic, personal, and professional goals with clarity and intention. Services include individualized support in English, math, nursing, sciences, and social sciences, as well as guidance in developing goals and study strategies.	chaminade.edu/tutoring-academic-coaching-services
Career Services	Career Services supports students throughout their career journeys. Services include individualized job search strategy coaching, resume reviews, job interview coaching, and access to career-related resources and opportunities.	chaminade.edu/career-services
Basic Needs Resources	Support for food insecurity, housing instability, and other basic needs.	chaminade.edu/basic-needs/
Title IX / Nondiscrimination	Reporting and support for sex discrimination and gender-based violence. Campus Incident Report Form available online.	chaminade.edu/titleix/resources-and-support/
Hazing Prevention	Confidential support, crisis intervention, and reporting for any type of abuse including hazing.	hazingpreventionnetwork.org/athlete-helpline/
Campus Safety / SafeSwords	Security escort service for anyone who feels unsafe walking alone on campus at any time of day. Call security and a professional will escort you to your destination.	chaminade.edu/student-life/security/campus-safeswords-program/
CUH Alert Emergency Notification	Emergency text system. Register your cell number via the Chaminade portal and confirm the text to complete enrollment.	chaminade.edu

Schedule

			Chapter #	
			5 th Ed.	6 th Ed.
		Course Assignment	Reading Assignment	
MODULE 1	Aug. 18	Course Introduction		
1. Professional Responsibility	20		Where Do Designers Work?	5 1
2. Establishing an Interior	25		Preparing the Business Plan	17 21
Design Practice	27	DQ 1	Business Formations	18 22
	Sep. 1		Ethics & Professional Conduct	3 7
	3	DQ 2	Legal Responsibilities	4 8
	8	DQ 3	Creating a New I.D. Practice	15 19
	10	DQ 4	Advice & Counsel	16 20
	15		Strategic Planning / SWOT Analysis	20 30
	17	DQ 5 / Research Paper: Oral Presentations (1)		
MODULE 2	22	Oral Presentations (2)	Business Legal Filings & Licenses	19 23
1. Managing an Interior	24	DQ 6	Employee Management	27 29
Design Practice	29	BPA: Product Description	Money Management (1)	21 28
2. Marketing for Success	Oct. 1	DQ 7	Money Management (2)	21 28
	6	BPA: Market Analysis	Marketing	22 24
	8	Mid-term Examination		
	13	Wellness Week		
	15	(events to be confirmed)		
	20	BPA Interim Review		
	22	DQ 8	Promotion Basics	23 25
	27	BPA: Marketing Plan	Project Compensation & Fees	6 9
	29	DQ 9	Preparing Design Contracts	7 10
MODULE 3	Nov. 3		Product Pricing	8 12
1. Defining the Project	5		Sale of Goods & Commercial Code	9 13
2. Project Delivery	10	BPA: Management Plan	Contract Documents & Specs	12 16
	12	No Class		
	17		Contract Administration	11 15
	19	DQ 10	Construction & Order Processing	13 17
	24	BPA: Financial Plan	Delivery & Closeout	14 18
	26	Thanksgiving: No Class		
	Dec. 1	BPA Final Presentations (1)		
	3	BPA Final Presentations (2)		

Dec. 8 **Final Examination** (8.30-10.30am, TBC)

Content and times are subject to change