

PROFESSIONAL PRACTICE IN INTERIOR DESIGN

ID 415 Spring 2002

SYLLABUS

revisedSpring2002

Class Meetings: T-Th 9:30-10:50

Location: E-102 and E-106

Instructor: Deborah B. Lowry, MS, ASID

Office: E-204 Phone 440-4216 Pager 571-2935

Text: *Professional Practice for Interior Designers* by C. Piotrowski

(same text required for ID 410)

The Scott, Foresman Handbook for Writers

Camera to photograph your work place.

Journal or notebook.

GRADING: Grading is on a percentage point system:

A =100-90% B =89-80% C =79-70% D =69-60% F=Below 60%.

Deficiency reports are sent to the registrar and your advisor if your grade falls below a 70%. A 2.5 GPA is required for declared majors in the CUH Interior Design Program. Grading requirements and percentages: Class assignments 25%; Interview and midterm assignment 25%; Instructor's evaluation of student performance 15%; Employer's evaluation 35%.

ATTENDANCE: Failure to attend class, complete assignments and secure an externship could result in a failing grade in this course. Attendance is mandatory both in class and at externship locations. Please follow reading assignments and class schedule as well as the written assignments listed below. **Please read the assigned text before each class. Student participation in class discussions is required.**

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. Class work and written assignments will be **augmented** by an externship with an outside design firm or industry- related showroom or service. The instructor will supervise externships, with visitations to the employment location or job site.

Externships will be evaluated by the employer or supervisor and count toward the student's final grade in the course. The student is expected to:

- > Become familiar with a professional working environment
- > Be aware of ethical conduct within the workplace
- > Be exposed to interior design business principles and practices
- > Gain a practical knowledge of employment skills
- > Thoughtfully approach questions of professional ethics
- > Improve basic communication and writing skills, enhance modes of self-expression, critical thinking and analysis of information

Please see the CUH Student handbook for information on University policies relating to student's code of conduct. This will be strictly enforced.

ID 415 Professional Practice in Interior Design Spring 2002

Class Schedule, Course Outline and Assignments:

(Note: schedule for 2 meetings per week)

Week One: 2 meetings this week.

Tuesday 1/15

Review syllabus and goals of an externship, and goals of this program. An externship is a free scholarship to the profession and related industries.

Assignment: read text chap. 26, pg. 373-384. Write a list of your personal goals in this professional practice program.

Thursday 1/17

Review career opportunities.

Assignment: Read text chap. 27, pgs. 385-395 and prepare a sample résumé following these guidelines.

Week Two

Tuesday 1/22

Review résumés of each student in class.

Assignment: Read chap. 27 pg. 395-400 and prepare a list of 10 companies you will apply to for an internship. Do not include firms or companies you have worked for or held an externship with in the past. Support your choices according to your career goals. Write a sample cover letter.

Thursday 1/24

Review and correct sample cover letters. Go over employer lists and review why student's selected these firms.

Assignment: Read pgs. 400-408 and send out your résumés and cover letters to your list.

Week3

Tuesday 1/29

Discuss the interview process as outlined in the text.

Assignment: Write and design an "**extern interview work sheet**". Include the following information: the name of the company, address, phone and fax number, directions to the company location, parking instructions and parking fee; name and title of the contact person you called and the name and title of the person who will conduct the interview with you; the design specialty of the firm or the

industry affiliation of the firm. Do they want to see a portfolio of your work? Include a section for the day, date and time of the scheduled interview. **Post-interview evaluation:** Who interviewed you? Describe the interview process. Did the interviewer review your résumé and understand your skills? What questions were you asked? What was the reaction to your portfolio? Were you considered for an externship? Was a job description given to you? Describe your actual duties, as you understand them now. When will you start and at what hours per week? Will you be paid any compensation for your time? How did you feel about the interview? Success? What would you do differently next time? Note the date you wrote a thank you letter for the interview. Assignment includes a sample thank you letter as well as this worksheet. (Total class and intern hours are 105).

Thursday 1/31

Interview worksheets and thank you letters due today. Discuss the interview process again and telephone skills.

Assignment: Start calling your employer lists for interviews and fill out a complete worksheet for each call. Bring the externship worksheets to class next Monday. Attend interviews and evaluate the experience. What would you do differently next time? Was the experience what you anticipated?

Week 4

Tuesday 2/5

Assignment: Write thank you notes if you attended an interview.

Assignment: When you start your externship, keep an hourly *Externship Journal* of your activities with this firm; document your activities as if you were charging the firm for your time (bill-able hours), noting the task you performed and the project/client the task would be invoiced to. Also provide documentation if the task was completed or was still in work when you left, as well as any notes.

Thursday 2/7

Ethics lecture. From Professional Practice, ASID Code of Ethics.

Week 5

Tuesday 2/12

The Interview Process.

Week 6**Tuesday 2/19**

Extern Employment and Journal.

Week 7**Tuesday 2/26****Extern Employment and Journal.****Week 8****Tuesday 3/5**

Review material in Interior Design Management text pgs. 239-285.

Midterm Assignment: Evaluate the firm you externship with. Are your duties following your job description? Do you feel the office, store or showroom is organized efficiently? What would you do to improve the operational organization and human resource management? Employee productivity? Interaction with clients? General observations on the firm. Three typed pages and pictures of the workplace. Due Oct 22

Weeks 9-14**Tuesday 3/12,3/19,3/26,4/2,4/9,& 4/16**

Weekly meetings (Tuesdays) to review the externships, extern journals, solve problems.

Final Assignment: Evaluate your externship experience. Did you achieve the goals you stated in the beginning of the program? What concepts did you learn? Did you use your existing skills? What new skills did you learn? What skills do you feel you may lack or need to review? Would you recommend another student seek an externship at this firm? Why? Were you treated fairly and respectfully?

85 hours to be completed by week 15.(March, 23)

Week 15**Tuesday 4/23**

Review everyone's externship program

Thursday 4/25

Review externship programs.

Week 16

Tuesday 4/30

Final assignment due today. Dec 7