

REQUIREMENTS & EXPECTATIONS

- Please read the assigned text and handouts *before* each class. Assignments may include outside research and class presentation of information. Student participation in class discussions and presentations is required.
- All **written work** is to be typed or printed via computer in a simple font style and double spaced. Identify each page with your name, date, class (ID 417) and semester/year. Staple your written work together.
- **Binders** are to have proper identification on front outside cover and spine.
- **Presentation boards** are to display project and course information on the front and student and project information/explanation on the back.
- All **Exercises, Project and Presentation Materials, and Tubes** are to be clearly labeled with your name, date, class (ID 321) and semester/year.
- Assignments/projects are due on the date assigned. Points will be deducted from your score for each day the assignment is late. Projects will be graded by the instructor and returned to the student with an evaluation. Student evaluations may occur, as well.
- Attendance in class is mandatory and is Chaminade University's Policy. Four (4) unexcused absences may result in a failing grade. Please see the instructor if you have two (2) unexcused absences.
- Students are expected to attend studio work days, site visits, guest speakers and presentations unless otherwise stipulated by the instructor. Failure to do so will affect your grade.
- Studios are open for project work any time classes are not in session. After-hours use is available by contacting Security and presenting your student identification.
- Absences on exam days due to illness will only be excused with proper medical verification. See instructor to make up the examination before the next class meeting.
- Tardiness and leaving the class early will effect your final grade.
- Please SILENCE all pagers and cell phones during class.
- Please see CUH Student Handbook for Code of Conduct.

GRADING

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

Team Project: 25% Semester Project: 50% Portfolio Review Participation: 25%

If grades fall below 70% or you have 4 unexcused absences, *Deficiency Reports* are sent to the registrar and your advisor. A 2.5 GPA is required for declared majors in the CUH Interior Design Program.