

INTERIOR DESIGN DEPARTMENT HANDBOOK

Students are expected to know the academic policies of Buffalo State. The most important school policies are stated in the actual Buffalo State Undergraduate Catalog. Supplementary regulations for Interior Design can be found in the **Interior Design Department Handbook** and course syllabi.

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1. Statement of Principle on Academic Integrity

The College has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect for others' academic endeavors. By placing their name on academic work, students certify the originality of all work not otherwise identified by appropriate acknowledgements. Cheating and/or plagiarism is sufficient for an "E" grade. See student handbook for College rules.

Projects not seen in progress in the classroom will not be accepted. Notes about attendance and work progress will be taken.

2. Safety

General Safety

For safety reasons, only enrolled students may use the Interior Design facility. Students may not work alone in the studio. Buffalo State faculty and staff want all students to feel safe on campus. Be alert and walk in pairs, especially after dark. Consider using campus safety services, including the Bengal Buggies, Escort Van, Motorist Assistance Program, and walking escorts. Blue light emergency phones located throughout the campus and red phones in Upton Hall provide direct access to University Police. For all emergencies on campus, call University Police at x 6333.

Classroom Safety

Safety is an attitude, a state of mind, and approach. There are always things over which we cannot exercise control. Those things we can control, we must control. As important as dust masks, and eye protection, and all our procedures is the ability to think about what we are doing, to evaluate clearly. There should never be an instance where you go ahead with something that you think might be "a little risky". There is always a way to do something safely. There is no such thing as a stupid question. Don't be shy or intimidated or lazy, and don't ever hesitate to ask for help.

Never work with anything that is potentially dangerous (that includes a x-acto knife) when you are tired or distracted in any way. These are the times when your judgment is impaired. Unfortunately this impaired judgment sometimes prevents you from making the correct decision to go on to something else, or quit working altogether.

Eyes: Whenever there is the possibility of air born particles or chips, wear eye protection. Your eyes are delicate and vulnerable. Wear safety glasses, goggles, whatever is appropriate. Get in the habit.

Dust: Dust is both a short and long term health and safety issue. Wear dust masks when sanding.

Breathing: Use respirators when using any chemicals, solvents, etc. Use the appropriate filter with the respirator. If with the respirator on, you can still smell anything, then something is wrong. Check filter, fit of respirator, etc. Use the spray booth in UH 213B.

Body: Long loose hair, loose clothing, shirtsleeves, slippery shoes (including flip-flops) jewelry can be potentially dangerous. Evaluate the situation. For example working with loose long hair on the band saw can easily get you scalped. Use caps, guards, push sticks, hold downs, guides, protective gloves - the list is endless.

Ears: Always use ear protection when necessary.

General Safety Instructions for Machines

1. Keep your attention and focus on what you are doing.
2. Never talk to, or distract someone else who is operating a machine.
3. Be careful not to shout or walk up behind someone operating a machine.
4. Keep loose clothing rolled up and tucked in.
5. Control long hair.
6. Wear safety glasses when operating machines.
7. Be alert for any unusual sounds when turning on or operating any machine.
8. Clean up scrap wood, sawdust, etc. when finished with a machine.
9. Be alert for loose parts, miss-adjustments and dull blades. Always correct the situation before using the machine.
10. Develop and maintain a respectful attitude toward all machines. Take a little time periodically, or before beginning an operation to try to anticipate what could go wrong. Remind yourself frequently of good safety practices.
11. Never force or "horse" a machine. Let the machine do the work. If it's burning the material or overloading the motor then something is wrong. Stop and check!
12. Use a power machine only after you have received instruction on its safe and proper use.
13. Never use a power machine when you are alone in the studio.

No tool or piece of equipment may be used without a formal demonstration on its proper use and safety by the professor. NO EXCEPTIONS. All materials and equipment are used at your own risk. While basic hygiene and common sense in handling and dealing with potentially hazardous materials/processes will generally suffice, please be sure to follow the proper safety instructions presented to you.

EACH SINGLE VIOLATION OF THE SAFETY REGULATIONS OF THE INTERIOR DESIGN DEPARTMENT WILL LEAD TO ONE FULL LETTER GRADE DROP OF THE FINAL COURSE GRADE. REPEATED VIOLATIONS CAN LEAD TO THE EXCLUSION FROM THE RESPECTIVE COURSE.

Health Warning: Interior Design courses will involve the use of paint, glues and model making material that have potentially hazardous health effects. Pregnant women and those with allergies or other health problems should be aware of the risks involved with exposure to these chemicals and consult their doctor before enrolling in Interior Design courses.

3. Students with Disabilities:

Any student who requires accommodations to complete the requirements and expectations of a course due to disability is invited to make his or her needs known to the instructor and to the coordinator of Services for Students with Disabilities, South Wing 120, x4500 at the very beginning of the semester.

4. Course Assignments

Assigned reading and lecture material will supplement studio projects. Students should buy all books and assigned articles during the first week of classes. Reading the assigned material for each class is a requirement (not optional). Our class discussions will depend on prior knowledge of the assigned readings as will the success of your work, exams and papers.

Studio activity will include numerous two- and three-dimensional assignments. Changes may be made in the course content, scope, and/or sequence of projects to permit the introduction of new/innovative material or when current topics, competitions, or guests can measurably add to the students' Program experience. Students will be notified of project criteria or assigned reading changes in sufficient time to meet the changes prior to due dates and/or grading.

Students are required to keep their projects in progress at their personal drafting station in the studio. This eliminates wasted time involved with unpacking and packing-up projects and materials between classes. It also allows for instructors to see the work in progress (even when the student is not present) and to offer comments.

5. Workload

Students are expected to spend at least two hours on assignments outside of class for each hour of on-campus class time.

6. Grading System and Criteria

Grading Criteria

The instructor does not provide a project statement nor gives a set of facts that allows for only one "best" solution. The general method in all design teaching is to provide a stimulating framework - sometimes using an arbitrary set of criteria, which permits the student to explore a wide variety of possible solutions to a problem. There is no preconceived "right" or "best" solution to a project statement when it is issued. Try to concentrate on the objectives of the project, and to apply your own approach and individual character in creating a solution.

Most design projects will receive several grades, for the design concept (solving the problem) and for presentation (communication skills). Projects will be evaluated by these criteria:

- *Design*: The quality of the design concept; logic and organization. The organization and relationship of specific components, which make up a coherent whole.
- *Creativity / Originality of Idea*: YOUR unique and personal approach to the various problem-solving assignments. You will be expected to go beyond the "standard" designs that others have created in the past and arrive at your own interpretation. USE YOUR IMAGINATION!
- *Clarity / Appropriateness of the Solution*: Did you solve the problem and is your solution able to be understood clearly?
- *Depth of search for solution*: Exploration of the full project potential. Developmental work, exploration of a variety of approaches and ideas in an effort to seek out the optimal solution, willingness to experiment and be open-minded. All developmental drawings must be submitted with each project.
- *Craftsmanship*: How well-made a project is refers specifically to the skill or control that you exercise over the medium and quality of the project's presentation. Craftsmanship includes two- and three-dimensional presentation (thoroughness, craftsmanship, sensitive use of materials and tools, appropriate use of conventional symbols, appropriate format), as well as oral presentation and the written project explanation.
- *Adherence to the Project Statement*: The project description may be considered a legal document, with guidelines and a framework to be followed. Exploring the full range of the project potential and adding personal interpretation and development will be encouraged.

- *Communication with Instructor:* Projects not seen in progress in the classroom will not be accepted.

These criteria remain valid even if not explicitly mentioned in the project statement. The project statement may include additional project-specific criteria. Taking thorough notes during classes is extremely important. Not all relevant information might be given to you in writing.

Grading System

Since Interior Design is a competitive field it is the responsibility of every instructor to give their students realistic feedback about their achievements. This means that work is not only evaluated in relation to the whole spectrum of work produced by fellow students in the class but (and more importantly) work is measured against a general professional standard. Only realistic honest grading can inform the students about their standing and help them to coordinate their efforts.

The explanation of grades as stated in the Buffalo State Undergraduate Catalog is:

A	=	Superior
A-		
B+		
B	=	Above Average
B-		
C+		
C	=	Average
C-		
D+		
D	=	Below Average but passing
E	=	Failure or unofficial withdrawal from course

Since one of the educational goals is to educate students to finish a given project within a given amount of time, every incomplete project will receive a grade of "E". A project is incomplete if the requirements of the project are not met. For example this includes submitting an isometric drawing when a perspective drawing is required etc. When in doubt, ask!

In Interior Design keeping Deadlines is essential for your future success. It is important to learn to complete a certain amount of work within a given timeframe. Therefore, re-doing projects to improve grades is not an option.

All projects are to be handed in on scheduled due dates and will be graded according to grading criteria of the state of completion at that time.

Work submitted after the assigned date will be penalized by a reduced grade. A project submitted a day late will drop TWO full grades (an A will convert to a C) Work submitted more than a day late will earn a grade of E.

Therefore, it is essential for each student to budget individual and studio time wisely.

Grading will conform to the policy established by the Faculty and College, and in relation to this course, will reflect the student's: attendance, overall development, effort in personal work and group efforts, evidence of process [not only final product], development of self-criticism, participation and preparation, clarity of argument and overall organization, professionalism and enthusiasm and intensity for learning and skill development.

Please note that projects that are falling apart will not receive full credit. Computer crashes or plotter malfunctions are not excuses for missing the due date. Should Buffalo State equipment fail find an alternative solution in time.

Save all completed projects. Protect your work by picking up projects promptly and by not leaving them exposed in the classroom after grading.

Do not handle work that does not belong to you.

Grades will be posted periodically throughout the semester, and normally when project materials are returned to you. If you are genuinely concerned about your performance in class, please make an appointment to see the instructor during his or her office hours.

Professionals work hard, regardless of recognition and regardless of the end reward.

Documenting the Design Process

Part of every project is complete documentation of the design process from the very first sketch on. Documentation should be in the format of a "sketchbook". You make your own "sketchbook" by stapling tracing paper sheets together or you may use a tracing paper commercial one. Professional appearance of the documentation is essential, that means, no crumbled, torn, dirty pages. Neat covers and crisp lettering is expected.

When working on tracing paper rolls, choose a large roll of paper (18"x 24"). Keep in mind that a light yellow tracing paper provides the opportunity to work with dark lines as well as with white lines. Cut the whole roll to sheets; staple these sheets to make a sketchbook. After stapling cut the pages to precise book and add a stiff cover with professional Label. Students working primarily on the computer must regularly-print out their work during the process and put it into the "sketchbook". Further, it is debatable that AutoCAD is a design tool. Many educators believe that AutoCAD is primarily a production tool and does not replace the flexibility that the pencil, pen and trace approach brings to the design

process. Projects will be considered incomplete without appropriate project documentation.

Unless projects are being held in assigned areas for a FIDER site-visit, all assignments must be removed from the studios or instructor's office by the end of the semester. If left in the studio they may be discarded during studio cleaning at any time after that date!

7. Course Repeat Policy

- A new Course Repeat Policy effective Spring 2003 was approved and announced to the campus in the April 4, 2002 Bulletin.
- A student may repeat a given course once for which a C-, D+, D, or E grade was earned. The course must have the same prefix, number, title, and credit hours.
- The repeated course must be taken at Buffalo State. Only the second grade and those semester hours completed will be used in determining the GPA.
- All grades remain on the permanent record. Students may not use pass-fail to repeat a course for which a C-, D+, D or E grade was earned. A passing grade will not replace an F or U grade, since F and U are not computed in the GPA.
- Courses with letter grades above C- cannot be repeated. Courses that were illegally repeated will not be used in computing the cumulative average. Practicum courses may differ.
- Check with the department that offered the course. Repeating courses affects financial aid. Check with the Financial Aid Office for the current policy.
- Once a student has completed a bachelor's degree, a final average for that degree is computed. Courses from that degree may not be repeated, and that final average is not affected by any subsequent coursework at Buffalo State.

8. Attendance

Department Policy as decided upon in the November 1999 faculty meeting and implemented January 21, 2000:

“Attendance for all courses in the Department of Design is mandatory. Students will be allowed three absences without penalty. Any absence in excess of three will result in a letter grade reduction of the final course grade (per absence). All absences will be counted no matter what the reasoning or excuse. Any special or personal problem that occurs, where absenteeism will exceed three, will require

verification by the Dean of Students and may require course withdrawal or incomplete status on final grade.”

If the instructor does not arrive by 30 minutes after the class has been scheduled to begin, the class will be dismissed unless otherwise notified.

Any student who is registered for a course must attend the first class meeting. Failure to do so may permit the instructor to open the space to another student. The attending student must withdraw on or before the withdrawal deadline to avoid receiving an “E” grade for the course.

Program Policy on Unique Student Issues

In unique situations the faculty of the Interior Design Program can overrule the attendance policy stated above. The policy of the program is to review student issues as they arise on a case-by-case basis. Our final decisions are based on:

- The amount of classes to be missed
- The individual’s ability, as perceived by us, to be successful at independently keeping up with the instruction
- The student’s past academic prowess and the GPA in the major
- The student’s past academic participation and interest
- The situation itself and the circumstances surrounding the issue

9. Consultations

Due to the number of students in each class it might not be possible to have individual consultations with all students during every class-time. Students that did not get a consultation get a priority for the consultations in the next class. If additional consultations are needed, or consultations addressing private issues, please see your instructor during his or her office hours. Not receiving an individual consultation is no excuse for incomplete work. It is also the student’s responsibility to obtain all information necessary to complete each project.

10. Classroom rules

Students who abuse any of the studio/course policies or exhibit discourteous or disruptive behavior will, depending on the severity of the incident, either lose the privilege to use the studio or equipment outside of their scheduled class-time, be asked to withdraw from the class, or receive a lower or failing grade for the course.

Damaging or abusing classroom materials, like cutting directly on the floor or tables or spray-painting in the classroom is absolutely not acceptable. Every student will replace or repair damaged material.

A Material-Lease Contract will be issued to each student at the beginning of each semester. The Contract will list the condition of all classroom equipment provided

for their use and the student will be asked to verify the list by signing the Contract.

Any violations of school policy will be referred to the Student Judicial Board. The instructor may have removed from the classroom anyone who, in the instructor's opinion, is disrupting the educational process, and pursue formal charges against the student under the college judicial system, pursuant to Buffalo State's Procedure Regarding Disruptive Individuals. 8/2002

Any tampering with studio equipment is strictly prohibited by the College and may result in criminal prosecution by the State of New York.

- No children, pets, or smoking in the classrooms.
- At discretion of the professor, eating within the studio is a privilege to be lost.
- No cell phones.
- No talking during the lecture. (Participation in the class discussions however is very important and will improve your grade.)

Potentially hazardous situations can be minimized by keeping a clean studio. Therefore, in the Interior Design Studios and adjoining rooms, it is especially important that we work together to maintain neat, clean spaces, which facilitate a professional studio. Work areas must be cleaned and work put away each time before you leave. Return things to their proper places.

11. Studio Access

Studio Access 24 hours per day and 7 days a week is available to every Interior Design student. The swipe-card system, utilizing the student's Buffalo State ID card, provides access. It is always recommended that students not work alone in the studio.

12. Material Reimbursement Fee Statement

If a student does not pay the material reimbursement fee that might be assigned to a course, a hold will be placed on the students' records. He or she will therefore not be able to register for the next semester or request transcripts for transfer or employment.

13. Program Right to Keep, Document and Publish Student Work

The Interior Design Program may select any student work of superior quality for retention for one year. The student might be asked to provide his or her work for accreditation reviews and exhibitions. The Program may opt to document and/or publish student work.

I have fully read, understood, and accept the rules and regulations specified in the Interior Design Department Handbook (version January 2007).

Date:

Student Name :

Student Signature:
