

Undergraduate Student Handbook

Department of Interior Design

Washington State University

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Overview of Program

Mission

The mission of the Department of Interior Design is to teach, challenge and advance the body of knowledge concerning the relationship between the human experience and the built environment through research, creative scholarship, interdisciplinary interaction, global stewardship and professional applications.

Objectives and Outcomes

The interior design faculty is united in its goal to craft and deliver an inspirational and cutting-edge curriculum. Through the department's recognition of the significance of WSU's strategic plan, accreditation requirements from the Council for Interior Design Accreditation, and WSU's regional accrediting body the Northwest Commission on Colleges and Universities, the faculty has identified a single, comprehensive outcome.

Graduates of the Bachelor of Arts in Interior Design program will possess the knowledge and skills necessary to successfully enter and engage the profession of interior design as entry-level designers.

The faculty has identified 6 critical outcomes essential for students to achieve the aforementioned goal. They will demonstrate the ability to:

1. Define problems as it relates to the field of Interior Design
2. Understand the meaning and impact of design as it relates to human interaction, technology, theoretical frameworks, and interdisciplinary efforts
3. Analyze information, evaluate issues, and set priorities
4. Explore and generate creative solutions via a systematic and coordinated design process that integrates functional and aesthetic concerns
5. Justify and defend design solutions as it relates to socio-economic and global issues
6. Convey intent in a professional manner appropriate to the audience

Bachelor of Arts in Interior Design

The interior design program is accredited by the Council for Interior Design Accreditation (CIDA) and offers a Bachelor of Arts in Interior Design. It is structured to teach the common body of knowledge related to interior design as recognized by CIDA.

The philosophy of the interior design program is based on a concern for human beings and the creation of interior settings that support human activities and values. After completion of the

program, graduates should be able to think creatively and solve problems in a professional manner. Above all, an interior design education helps the student to develop intellectual curiosity, allowing the graduate to continue to develop as a person and as a designer throughout life. Upon completion of the program, students are able to analyze information, evaluate issues, and set priorities while generating creative design solutions for projects of a complex scale.

Students begin their program of study in Interior Design on the Pullman campus. Upon certification at the end of the sophomore year, students complete their studies in Spokane at the Interdisciplinary Design Institute. The Institute represents a unique collaboration among the design disciplines with students and faculty from interior design, architecture, and landscape architecture working and learning together in a team-oriented, urban environment. Qualified students may also choose to enter an articulated B.A./M.A. degree program (4+1 option) within the senior year that leads to a master's degree completed in the first year of graduate study.

Upon completion of the program students are able to analyze information and relationships, evaluate issues and set priorities while generating creative design solutions for projects of a complex scale. As graduates, their abilities to take the initiative, to make critical judgments of their own work in process, and that of others contributes to the overall well-being of the people as they interact with interior environments.

Transfer Student Information

Students participating in community college and university programs that are interested in a Bachelor of Arts in Interior Design, may begin transfer during summer session. The Interior Design 103 Transfer Studio is offered Summer Session C in Pullman, WA.

ID 103 Transfer Studio is an intensive studio introducing basic elements and principles of design along with technical skills such as drafting, sketching model building and digital media. The course concentrates on subject matter of three design studios: ID 101 Design Issues, ID 102 Basic Environmental Design Studio, and ID 197 Design Communication I. Successful completion of ID 103 enables transfer students to begin interior design studies at the sophomore level in the fall semester. In the spring of the sophomore year, students may apply for certification in the Interior Design Program.

Certification into the Interior Design Major

Requirements for Eligibility

A student is eligible to apply for portfolio review after successful completion (C or better) of these 8 courses: ID 101, 102, 197, 201, 203, 205, 215, 297. Or, if a transfer student, these 6 courses are required: ID 103, 201, 203, 205, 215, 297. Portfolio review takes place at the end of the sophomore year. Students, who satisfy the minimum University requirement of a 2.0 cumulative GPA, plus Interior Design requirements of a minimum of 45 semester credits and a C or better in all core classes, are eligible to participate in portfolio review. Upon passing the portfolio review, the student is certified in the major of Interior Design. All certified Interior Design students complete their third and fourth years at WSU Spokane's Interdisciplinary Design Institute.

Portfolio Review

Students will be notified of portfolio requirements at the end of the fall semester. Portfolio review usually takes place during dead week (last week of classes). Notification of portfolio

review results occurs within a week. Sophomores will have no exams or new projects due during the last 2 weeks of instruction to support portfolio review performance and final exam preparation. See Appendix A for documents concerning the Portfolio Review process.

Personal Computer Policy

All students are required to have a personal laptop computer prior to enrollment in upper division studios. See <http://www.id.wsu.edu> for computer specification requirements.

Minimum Graduation Requirements

C Policy

Students are required to earn a C or better in all core courses required for the degree of Bachelor of Arts in Interior Design. Students receiving a C- or below must repeat the course. Students may repeat courses in which they have received a grade of C- or below one time. If students receive a grade of C- or below, then they will not be able to take courses in which the previous course was a prerequisite. This may delay graduation.

Writing Portfolio

Successful completion of the University Writing Portfolio is a requirement for graduation at WSU. Students must satisfy this requirement once they have earned 60 credit hours. To complete the Junior Writing Portfolio students must submit 3 papers they have written as a result of previously assigned college course work and also take a timed writing examination consisting of two writing exercises. The Writing Portfolio is a mid-career assessment of student progress and a diagnostic about student readiness for upper division writing challenges. Therefore the Portfolio must be completed before a student enrolls in Writing in the Major [M] courses. For more information, visit www.juniorportfolio.wsu.edu.

Writing in the Major

Writing in the Major [M]—The Writing in the Major requirement is a universal major requirement. While not formally part of the General Education Program, the Writing in the Major requirement builds upon and extends the learning acquired in General Education. The “M” courses further develop students’ communication skills by preparing them for the special challenges of communicating within the disciplines and career areas of their chosen specialty. Once they have certified in a major, all undergraduates must complete a minimum of two Writing in the Major courses in their major fields of study. [Consult the catalog description of your anticipated major for details.]

Charrettes

Charrettes are an integral experience of the interior design curriculum. Students are placed in interdisciplinary teams and tasked with the completion of a community-based project. Two charrettes are offered in the junior and senior years in Spokane usually the first week of each semester. Students are required to participate in these events. The short duration of the project requires students to clear their schedule of any other events (e.g., work, mini-vacation).

Senior Portfolio Review

The senior portfolio review is a unique networking experience for graduating seniors. Students are afforded the opportunity to see major interior design firms, interact with top designers, and receive feedback on their existing portfolio. All seniors are required to participate in order to graduate.

Policies and Procedures

The following policies are specific to the Department of Interior Design. Please review and familiarize yourself with the WSU Student Handbook for the policies and regulations that apply to all students at WSU.

<http://www.studentaffairs.wsu.edu/Content/Documents/saed/student%20handbook%20071608final3.pdf>

Advising Guidelines

Goals

1. To provide students with the most fruitful academic experience while enrolled in Interior Design.
2. Provide students more personal guidance throughout their academic career.

Student's Role

Students should take an active interest in their academic career. When a student meets with her/his faculty advisor, the student should come to the meeting with a plan for the coming semester and the remainder of the program. It is the faculty member's responsibility to discuss strategy, not define it.

Advisors

All student advisors are full-time faculty in the Department of Interior Design. You will be assigned an advisor in the first semester at WSU. A new advisor will be assigned after certification.

Registration

Group advising for summer and fall sessions begins in April, and in October for the spring session.

Attendance

The student accepts the responsibility of attending all classes, arriving on time and participating in class activities. Attendance is required at each class session and grades may be affected by unexcused absences. When an absence from class is essential, the student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for the absence. The student is also responsible for making arrangements that are satisfactory to the instructor in regard to work missed and those arrangements should be made prior to the absence, if possible.

Because absence from class is detrimental to the learning process, faculty may choose to penalize the student for excessive absences, which may result in a lower grade. Interior Design faculty will specify their attendance requirements as related to grading in the course syllabus.

The following are considered excused absences by the Interior Design faculty:

- Participation in an authorized university activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.

- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

It is the student's responsibility to secure documentation of illness from a physician. The documentation must contain the date and time the student sought treatment. Based upon the documentation, the instructor will decide whether makeup work will be allowed. All documentation is due to the instructor when student returns to class. A medical excuse is required for students requesting any extension of due dates or make-up exams. Upon returning to class, the student must provide supporting written documentation.

Professors provide course syllabi and make assignments either verbally or in the form of printed handouts with due dates and times. Students are responsible for obtaining information on assignments if they miss class.

Students are expected to work at their desks during the entire scheduled studio time, unless meeting with design critics, participating in group discussions, or instructed otherwise by the professor.

Student Contact Format

All email contact between department or instructor and student will use the student's WSU email address only. WSU email can be transferred to a personal carrier address. The Department of Interior Design will no longer record or use personal carrier email addresses. It is the student's responsibility to check this account regularly, for potential announcements from faculty or staff.

Ownership of Class Work

Some student work will be retained for record and accrediting purposes. It is highly suggested that you make copies of all your assignments prior to submitting. Only originals will be accepted for credit. If your work is archived you may check it out for documentation purposes, but it must be returned by the end of the semester; otherwise your grade will be held until it is resubmitted.

Grades

Student performance is evaluated according to academic criteria. The evaluation is not based on personalities nor is it affected by student conduct in matters unrelated to academic standards.

All projects will be graded on the basis of work submitted on, or before, the assigned due date. An incomplete project is unacceptable and will adversely affect the final grade. Design studio syllabi will indicate more specific policies on late submittals and incompleteness.

Sentences in “ “ are excerpts from the WSU Student Handbook.

1. Grades and Grade Points

“Washington State University uses letter grades and the four (4) point maximum grading scale. The grade A is the highest possible grade and grades below D are considered failing. Plus (+) or minus (-) symbols indicate grades that fall above or below the letter grades, but A+ and D- are not used.”

2. Guidelines for Grading

- “A” **EXCELLENT**
Outstanding work; advances the standards of the Department. Challenges conventional wisdom and brings new insight to the problem. Work exhibits evidence of a full and insightful understanding of the facts and issues; of commitment to and curiosity about the issues that influence the project or research; ingenuity in presentation, resulting in work that is well organized and thought provoking.
“Student work demonstrates consistently excellent scholastic performance; thorough comprehension; ability to correlate the material with other ideas, to communicate and to deal effectively with course concepts and new material; reliability in attendance and attention to assignments.”
- “B” **GOOD**
Conscientious, intelligent work; above the standards of the Department. Advances conventional wisdom and solves the problems with skill. Work exhibits evidence of a basic understanding of the facts and issues but is still short of the command of ideas and the presentation associated with "A" work. Work is competent in verbal and visual communication but not yet fully convincing in interpretations or graphics.
“Student work demonstrates superior scholastic performance overall, reliability in attendance and attention to assignments; may demonstrate excellence but less consistent than the work of an A student.”
- “C” **AVERAGE**
Average, acceptable work; acceptable by the standards of the Department. Work is within conventional wisdom and is a competent solution. Work exhibits evidence of a routine, incomplete or inconsistent understanding of the facts and issues. Work contains explanations, interpretations, or graphics that are minimal in quality and/or quantity.
“Student work demonstrates satisfactory performance overall, as well as reliability in attendance and attention to assignments.”
- “D” **BELOW AVERAGE**
Work that is below the standards of the Department. Work misapplies or ignores conventional wisdom and is minimally competent (solves only some of the aspects of the problem). Work exhibits indifference and is of minimal acceptance, poor understanding of the facts and issues, seriously incomplete and messy or disorganized in presentation.
“Student work demonstrates minimal, barely passing performance overall; limited knowledge of subject matter.”
- “F” **FAILURE**
Work that is incompetent and unacceptable by the standards of the Department. Work that is not in, or is abandoned at, a stage short of completion.
“Student work demonstrates unsatisfactory performance and comprehension or unfulfilled requirements. The grade is failing.”

Grade Dispute Process

A student disputing a grade must first discuss the matter with the instructor. If that does not resolve the dispute, the student may submit a written grade appeal. Students on the Pullman campus must submit the written appeal to the Assistant Director of Interior Design and send a copy to the Chair of Interior Design. If the student is on the Spokane campus, then the written appeal must be sent to the Chair of Interior Design. The Assistant Director will confer with both student and instructor to make the final decision.

Plagiarism

Plagiarism is not tolerated. Plagiarism is knowingly representing the work of another as one's own, without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one's own work the work of a "ghost writer" or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

(Office of Academic conduct, <http://www.wsulibs.wsu.edu/plagiarism/main.html>)

Work for class assignments is expected to be produced in its entirety solely by each individual. Help on drawings, model building, etc. is generally not allowed unless it is approved in advance and done within clearly defined limits. Violations of this policy will result in an academic penalty appropriate to the circumstance.

Plagiarism or the use of the ideas, drawings, concepts or writings of another as one's own may be grounds for failing a course.

Diversity

Washington State University advances equity and diversity throughout the institution and in the communities it serves, by expanding inclusion, providing opportunities, and encouraging individual and community development and achievement. (<http://www.diversity.wsu.edu/>)

Disabilities

The Interior Design faculty is committed to providing assistance to help students with disabilities to be successful in each course. Reasonable accommodations are available for students with a documented disability.

Pullman: Reasonable accommodations are available for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, please visit the Disability Resource Center (DRC). All accommodations **MUST** be approved through the DRC (Admin Annex Bldg, Room 205). Please stop by or call 509-335-3417 to make an appointment with a disability specialist. If you have questions, please contact Rosie Pavlov at pavlovr@wsu.edu or 335-3417. **Additional information is available on the DRC website is www.drc.wsu.edu.**

Spokane: Reasonable accommodations are available for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, please visit with the Director of Student Affairs, SAC 130. All accommodations **MUST** be approved through this office. Please stop by or call 509-358-7526 to make an appointment.

Repeating Courses

Courses completed with a grade of C or above may not be repeated for credit or grade points. Students may repeat courses in which they have received a grade of C- or below one time at WSU during fall or spring semesters. If a student repeats a course in which an I (incomplete) grade was received, the I grade will be changed to F. When a student repeats a course, the last grade only shall be calculated in the cumulative grade point average and contributes to the total number of hours required for graduation. (See Repetition of Courses in WSU General Catalog)

Note: Students must repeat all required Interior Design core (ID) courses in which they receive a C- or below if they wish to continue to pursue the degree.

Academic Deficiency

WSU expects students to maintain academic standards of excellence and make satisfactory academic progress toward their degree objectives. An undergraduate student, regardless of his/her cumulative grade point average, whose grade point average in each of the last two semesters is below 2.00 will be considered deficient and will be dismissed from the University. (See Academic Deficiency in WSU General Catalog)

Use of Facilities and Equipment

Please see the Interdisciplinary Design Institute Handbook for all policies regarding use of Facilities and Equipment on the Spokane campus. The following policies govern student use of the Engineering Laboratory Building (ELB) and Daggy Hall on the Washington State University Pullman campus.

Key Policy

During the academic semester, ELB facilities are accessible 24 hours a day. Keys to the building are issued only to currently enrolled students. Each student is also issued a key for a pedestal draw unit to be used for equipment storage. All keys issued at the beginning of fall semester must be returned on or before Wednesday of finals week, or immediately upon completion of course work (whichever comes first). Keys issued are for specific individual students and are not to be shared. Responsibility for theft and damage arising from the sharing of keys rests with the individual to whom the key was originally assigned.

Lost Keys

Student's account will be charged the following amounts if a key is lost during the semester or not returned at the end of the semester:

- \$69 for a single lock
- \$34 per lock if more than one lock requires rekeying
- \$3.75 for each key (including your classmates) that needs to be replaced in ELB
- \$2.50 for each key (including your classmates) that needs to be replaced in Daggy
- \$2.50 for each pedestal key that needs to be replaced in ELB
- \$20 each lock to replace pedestal lock

Building Security and Safety

Students are expected to participate in a self-monitoring and self-policing security program cooperating with faculty, staff, custodians of the buildings, and campus security personnel in

achieving building security and safety. Students are strongly encouraged to lock their individual valuables in their workstations, as they deem necessary. Enforcing a collective security system will be everyone's obligation. Any theft of property should be reported immediately to the Interior Design Office located in Daggy 330 in Pullman, or the main office of the Interdisciplinary Design Institute, SCLS 133, in Spokane. A police report will be filed with campus police.

An emergency evacuation procedure is posted near the entrance/exit of each studio space. A phone is also located near the entrance of each studio space in Pullman, and on the east end of the second and third floors of studio in Spokane. Phone numbers for faculty and support staff are found near the phones.

Phone numbers for Women's Transit Service (335-6830) and Cougar Security Escort Service (335-8548) are posted near the entrance of each studio in Pullman. For escort service to your vehicle or bus stop in Spokane, please contact Campus Security at 358-7995 (this number is also posted inside the entrances of the second and third floor studios).

First aid kits and sharps containers are located in all studios.

In Pullman, fire extinguishers are located in the halls toward the west end of the building and in the back entrance near the vending machines. In Spokane fire extinguishers are located inside the entrances of both the second and third floor studios.

Computer Lab: Daggy 2 and ELB 150

All students are required to complete an orientation of the lab prior to use. These rooms are accessible to WSU Interior Design students using key access in ELB and combination access in Daggy. However, exterior doors of Daggy will be locked after 5:00 pm on weekdays and during weekends and holidays. No printer is available in ELB 150.

Printing in the Daggy 2 lab is monitored by the CougPrints system. This system confirms print costs and debits the cost of the print from your cougar card account. Students can deposit funds on their Cougar Card at cougarcard.wsu.edu or they can go to the Cougar Card Center in the CUB on the ground floor, room 60.

There is NO food or drink allowed in either Computer Lab.

Design Resource Room

This room contains samples of residential and commercial hard and soft materials and reference materials. All materials are available for student reference and application in design projects. The Design Resource Room is open during posted hours and studio sessions only. Faculty or student workers will not open the Design Resource Room during evening or weekend hours.

Studio/Lab Environment Policies

The following represents attitudes, responsibilities, and appropriate behavior that are expected in the design studios and computer labs at Washington State University, Department of Interior Design. It is expected that all students will adhere to the following in order to ensure the rights of all students, will respect the issues that are discussed in these policies, and implement them in their studies at WSU. Students in Spokane must also review the Interdisciplinary Design Institute Handbook for site specific policies in the Phase I and SSCF buildings.

Studio Culture

The Department of Interior Design encourages students to involve themselves in the *culture* of the studio, which includes professional behavior, willingness to work effectively in teams, and the development of neat and effective work habits. Regular attendance is critical for your grade and good standing. It is important to participate regularly in all desk critiques, site visits, pin-ups, and presentations.

Working in Teams

Some studio work is done in teams. This enriches the quality of studio work and also reflects working conditions in professional design offices. However, teamwork requires respect of fellow team members, cooperation in sharing information and constructive strategies to ensure that work gets distributed evenly.

Student Responsibilities

Each student in the design studio will be assigned a desk and will then be responsible for maintaining the equipment and surrounding areas. The studio must be kept in an orderly professional manner, with clear access through the studio at all times. For purposes of fire safety a 4'0" egress path must be maintained at all times in all studio space in the building. Any projects, equipment, or furniture found blocking these paths will be discarded. Personalization of spaces is welcomed, but students must be mindful not to post anything that might be considered offensive to other students, faculty, or staff. Students are expected to show respect for their immediate environment by cleaning up after themselves and refraining from littering in common spaces.

Students are not allowed to store projects or an excessive amount of supplies in the studio. All returned projects must be removed from the studio within 1 week of the return of the project.

Any maintenance problems or potential safety hazards should be immediately reported to the administrative office.

Computers

Access to computers for educational purposes is a privilege. Inappropriate use of WSU information technology resources or network services can result in loss of access privileges. University disciplinary action and/or civil and criminal penalties will be implemented.

Moving/relocating any piece of computer equipment is expressly forbidden.

Care for Studio Environment

In the design studios, use of any materials such as paint, adhesives or other materials that produce any chemical off gassing is prohibited. Using spray paint on the grass and exterior walkways is also prohibited. Do not cut boards on studio tables. Cutting surfaces are provided in studios.

Through the normal production of studio projects, a certain amount of waste material will be generated. Please be aware of recycling bins located throughout the buildings and recycle all materials possible. The custodial staff is responsible for the overall maintenance of the buildings. However, all students should work towards keeping their work area clean and free from trash. Items such as food wrappers, pop cans etc. should be disposed of promptly. Remember also that visitors come up to the studio from time to time.

Respecting Your Peers

While students spend long hours in studio and labs it is important to be aware and considerate of others. Conversations and comments towards others or about others should not be offensive or derogatory, or create an intimidating, hostile or offensive atmosphere. The University, as well as the Department of Interior Design, does not tolerate language or actions that are abusive, prejudicial, or racially demeaning to individuals or groups.

Music is a means by which some students are able to work effectively. It is also a means of irritation to others, as one person's music is not enjoyed by all. All students who wish to listen to music must do so through the use of earphones only. This applies not only during studio time, but also during night and weekend work. Misused equipment may be confiscated.

Cell Phones

The use of cellular telephones, (e.g., accepting or making calls or texting) during any class time is prohibited. Violators may have their cell phones confiscated. Students who bring their cell phones into the design studio area outside of class time must keep the phones in a silent or vibrate mode and must exit the studio area to take or make phone calls. This policy will be enforced in order to protect the interests of all students. [Video games are not allowed and are not to be installed on the computers in the computer labs or studios. Media streaming and file sharing is NOT allowed.]

End of Semester

At the end of the fall semester, all projects and supplies must be removed from the studios by 5:00 pm on the last day of final exams. Students may leave supplies in locked pedestals, drafting board on worktable and appliances such as refrigerators. All other materials must be removed for maintenance during the holiday break. Any unauthorized projects or supplies left in the studio will be destroyed.

At the end of the spring semester, all projects, equipment and supplies must be removed from the studios by 5:00 pm on the last day of final exams. Equipment or projects left behind will be destroyed.

Student Behavior

Consumption of any alcohol or possession of a controlled substance is expressly forbidden within studios, adjacent spaces, and campus buildings.

Any student involved in criminal behavior may be subject to prosecution by civil authorities.

Smoking is not allowed within any campus building.

Bringing animals (with the exception of "assistance animals") into the buildings is expressly forbidden. Students may not leave animals on leashes outside the building.

Bicycles are not allowed in the buildings.

Taking up residence in the studios beyond the occasional all-nighter to complete a project poses a health problem and is not allowed.

By signing below I acknowledge that I have read and understand the contents of this handbook and agree to abide to these rules and regulations.

Student's printed name

Student's signature

Date