

ID150
Professional Practice

3 Credits

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ID150 Version: 23



Professional Practice

Calendar Description

In this course, an introduction is made to the interior design profession and its scope of practice and services. The course facilitates awareness of professional associations, professional relations, current design practice and preparation to enter the design industry. The course outlines participants, organizational procedures and supportive documentation required in the design process. Preparation of standard specifications, schedules, and detail components of the construction document package are examined. Building code requirements are identified for various occupancies. This course emphasizes the importance of communication through comprehensive content of contract documents and oral communication.

Rationale

This course is a required course for Interior Design Technology students and is restricted to Interior Design Technology students because of the specific nature of the topics. Students learn about the operations of a design office and the responsibilities of the various members of a design team. They become familiar with some of the common business methods, and aware of the code of ethics observed by designers. Written documentation must clearly indicate project scope and protocol. This documentation is the legal reference for design execution.

Knowledge of the interior design profession and its scope of practices, services, and methods of communication are essential for successful entry into the design industry.

Prerequisites

[ID310](#)

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. explain and apply the code of ethics that is observed by interior designers.

2. demonstrate a comprehensive awareness of the professional design associations and business aspects of interior design.
3. demonstrate effective job search skills.
4. apply professional relation skills appropriately.
5. use and apply a variety of design office administrative documentation.
6. identify and differentiate the components of the contract document package
7. accurately read, interpret and apply knowledge from the contract document package.
8. identify the importance and rationale of building codes and apply requirements.

Resource Materials

Required Text:

Piotrowski, C. M. (2014). *Professional practice for Interior Designers* (5th ed.).
New York, NY: John Wiley & Sons, Inc.

Reference Text:

NKBA (National Kitchen and Bath Association). (December 2013). *Kitchen and bath business and project management with website* (2nd ed.). Nackettstown, NJ: John Wiley and Sons.

Required Materials:

Each student is to supply his/her own supplies and presentation media as required to complete class projects.

Conduct of Course

1. Most of the course material is covered by work during class. The 48 hours are divided into approximately 30 hours of lecture, 15 hours of discussion and presentation and 3 exam hours.
Where possible, and as time allows, topic information is to be supplemented with guest speakers.
2. The instructor provides instructional objectives and activity criteria at the beginning of each class.
3. Active participation in class is expected.
4. Assignments are due when stated. Late assignments will receive a deduction of one grade step per day including weekends. For example, if the assignment warrants a "B", and it is submitted one day late, the recorded grade will be a "B-", two days late, C+ and so on.

5. Students are expected to:
 - let the instructor know if you will be absent.
 - punctuality is required - no student will be admitted after the commencement of class.
6. Since the course is an introduction to professionalism, students are expected to present themselves in appropriate office attire.

Evaluation Procedures

Assignments	60%
Midterm	20%
Final Exam	<u>20%</u>
Total	100%

The student's performance expectations include:

- general improvement of competencies: utilizing previously learned skills.
- class attendance: consistent attendance, consistent punctuality.
- time-management: utilizing class time effectively; completion of assignments on time.
- decision-making: continuous development of confidence in application of skills.
- class participation: asking questions, offering input to discussions, assisting others.

Note:

Final Exam: The final exam is to be written in the final week of the semester.

Grade Equivalents and Course Pass Requirements

A minimum grade of C (60%) (2.00) is required to pass this course.

Letter	F	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Attendance

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor.

If the total number of unexcused absences exceeds three classes, a student may be required to withdraw from the class and will automatically receive a grade of "RW" (Required to Withdraw) no credit earned. An "RW" is calculated as a failing grade of 0.0 in GPA.

In cases of repeated absences due to illness, the student is requested to submit a medical certificate.

Instructors have the authority to require attendance at classes.

Course Units/Topics

1. Interior Design as a Profession
2. Career Planning
3. Professional Skills
4. The Construction Industry
5. Construction Documentation
6. Specifications
7. Contracts
8. Payment Process/ Design Fees
9. Building Code



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