

GW INTERIOR ARCHITECTURE POLICIES FALL 2024

OUR MISSION is to educate future designers on all aspects of the discipline so that they contribute to and advance the field of interior design through professional projects and creative research.

OUR FOUR GOALS are design excellence, creative scholarship, sense of community and identity, and outreach and engagement with Washington and beyond.

WE FOSTER a community that encourages creativity and pushes the boundaries of design with an emphasis on conceptual thinking and the design process. Through our studio-based curriculum, the core of our program, students learn to design three-dimensional environments through the use of dynamic concepts, cutting-edge materials and innovative methods and techniques.

OUR PROGRAM provides a constructive and respectful learning environment that encourages professionalism and engagement across faculty, staff, and students (CIDA 2020 Standard 3). We expect all students/faculty/staff to treat one another with respect, and practice consideration and kindness.

ATTENDANCE POLICY AS PER GW OFFICE OF THE REGISTRAR

<https://registrar.gwu.edu/university-policies#attendance>

Attending regularly scheduled and scheduled make-up classes is a fundamental student responsibility. Faculty will use class attendance and participation as factors in determining course grades. The contributions of class attendance and participation will count toward course grades and are explicitly stated on each individual course syllabi, as are all factors used when determining these grades.

While it is expected that students will make every effort to attend classes, it is recognized that personal circumstances (e.g., religious observances, documented family and medical emergencies) and University- scheduled events (e.g., varsity athletic competitions, performances) will arise which preclude class attendance. In such circumstances, faculty will make appropriate accommodations, such accommodations to be determined by the faculty member. The student is responsible for obtaining the materials presented in missed classes and for making up missed tests and other assignments. No academic penalty shall be imposed for class absences which are permissible in accordance with University policy.

It is expected that students will schedule classes in order to minimize the number of classes that may be missed. Further, it is expected that whenever possible, students will inform course instructors in advance of any absences related to scheduled events. (Also see University Policy on observance of religious holidays.)

COURSE POLICIES AS RELATED TO IA PROGRAM

- Course attendance and participation are critical in a studio-based major. Connecting with faculty and peers, as well as reviewing process work in the studio supports our 'learn by doing' approach. As such, all required IA courses will count professionalism (to include class attendance and participation) as 10% of the overall grade.
- There will be a reduction in points for all late work.
- It is up to the discretion of the faculty whether students can make up missed and/or late presentations.
- Students are expected to attend the presentations of their peers. Please no technology during presentations.
- Students should arrive 10 minutes early to class and attend the entire course session.
- Late arrivals, early departures, and course absences will deduct points from the professionalism grade.
- All courses are in-person; there is no option to take courses remotely.

UNDERGRADUATE FINAL EXAM DATES

Please note that the undergraduate final exam dates are given by the dean's office; do not schedule your transportation post-semester before you are given the final exam date. Exams will be given on that date only.

GRADING

94% and 100%	A	74% and less than 77%	C
90% and less than 94%	A-	70% and less than 74%	C-
87% and less than 90%	B+	67% and less than 70%	D+
84% and less than 87%	B	64% and less than 67%	D
80% and less than 84%	B-	60% and less than 64%	D
77% and less than 80%	C+	0% and less than 64%	F

BFA ACADEMIC STANDING

Per GW's undergraduate policies on academic standing, a minimum grade of C- must be attained in all upper-level courses numbered in the 2000s through the 4000s that are required for the major, regardless of whether those courses are internal or external to the home department. If a student received a grade of D+, D, or D- in such a course, it will not count towards the minimum number of credits required for the major until the course is repeated and a satisfactory grade (C- or better) is attained. This condition of C- or

better does not apply to introductory-level courses (numbered in the 1000s) that may apply to the major.

MFA + MA ACADEMIC STANDING

Per GW's graduate policies on academic standing, graduate students must maintain a minimum cumulative GPA of 3.0 to remain at the University. The IA Program has the choice to petition the Associate Dean of Graduate Studies to give the student one semester only of academic probation. After that semester, if a 3.0 is not reached, they will be terminated from the University.

STUDENT HANDBOOKS

[Interior Architecture Student Handbook](https://corcoran.gwu.edu/current-ia-student-resources)

<https://corcoran.gwu.edu/current-ia-student-resources>

[Corcoran Student Handbook](https://corcoran.gwu.edu/media/1837)

<https://corcoran.gwu.edu/media/1837>

[Graduate CCAS Student Handbook](https://columbian.gwu.edu/academic-policies)

<https://columbian.gwu.edu/academic-policies>

AVERAGE MINIMUM AMOUNT OF OUT-OF-CLASS OR INDEPENDENT LEARNING EXPECTED PER WEEK as mandated by our accrediting bodies, the **National Association of Schools of Art and Design (NASAD)** and **Middle States Commission on Higher Education (MSCHE)**.

-CORE STUDIO COURSE [6 credits]

Core studio courses are expected to meet a minimum of 1.5 hours of instructional time per credit hour and 1.5 hours of out of class time for each credit earned (NASAD Standard). Over 15 weeks, this 6-credit studio course will meet for 9 hours for studio instruction per week, and students will be expected to spend an additional 9 hours per week working on their projects and preparing for class, totaling a minimum of **18 hours per week**.

-SUPPORTING STUDIO COURSE [3 credits]

Supporting studio courses are expected to meet a minimum of 1.5 hours of instructional time per credit hour and 1.5 hours of out of class time for each credit earned (NASAD Standard). Over 15 weeks, this 3-credit studio course will meet for 4.5 hours for studio instruction per week, and students will be expected to spend an additional 4.5 hours per week working on their projects and preparing for class, totaling a minimum of **9 hours per week**.

-SUPPORTING LECTURE COURSE [3 credits]

In a 15-week semester, including exam week, students are expected to spend a minimum of 100 minutes of out-of-class work for every 50 minutes of direct instruction, for a minimum total of 2.5 hours a week (MSCHE Standard). A 3-credit course should include 2.5 hours of direct instruction and a minimum of 5 hours of independent learning, totaling a minimum of **7.5 hours per week**.

SYLLABI + SCHEDULES

The course syllabus and schedules are not legal contracts. The instructor reserves the right to cancel class, change deadlines, or modify the course schedule and/or syllabus at any time during the semester.

CIDA ACCREDITATION

Please note that all work (process and final) must be provided via a digital version to your faculty at the close of the semester.

ADDITIONAL PROGRAM REQUIREMENTS

1 attend **ANNUAL INTERIOR ARCHITECTURE LECTURE** + hear a renowned designer speak about their work [held once per academic year]

2 each semester (except summer), **ATTEND EITHER A FIRST FRIDAY OR ALUM EVENT** [studio faculty will give you more info]

FIRST FRIDAY: bring a project and/or portfolio for professional feedback

ALUM: hear from IA alumni as they share their work experience

REQUESTS FOR FACULTY LETTERS OF RECOMMENDATION

If you are seeking a letter of recommendation from a faculty member, you must complete the recommendation request form and send it to the faculty member. You can obtain the form from Liz Meitner at ciarc@gwu.edu or on the website,

<https://corcoran.gwu.edu/current-ia-student-resources>.

ACCESS TO CORCORAN FLAGG BUILDING

Students will have access to the Flagg Building Monday to Friday from 7:00 am - 11:00 pm and Saturday + Sunday from 9:00 am – 9:00 pm. You can enter the building (using your GWorld card) from either E Street or New York Avenue. You will always need your GWorld card to enter. If you are already in the building at closing time, you can remain in the building until you complete your work.

PRINTING

You will be able to print on Corcoran printers using your GWorld Card. All large scale plotting will be done through the Corcoran Print Lab.

LOCKERS

You will be assigned a locker/lock the first week of classes. The lockers are located in rooms 214 and 213.

INTERIOR ARCHITECTURE PROGRAM FEES

There is a \$105 course fee on all studio courses in the program (BFA + MFA: Studios 1-5). This fee covers all costs for all studio and lab technology, equipment, and maintenance for the entire IA semester sequence. Fees do not cover individual printing costs or materials. There is a \$55 course fee for each of the two studio courses in the MA program.

IA TECHNOLOGY REQUIREMENTS

Interior Architecture, like all spatial design professions, relies on architectural drawing and making with related hardware and software. IA students make an investment in their future practices by purchasing professional tools and technology for their education. Therefore, all IA students must purchase the following software as well as access to a laptop computer (not a tablet) with a click-wheel mouse with the following specifications. See here for complete [IA Technology Requirements](https://corcoran.gwu.edu/sites/g/files/zaxdzs5196/files/downloads/GWIA%20TECH%2001.22.pdf). It is located on the website under 'IA Student Handbook'. <https://corcoran.gwu.edu/sites/g/files/zaxdzs5196/files/downloads/GWIA%20TECH%2001.22.pdf>

UNIVERSITY POLICIES

Academic Integrity Code

Academic integrity is an essential part of the educational process, and all members of the GW community take these matters very seriously. As the instructor of record for this course, my role is to provide clear expectations and uphold them in all assessments. Violations of academic integrity occur when students fail to cite research sources properly, engage in unauthorized collaboration, falsify data, and otherwise violate the [Code of Academic Integrity](#). If you have any questions about whether particular academic practices or resources are permitted, you should ask me for clarification. If you are reported for an academic integrity violation, you should contact Conflict Education and Student Accountability (CESA), formerly known as Student Rights and Responsibilities (SRR), to learn more about your rights and options in the process. Consequences can range from failure of assignment to expulsion from the University and may include a transcript notation. For more information, refer to the SRR website at studentconduct.gwu.edu/academic-integrity, email rights@gwu.edu, or call 202-994-6757.

University policy on observance of religious holidays

Students must notify faculty during the first week of the semester in which they are enrolled in the course, or as early as possible, but no later than three weeks prior to the absence, of their intention to be absent from class on their day(s) of religious observance. If the holiday falls within the first three weeks of class, the student must inform faculty in the first week of the semester. For details and policy, see provost.gwu.edu/policies-procedures-and-guidelines.

Use of Electronic Course Materials and Class Recordings

Students are encouraged to use electronic course materials, including recorded class sessions, for private personal use in connection with their academic program of study. Electronic course materials and recorded class sessions should not be shared or used for non-course related purposes unless express permission has been granted by the instructor. Students who impermissibly share any electronic course materials are subject to discipline under the Student Code of Conduct. Contact the instructor if you have questions regarding what constitutes permissible or impermissible use of electronic course materials and/or recorded class sessions. Contact Disability Support Services at disabilitysupport.gwu.edu if you have questions or need assistance in accessing electronic course materials.

ACADEMIC SUPPORT

Academic Commons

[Academic Commons](#) is the central location for academic support resources for GW students. To schedule a peer tutoring session for a variety of courses visit go.gwu.edu/tutoring. Visit academiccommons.gwu.edu for study skills tips, finding help with research, and connecting with other campus resources. For questions email academiccommons@gwu.edu.

GW Writing Center

GW Writing Center cultivates confident writers in the University community by facilitating collaborative, critical, and inclusive conversations at all stages of the writing process. Working alongside peer mentors, writers develop strategies to write independently in academic and public settings. Appointments can be booked online at gwu.mywconline.

SUPPORT FOR STUDENTS INSIDE AND OUTSIDE THE CLASSROOM

Disability Support Services (DSS) 202-994-8250

Any student who may need an accommodation based on the potential impact of a disability should contact Disability Support Services at disabilitysupport.gwu.edu to establish eligibility and to coordinate reasonable accommodations.

Student Health Center 202-994-5300, 24/7

The Student Health Center (SHC) offers medical, counseling/psychological, and psychiatric services to GW students. More information about the SHC is available at healthcenter.gwu.edu. Students experiencing a medical or mental health emergency on campus should contact GW Emergency Services at 202-994-6111, or off campus at 911.

GW Campus Emergency Information

GW Emergency Services: 202-994-6111

For situation-specific instructions, refer to [GW's Emergency Procedures guide](#).

GW Alert

GW Alert is an emergency notification system that sends alerts to the GW community. GW requests students, faculty, and staff maintain current contact information by logging on to alert.gwu.edu. Alerts are sent via email, text, social media, and other means, including the Guardian app. The Guardian app is a safety app that allows you to communicate quickly with GW Emergency Services, 911, and other resources. Learn more at safety.gwu.edu.

Protective Actions

GW prescribes four protective actions that can be issued by university officials depending on the type of emergency. All GW community members are expected to follow directions according to the specified protective action. The protective actions are Shelter, Evacuate, Secure, and Lockdown (details below). Learn more at safety.gwu.edu/gw-standard-emergency-statuses.

Shelter

- Protection from a specific hazard
- The hazard could be a tornado, earthquake, hazardous material spill, or other environmental emergency.
- Specific safety guidance will be shared on a case-by-case basis.

Action:

- Follow safety guidance for the hazard.

Evacuate

- Need to move people from one location to another.
- Students and staff should be prepared to follow specific instructions given by first responders and University officials.

Action:

- Evacuate to a designated location.
- Leave belongings behind.
- Follow additional instructions from first responders.

Secure

- Threat or hazard outside of buildings or around campus.
- Increased security, secured building perimeter, increased situational awareness, and restricted access to entry doors.

Action:

- Go inside and stay inside.
- Activities inside may continue.

Lockdown

- Threat or hazard with the potential to impact individuals inside buildings.
- Room-based protocol that requires locking interior doors, turning off lights, and staying out of sight of corridor window.

Action:

- Locks, lights, out of sight
- Consider Run, Hide, Fight

Classroom emergency lockdown buttons

Some classrooms have been equipped with classroom emergency lockdown buttons. If the button is pushed, GWWorld Card access to the room will be disabled, and GW Dispatch will be alerted. The door must be manually closed if it is not closed when the button is pushed. Anyone in the classroom will be able to exit, but no one will be able to get in.