

# GW INTERIOR ARCHITECTURE POLICIES summer 2022

**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 is 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 POLICES 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 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.
- For remote courses, the expectation is that cameras are ON. If there is a reason that a student is not able to have their camera on during class, please notify the instructor prior to the class session.
- For in-person courses, students should arrive 10 minutes early to class and attend the entire course session.

## 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 ACADEMIC STANDING**

Per GW's graduate policies on academic standing, 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 attained, they will be terminated from the University.

**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.

## **COUNCIL OF INTERIOR DESIGN ACCREDITATION (CIDA)**

Please note that all work (process and final) may be saved for CIDA. Faculty will provide details regarding work submission.

## **ADDITIONAL PROGRAM REQUIREMENTS**

- attend **ANNUAL INTERIOR ARCHITECTURE LECTURE** + hear a renowned designer speak about their work [once/year]
- attend *either* a **FIRST FRIDAY** or an **ALUM** event [one per semester]
  - **FIRST FRIDAY**: bring a project and/or portfolio for professional feedback [select from two per semester]
  - **ALUM**: hear from IA alumni as they share their work experience [select from two per semester]
- complete a **120 HOUR INTERNSHIP**. This is part of the BFA Professional Practice + Internship course or MFA Practicum + Internship course and will count toward the final grade in these classes. The internship must be completed while you are a student in the program (any time after you begin Studio 1 and before you complete Studio 5). You and your employer must fill out an internship form. You can obtain the form from Liz Meitner at [ciarc@gwu.edu](mailto:ciarc@gwu.edu) or on the website, <https://corcoran.gwu.edu/current-ia-student-resources>. After you complete the form, you will submit it to your Professional Practice or Practicum professor during your final semester in the IA Program.

## **WEBSITE**

Please become familiar with the GW Interior Architecture website; there is valuable information located there, including important forms – <https://corcoran.gwu.edu/current-ia-student-resources>.

## **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](mailto: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–6:00 pm. You can enter the building (using your GWorld card) from either the E Street or New York Avenue Street entrances. 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 Flagg #214.

## **CLOUD ACCOUNT**

You will need your CCAS Cloud account to log on to the computers and to print using the Canon printers. You should have received an email directly from **GW IT** inviting you to create a cloud account. This email contains your credentials as well as a one-time use link that allows you to set security questions for your account. If you have not already created a cloud account, check your GW email or call **IT** at 202-994-8096 <https://ots.columbian.gwu.edu/columbian-college-private-cloud>.

## **INTERIOR ARCHITECTURE PROGRAM FEES**

There is a \$105 program fee on all studio courses in the program (BFA + MFA: Studios 1-5 + MA: Studios A + B). 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.

## **UNIVERSITY POLICIES + RESOURCES FOR STUDENTS**

### **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 "Religious Holidays" at [provost.gwu.edu/policies-procedures-and-guidelines](http://provost.gwu.edu/policies-procedures-and-guidelines).

### **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 or not 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 the Office of 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, please refer to the SRR website (<https://studentconduct.gwu.edu/academic-integrity>), email [rights@gwu.edu](mailto:rights@gwu.edu), or call 202-994-6757.

## **ACADEMIC SUPPORT**

### **Writing Center**

GW's 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](http://gwu.mywconline).

### **Academic Commons**

Academic Commons provides tutoring and other academic support resources to students in many courses. Students can schedule virtual one-on-one appointments or attend virtual drop-in sessions. Students may schedule an appointment, review the tutoring schedule, access other academic support resources, or obtain assistance at <https://academiccommons.gwu.edu>.

## **SUPPORT FOR STUDENTS OUTSIDE OF 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 [disability.support.gwu.edu](http://disability.support.gwu.edu) to establish eligibility and to coordinate reasonable accommodations.

### **Counseling and Psychological Services 202-994-5300**

GW's Colonial Health Center offers counseling and psychological services, supporting mental health and personal development by collaborating directly with students to overcome challenges and difficulties that may interfere with academic, emotional, and personal success. [healthcenter.gwu.edu/counseling-and-psychological-services](http://healthcenter.gwu.edu/counseling-and-psychological-services).

### **Safety and Security**

- Monitor GW Alerts and Campus Advisories to Stay Informed before and during an emergency event or situation.
- In an emergency: call GWPD/EMeRG 202-994-6111 or 911.
- For situation-specific actions: refer to GW's Emergency Response Handbook and Emergency Operations Plan.
- In the event of an armed intruder: Run. Hide. Fight.