



GREAT IDEAR STUDENT HANDBOOK

WELCOME

WELCOME TO THE DEPARTMENT OF INTERIOR DESIGN AT SUNY BUFFALO STATE. WE ARE ACCREDITED BY THE **COUNCIL FOR INTERIOR DESIGN ACCREDITATION** AND **NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN (NASAD)**. WE ARE COMMITTED TO YOUR INTELLECTUAL, PERSONAL, AND PROFESSIONAL GROWTH THROUGH VARIED AND INCREASINGLY COMPLEX COURSEWORK COUPLED WITH A STRONG COMMUNITY BASED PROJECT COMPONENT. WE HAVE AND WILL CONTINUE TO ENHANCE THE REGION IN TERMS OF RESIDENTIAL, HEALTH CARE, AND COMMERCIAL DESIGNS AS WELL AS CULTURALLY SENSITIVE AND PUBLIC-INTEREST PROJECTS.

The following information will make your time in college go smoother, your stay less lengthy and less frustrating.

1

Know the academic policies: IDE program, Statement of Principle on Academic Integrity, Course Repeat Policy, Students with Disabilities, Advisement.

2

Know the attendance and grading policies: Course Assignments, Workload, Grading System and Criteria, Attendance, Program Right to Keep, Document and Publish Student Work

3

Know your surroundings: Safety, Classroom Rules, Studio Rules



Know the academic policies:

IDE program – Academic Road map

Statement of Principle on Academic Integrity

Course Repeat Policy

Students with Disabilities

Advisement

YOUR ACADEMIC ROADMAP

The four-year plan for your Bachelor of Fine Arts (B.F.A.) in Interior Design is listed below. Advisement in the department is mandatory. You will be assigned an Advisor in the Freshman year. Remember: courses are offered only once a year and should be taken in sequence.

Freshman Year Fall Semester

IDE 101 Introduction to Interior Design
IDE 103 Digital Presentation Methods
IDE 104 Elements & Principles of Interior Design
FAR 250 Art History I

Freshman Year Spring Semester

IDE 151 Mechanical & Perspective Drawing
IDE 152 Introduction to Color Rendering
IDE 153 Spatial Explorations & Model Building
FAR 251 Art History II

Sophomore Year Fall Semester

IDE 201 Interior Design I Spatial Experiments
IDE 202 Construction Fundamentals I
IDE 204 Materials, Specifications, & Construction Documentation
IDE 205 & IF WEST. CIV History of Interior Design & Architecture I

Sophomore Year Spring Semester

IDE 203 Furniture Theory and Application
IDE 251 Interior Design II Residential Design
IDE 252 Construction Fundamentals II
IDE 254 History of Interior Design & Arch. II
FTT 206 Introduction to Textiles

Junior Year Fall Semester

IDE 301 Interior Design III Retail Design
IDE 302 Computer Applications for Interior Design I
IDE 303 Interior Detailing

Junior Year Spring Semester

IDE 351 Interior Design IV Public Buildings
IDE 352 Computer Applications for Interior Design II
IDE 354 (optional) Global Design Study Tour
IDE 355 Lighting Design

Senior Year Fall Semester

IDE 401 Interior Design V Office Planning
IDE 403 Interior Design Professional Practice

Senior Year Spring Semester

IDE 451 Interior Design VI Thesis Studio
IDE 488 Internship

In addition, to the courses in the major, you must complete **Intellectual Foundations Coursework.**

Basic Written and Oral Communication 6 Credits

CWP 101 (3): must earn a minimum grade of C
CWP 102 (3): must earn a minimum grade of C

Mathematics and Quantitative Reasoning 3 Credits

Select one course from this area

Cognate Foundations 12 Credits

Select one course from each area
Arts (3)
Humanities (3)
Natural Science (3)
Social Science (3)

Foundations of Civilizations 9 Credits

Select one course from each area
American History (3)
Western Civilization (3)
Non-Western Civilization (3)

Diversity 3 Credits

Select one Course from this area

Global Engagement 0-6 Credits

Select option(s)

Total Maximum Number of Credits

33-39

ACADEMIC INTEGRITY IS KEY NO PLAGIARISM

Buffalo State's [official academic misconduct policy](#) states, "all students at the college are expected to display honesty and integrity in completing course requirements and following college academic regulations."

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 Plagiarism will be subject to the Academic honesty and integrity procedures as per Policy Number: VIII:04:00 'Academic Misconduct'

Do not handle work that does not belong to you.

REPEATING A COURSE? [2015- 2016 UG CATALOG](#) TO THE RESCUE

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.

A student may not repeat a course a third time.

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.

SPECIAL ACCOMODATION

STUDENTS WITH DISABILITIES

All students who wish to have testing and classroom accommodations, must link with the Disability Services Office. Students cannot self-accommodate. The Disabilities Services Office is located in the South Wing 120. 716-878-4500.

ADVISEMENT

Mandatory advisement every semester

All classes are instructor permission and overrides will ONLY be provided after the advisement has occurred.

Interior design courses are taught only one time per year and a specific sequence.

In addition to the interior design courses, **IF requirements** must also be met.

2

Know the attendance and grading policies:

Course Assignments

Workload

Grading System and Criteria

Attendance

Program Right to Keep, Document and Publish Student Work

COURSE ASSIGNMENTS

Reading and critical thinking Assigned reading and lecture material will supplement studio projects.
Purchase all books and assigned articles. Reading the assigned material for each class is a requirement (not optional).
It is also the student's responsibility to obtain all information necessary to complete each project.

Bring to class Bring required material and course books to class.

Consult with instructor Meet regularly with your studio instructor to discuss the progress of your project.
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.
Critiques will be both desk and pin-ups and will be conducted in front of the peers so that all can benefit from the discussion and repeating the information can be avoided. The instructors are available for meeting in their offices, but all critique during class time will be done in the studio.
Not receiving an individual consultation is no excuse for incomplete work. Projects not seen in progress in the classroom will not be accepted. It is the student's responsibility to discuss their progress with the instructors. In co-taught classes, students must communicate with both instructors, especially for the email and all communication outside of the classroom.

Presentation of work With exception of the computer courses IDE 103, IDE 302 & IDE 352 the instructors will not critique work on the computer. Work not presented in a professional format will not be critiqued. No napkin sketches, scraps of trace paper or similar will be reviewed. If the crucial design sketch happens to be on a napkin scan it and print it out or simply redraw it professionally.

Your instructors The instructors are acting as clients for the design. Therefore, all design decisions have to be discussed with them and approved by them. In this regard design projects are not about self-expression of the designer but, as in the real world, meeting the demands of a client.
In co-taught courses all communication, design decisions etc. will be with both the instructors. When sending e-mail messages, both instructors should be copied.

A professional conduct

There is a strict NO WHINING policy in the Department of Interior Design.

All suggestions or critique has to be voiced as respectfully and professionally as if directed towards your employer or toward your client.

There will be a hierarchy for communication. The issue/question should be directed to the instructor before the chair of the department is contacted.

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.

Deadlines

No Late Work

No extensions

No excuses

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. The instructor will set the time and date of the deadline.

As in the real world no extension on any deadlines will be given. Either your work is finished in time or you "lose the job".

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

WORKLOAD

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

The difference in classes in interior design from other professions is listed below:

Design Studio learning Vs. Seminar/ lecture learning

Studio is substantially different than a lecture format, more closely approximating a lab class. The basic structure: students work in groups (studio sections) of 8-12 students with a professor. Several projects are assigned throughout the semester. These projects are usually individual effort, although some may be group projects. These might range from problems concentrating on an aspect of design (a formal principle, a material detail, a programmatic vignette) to complex large-scale multi-use projects. The degree to which all factors critical to design in the “real” world are addressed varies with the project and the instructor; for example, a project’s budget is rarely part of a school project’s parameters, no matter how critical a factor that might be outside of academia.

Studio time will involve each student’s active participation in discussion and exercises. The process is an ACTIVE and COMMUNAL one, involving repetitive sequences of doing, looking, articulating, discussing, clarifying and doing again.

You are expected to be in studio, working, for the duration of your studio’s scheduled time. Do not arrive late or leave early.

Your social contract

The basic assumption of the studio format is that the student learns as much from fellow students as from professors. All effort and critique are public - therefore, it is essential that students learn to trust and respect one another. A good design studio is necessarily one where the class forms a collective identity.

Work in studio! Work in studio! Work in studio!

All students in the interior design department after the freshman year will be assigned a desk within their studio, giving him/her the opportunity of working while surrounded by critics, fellow students, and inspiration. Work in studio. Work in studio. Work in studio. (This cannot be stressed enough!) At no other time in your life as a designer will you have access to so much feedback. Take advantage of it.

The design process

This is a term you will hear over and over. It’s used casually but it’s a pretty powerful term. As a budding designer, the most important goal for your academic career is that you develop a sound set of methodologies for problem-solving, a way of approaching a problem.

Do-Evaluate-Repeat.

A deeply subjective and by no means a complete list

Here follows a list of aspects of a design process:

- a close read and analysis of the stated problem
- sketches of initial images and ideas
- research
- search for precedents
- redefining the problem to be solved
- ideation
- initial studies (drawn, built, danced, etc.)
- editing of initial work
- selection of an approach
- further development and refinement of ideas and studies.

There is no absolute rule in terms of a design process, indeed anything absolute is anathema to the very core of what a process IS. One designer may draw first, one may read first, one may work on related issues. In an academic environment, certain aspects of a design

Design process may be proscribed, especially early on the studio sequence. The goal is to introduce a student to unfamiliar methods, or to estrange a student from what they THINK they know about a project (or their own process) in order to clear a path to a fresh perspective.

If there is one common feature to a sound process, it is that they are all iterative. Virtually every step is repeated. Steps in the process may be shuffled, certain steps privileged but it is NEVER linear, one step following another to some inevitable conclusion. More iteration is better.

Keep your process materials close at hand throughout a project's duration. It is often useful to refer back to an earlier study during critiques, so do not store your process work at home!

Multiple design concepts Keep them close

What is a concept?

A concept is an idea, pure & simple. When we refer to a project's concept, it is the group of ideas that constitute the means and ends of your process to which we refer. It answers the who-what-why-where of a project, privileging the why & the how. It is NOT your project's inspiration, an initial image or study or precedent that helps get you started (a way to check: it it's not an idea but a THING, it's probably not your concept). It is not an a priori condition, coming before design work but a parallel condition, the verbal or text description of your project and process, and should be considered like any representation of your work- provisional, a sketch, malleable.

Critique is not a bad word

In studio courses the primary form of feedback and evaluation is in the form of verbal critiques. These vary in formality & frequency studio to studio.

A desk critique (or crit) consists of an instructor & a student discussing the student's progress at... (wait for it)... their desk in studio. This is the most informal form of feedback, generally- work is in process and might consist of sketches, completed and incomplete studies, precedent images, etc. Desk crits might involve a single student, or several students at once.

Several times during a project students should be prepared for pin-up critiques: students pin their work to a wall and present their progress to the instructor and their studio section, public presentations of the studio's work that provide a forum for discussion. Pin-ups are a bit more formal than desk-crits; because anyone presenting has to represent their thinking to a group not uniformly familiar with their project, greater care should be taken to represent one's project clearly- this might involve a combination of process work & artifacts constructed for that pin-up specifically (drafted drawings, models, etc.).

Pin-ups

Pin-ups might be strictly in-house or external critics are brought in to provide a fresh perspective.

Critics come in on their own time and expend much energy trying to understand the studio's endeavors and to provide thoughtful feedback. Students should think of these presentations not as a moment of judgment, but as an opportunity to get input on their design implications and possible directions for development. Crits are evaluations of a student's work and should never be taken as personal attack on ability or taste. Each student's critique is important to the education of the entire studio in that all students are exploring similar questions within the design problem.

The final crit is the culmination of a project. It is the most formal, and will generally involve a list of minimum required forms of representations. It is never permissible to miss a pin-up critique, especially a final critique. Nor is it permissible to arrive late or leave early. It will be considered insulting to your classmates, professor and the invited critics and may significantly adversely affect the final grade.

For Graduate Qualifying year students it is important to note that for both fall and spring semester you will have an additional final semester critique that will evaluate your semester's work as a cumulative whole. To prepare for this make sure to save all process work in addition to final deliverables in an organized manner so as to be able to re-present them appropriately at the end of the semester.

GRADING

What counts?

Attendance counts
Feedback counts
Progress in work counts
Professional conduct counts

Grading will conform to the policy established by the Faculty and College 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-evaluation, participation and preparation, peer reviews, clarity of argument and overall organization, professionalism and enthusiasm and motivation for learning and skill development.

Projects are due at the beginning of the class unless otherwise stated.

Grades will be assigned periodically throughout the semester. If you are concerned about your performance in class, please make an appointment to see the instructor during his or her office hours for your performance review.

Incomplete Work

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 all of the requirements of the project are not met.

Minimum GPA

2.6

A minimum cumulative GPA of 2.6 after the freshman year is required by the Interior Design Department. Failure to maintain your required Grade Point Average may result in academic probation or dismissal from the program .

Grading Criteria

Create your design solution in the given parameters

The general method in all design teaching is to provide a stimulating framework, 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.

Gold standard. Red Lines

The gold standard is not the class best but a comparison to the best work done in the field globally. What matters is the feedback that is delivered. Redlines is a standard term in the interior design industry. The intent is not punitive. The intent is to deliver maximum feedback for a thorough design project with limited errors during construction. Your instructors will provide you will maximum amount of feedback via these redlines. Only realistic honest grading can inform the students about their standing and help them to coordinate their efforts.

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

To get good grades...

Design projects may receive several grades and feedback, 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 **make up a coherent whole.**
- **Note taking**
- **Research and precedence:** 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 presented in a professional format.
- **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? Did you have multiple design solutions to the problem?
- **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)
- **Presentation:** Students should be present their work in a professional manner including professional attire, use of formal design language, and articulate organization of thoughts through a variety of media including verbal, written, and design presentations
- **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.

These criteria remain valid even if not explicitly mentioned in the project statement. The project statement may include additional project-specific criteria.

Grading system

Final Grades are assigned according to the Quality Point System stated in the Undergraduate Catalogue:

GRADE POINT CHART

Letter Grade	Points Given by SUNY	Round Up Point or Range	
A	4.00		Superior
		3.84	
A-	3.67		
		3.50	
B+	3.33		Above Average
		3.17	
B	3.00		
		2.84	
B-	2.67		
		2.50	
C+	2.33		Average
		2.17	
C	2.00		
		1.84	
C-	1.67		
		1.50	
D+	1.33		Below Average, but passing
		1.17	
D	1.00		
		0.84	
E	0.00		Failure or unofficial withdrawal

Assignments: 90%
 Professionalism: 10 %
 Total: 100 %

Professionalism includes: attendance, participation, collegial interaction with instructors and fellow students, appropriate behavior (that befitting a professional), improvement, and critical learning.

Remember: Most employers will never ask to see your transcripts; it is your portfolio and experience that will concern them.

ATTENDANCE

Attendance for all courses in the Department of Interior Design is mandatory and will be strictly enforced.

First 5-minutes

- Attendance will be taken in the first five minutes of the class and you HAVE to be present in the classroom in order to sign in. Working in the computer room when the class meets in another studio will not be taken as an excuse and will be marked tardy.
- Signing in for another student will be considered as academic misconduct.
- Students should sign or print their name legibly.
- 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).

4 absences = grade drop

- 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.

2 tardies = 1 absence

- If the student is late for class, he or she will receive a tardy. Two tardys will be treated as one full absence. Arriving more than 15 minutes late or leaving early without instructor permission will be treated as full absence.
- 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.

STUDENT WORK

Keep Document Publish

Program Right to Keep, Document and Publish Student Work

The Department of Interior Design may select and keep any student work. 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. Student work may be returned after accreditation visits have occurred.

Design process

Documentation of the Design Process is mandatory

Part of every project is complete documentation of the design process from the very first sketch on. Documentation and submission of process work is course specific. However, 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". Projects will be considered incomplete without appropriate project documentation.

Unless projects are being held in assigned areas for a CIDA 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!

3

Know your surroundings:

Safety

Classroom Rules

Studio Rules

SAFETY

General Safety

For safety reasons, only students enrolled in the Department of Interior Design may use the interior design facilities. 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 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 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.

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.

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. For your safety it is mandatory that students not work alone in the studio and that doors remain closed and locked.

SAFETY INSTRUCTIONS (Machines)

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.

1. Do not work with anything that is potentially dangerous (that includes a x-acto knife) when you are tired, distracted, or on medication, because your judgment maybe impaired.
2. Do not leave classroom doors unlocked or propped open. The last person leaving the room must lock all classroom doors at all times.
3. Eyes: Wear eye protection that displays the Z-87 inscription while working on any piece of equipment or when there is a possibility of air borne particles or chips. The Z-87 inscription means the glasses are rated for industrial impact.
4. Dust: Dust is both a short and long term health and safety issue. Wear dust masks when sanding, gluing, spraying etc. Students should vacuum and sweep the floors off any sawdust, styrofoam bits, etc. after working to avoid a slipping accident.
5. Breathing: Use 3M Half Facepiece 5000 Series, Disposable, Organic vapor respirator assembly respirators when using any chemicals, solvents, etc. Use the appropriate filter with the respirator. If with the respirator on, you are still smell anything, then something is wrong. Check filter, fit of respirator, etc. For all spray painting and spray mounting **ONLY** use the spray booth in UH 213B.
6. 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.
7. Ears: Always use ear protection when working with loud machinery or when necessary.
8. Keep your attention and focus on what you are doing.
9. Never talk to, or distract someone else who is operating a machine.
10. Be careful not to shout or walk up behind someone operating a machine.
11. Keep loose clothing rolled up and tucked in.
12. Control long hair.
13. Wear safety glasses when operating machines.
14. Be alert for any unusual sounds when turning on or operating any machine.
15. Clean up scrap wood, sawdust, etc. when finished with a machine.
16. Be alert for loose parts, maladjustments and dull blades. Always correct the situation before using the machine.
17. 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.
18. 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!
19. Use a power machine only after you have received instruction on its safe and proper use.
20. Never use a power machine when you are alone in the studio.
21. Guards must remain in place and used properly.
22. Do not leave any running machine unattended.

23. Disconnect all machines when cleaning, adjusting, changing set-ups, etc.
24. Keep body parts away from moving parts, use a push stick, fence or other instrument. Allow all machines to come to a complete stop before you change a set-up, make adjustments, remove debris or other operations where your hands will be in close proximity to blades, knives or other moving parts.
25. Caution any student committing an unsafe act. Notify the instructor immediately.
26. If you are taking physician prescribed medications for a medical condition and have been warned either by your doctor, the pharmacist or by warning labels on the medication that the drug(s) should not be used while operating machinery, please do not do so. If you feel comfortable, please inform the instructor of your situation so you will not be penalized for non-compliance of course curriculum.

THE STUDIO

Damage

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.

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.)

Clean studio

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.

Final grades will not be handed out until the studio has been cleaned!

Storage

We are seriously short of adequate storage space, so students are encouraged to make arrangements elsewhere for completed projects. Photograph and document your work before it leaves the building, much too easy for damage to occur!

Some seminar rooms may be used in the evenings for group projects or model-building, with the understanding that they are to be left clean when finished. Please be considerate of your studio-mates in regards to trash, especially food-trash and while we're at it food: there are mice in the building that are alarmingly not-afraid-of-people. Do not do not do not cut on any surface especially our poor sweet work- tables without a cutting mat.

Upton Hall Lockers and Studio

Students are responsible for the removal of the lock and all contents from the lockers and the studios by the end of the spring CEP week. Otherwise locks will be cut and content from the lockers or the studio will be discarded at the department's discretion after the last day of CEP week.

FINALLY

Failure to comply to handbook policies may result in dismissal from the class at the discretion of the instructor.

Each single violation of the safety regulations of the Department of Interior Design will lead to one full letter grade drop of the final course grade. Repeated violations can lead to the Expulsion from the respective course.

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.

**This is your space. This is your Department!
Enjoy your time here and Learn for Life!**

Acceptance of the handbook is mandatory for interior design students.

I have fully read, understood, and accept the rules and regulations specified in the Department of Interior Design Handbook (version 2015).

Date: _____

Student Name & Signature : _____