

Shaping Design

In the Studio:

Applying Design Thinking to  
Issues and Opportunities  
within Hospitality Design

Interior Design

Studio V

IND 4245

The Florida State University  
Department of Interior Architecture  
& Design  
Spring 2018

Professor Jim Dawkins

Sponsorship:

**Luxe Design Associates**

Dr. Michael A. Fornaro

**shaw** hospitality®

Desiree Perkins

Becky Appleton

## Department of Interior Architecture & Design Florida State University

**Instructor:** Prof. Jim Dawkins  
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	<b>Section 01</b>	<b>Section 02</b>
<b>Course Time and Place</b>	<b>T/Th 8:00a-10:45a</b> WJB 1060	<b>Tu/Th 12:30p-3:15p</b> WJB 1061

**Teaching Assistants:** Lindsey Slater  
**Office:** 1081 William Johnston Building  
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### COURSE DESCRIPTION

This course is the capstone studio and includes the design of a large-scale commercial hospitality space, located in a foreign city/country. The project will run through a modified series of phases (Pre-Design, Schematic Design and Design Development) each with its own unique requirements for design, documentation and presentation. The metric system will be utilized for all design documents.

### PREREQUISITE FOR IND 4245 INTERIOR DESIGN STUDIO V

IND4243 Interior Design Studio 4

### OBJECTIVES

By the end of this course, students will:

- Produce a comprehensive and complete design solution for a hospitality project.
- Compose a valid design concept that will be the basis for the design solution after completing data gathering and research.
- Create a clear and well-documented design that applies all specified project requirements, planning research, design diagramming, space planning and drawing documentation that incorporates all design factors for all programmed spaces.
- Use the metric system of measurements and demonstrate understanding through the project design and drawings.
- Apply international guidelines and codes that address (but are not limited to) building construction and layout, fire safety, accessibility, and other environmental considerations necessary to complete the design.
- Analyze and select FFE which is functionally and aesthetically appropriate for the project.
- Demonstrate knowledge of vertical circulation on multiple levels of space planning through stair planning and placement of various vertical delivery systems.
- Demonstrate effective and efficient verbal, written and visual communication for each aspect of the design solution.
- Create drawings that illustrate the design using floor plans, sections, elevations, reflected ceiling plans, renderings, and details as appropriate to clearly, completely and concisely communicate the design solution.

**DEPARTMENT POLICIES****Attendance Policy**

Each student is allowed two unexcused absences without penalty. Each additional unexcused absence will result in a 1/3-letter grade deduction from the final course grade. (For example, a student with an A- in a class and 2 unexcused absences beyond the 2 allowed will receive a 2/3 of a letter grade reduction, which would result in a final grade of B.) Excused absences are defined by the university to include documented illness, documented emergencies, a death in the family, call to active military duty or jury duty, religious holy days, and official university activities. Official documentation required to clear an absence must be presented within one week of the absence. Students arriving more than 15 minutes late or those leaving early without permission will also be considered absent.

**Late Assignment Policy**

Assignments are due at the start of class on the day they are due unless otherwise indicated. If an assignment is turned in late, a 10% reduction (one full letter grade) will be applied for each day late, including weekends. An assignment is considered 1 day late if it is turned in 1 minute to 24 hours late; an assignment is two days late if it is turned in 24 hours and 1 minute to 48 hours late; and so on. If a student is unable to give a late assignment directly to the instructor she/he should find a faculty member, teaching assistant, or staff member to document the time the project was turned in by marking the date and time on a note (with a signature) attached to the project--otherwise it will be assumed the project was turned in when it was found in the teacher's box, office, etc.

If a student misses an exam/test/quiz, she/he must have an excused absence to make it up. All make-up tests must be completed within two weeks of the absence unless otherwise agreed upon by the instructor.

**Minimum Course Grades/Continuation in the Program**

All interior design students must earn a C- or higher in ALL classes in the major. Failure to do so will require taking the class again or leaving the program. Courses in which a student earns a grade below a C- may be repeated once. Classes can only be repeated once, and only two classes may be repeated. If a student exceeds these class repetitions, they will be dismissed from the program. Classes are sequential and build on one another — with many being prerequisites for others — thus if a student falls off track it will be difficult to complete the program in a timely manner.

**Technology, CAD, and Printing Policy**

Executing any or part of a course project using a computer involves certain responsibilities. No computer-related excuses of any kind will be accepted if a student fails to meet course deadlines or requirements in any class in the interior design department. Save your work often and be sure that you always have a copy of your files in several different locations! It will be unfortunate if you have computer problems, lose work, have files damaged or lost in the “cloud”, etc., but there will be no extensions granted for late projects under any circumstances.

The interior design department makes every effort to keep the computer lab and print room in working order. However, keep in mind that equipment does malfunction, ink will occasionally run out, and students may not always be able to print in our print room. When many projects are due at once, students are advised to plan way in advance to ensure they will have time to print. A line at the department printer or at Kinkos/Target will not be accepted as an excuse for a late project.

Please keep in mind that department materials fees fund the equipment and ink used in the printers. Students who are not in the interior design major should not use our computer or print rooms. Students who are allowed to use these spaces have swipe card access to these rooms—so please do not allow others into these rooms. The department has the ability to track students logging on to the computers and how much they print. If students are printing excessively, the department reserves the right to remove printing privileges. Students should only print items for interior design classes. Students should never print class notes from Canvas (including interior design classes). We often find that flyers for campus events, sorority or fraternity newsletters, and even wedding invitations have been printed on our

computers—this sort of thing uses ink and is expensive. Printing these personal items such as these will result in a loss of printing privileges.

### **Computer Lab Rules**

Due to the sensitive nature of computers, absolutely no food, drink, pets, or smoking will be allowed in the computer lab or print room (yes, we really have had people bring pets). The only exception to the food and drink rule is that a drink in a bottle or other closed container is allowed. We love children (we even have children!), but please do not bring your children to class or into the lab while you work. This is disruptive to other students as well as a liability for the university. Students should not use the projector at the teacher's station for entertainment purposes. Students who ignore these rules will lose their swipe card access to these facilities.

### **Policy for Use of Computers and Phones in Class**

The faculty realizes that we are all living in a digital age, connected in many ways by phones and computers. However, during classes, so that students and faculty can engage with each other most effectively, the faculty asks that students refrain from using computers or phones during class. It is discouraging for faculty to teach to a sea of computer screens, unable to see the faces of their students and making class discussion difficult. Student to student interaction and rich discussion is also absent when students are on their devices.

In some classes, there may be days that require computers to be used—such as studio work days—and faculty will make that clear. Please consult with your faculty member if you have questions. Thanks for adhering to this policy and helping us create an engaging learning community.

### **After Hours Access Policy**

The William Johnston Building is set up to allow 24/7 access to the building for interior design students. However, with that after-hours access comes quite a bit of responsibility. The safety of our students is a top concern, so please arrive and depart with other students if it is after dark. You are safer when you are with others. Keep an eye out for one another when you are in the building and please do not let students you don't know into the building at night or on the weekends. Never prop doors open on the outside or inside of the building. If you find a door propped open, please dislodge whatever is being used to prop it and close the door. If you ever feel you are in danger, you should call the FSU police. Please do this only for emergencies—not just for personal inconveniences. They can be reached at 644-1234.

Students should show respect for the building and the equipment, furniture, and spaces in which they work. Food should be consumed in the café area rather than in the classrooms and labs. When working on the weekends, please bring food trash to outside trash receptacles (dumpsters outside WJB) when you leave the building so we can avoid all the negative consequences that come when food trash piles up (smells, bugs, rats, etc.). Please be respectful of floors and table surfaces and use spray paint or spray mount, exacto knives, and other things that might damage surfaces in an appropriate ways (spraying outside or protecting surfaces when cutting). Please do not spray any sort of paint or adhesive in the building unless you use the spray booth in room G38 on the ground floor, which has an exhaust fan. The booth is in the back left corner of the room. Most studios have a cutting table that should be used if students need to cut. Never cut directly on drafting tables.

Students found abusing the building or ignoring the after-hours policies will lose their swipe card privileges to the building and to classrooms and labs. Remember, this building needs to serve our students for many years to come!

### **Locker Policy**

Lockers are available in Room WJB 1022 for use by interior design students and can be accessed by using your FSU card to swipe into the room. These are transient lockers and are not assigned permanently. Students should use them as needed on a daily basis using a self-created password. If items are left in lockers for more than a few days the items will be removed. See Deb Alexander in the main office if you cannot access the room or have questions about lockers.

**Policy for Retaining Student Work**

As you may know, the department is NASAD (National Association of Schools of Art and Design) and CIDA (Council for Interior Design Accreditation) accredited, and this process makes it necessary to retain examples of student work. Therefore, the department reserves the right to retain student work for these or for teaching or research purposes for a period of time. We urge you (always) to obtain digital photographs or scans of your work for your portfolio immediately after its completion. The Department also retains the right to photo-document and show student work to others for these purposes.

**Guidance for Participating in Online/Social Media Study Groups and Digital Cheating**

As social media becomes part of the mainstream, online study groups using various forms of online sites and/or social media are common. Students should keep in mind that when they participate in this sort of group where they (or others) are sharing ideas, questions, etc. online, they are responsible for anything that is posted by themselves and anyone else. For example, if another student acquires a test without permission and posts the questions online, all students with access to that material are in violation of the FSU academic honor code. Be careful before you get involved in such a group. See the honor code and consequences for violating the code in the student handbook:

<https://www.eng.fsu.edu/~peterson/fsuhc.html>

**Interior Design Department Main Office Hours**

1038 WJB: 8:00 AM – 5:00 PM Monday-Friday (644-1436)

**TOBACCO PRODUCTS, VAPING, INCENSE, FOOD, DRINK (OTHER THAN WATER), PETS OR ANY OTHER DISTRACTIONS DETERMINED (by the Instructor) TO BE DELETERIOUS TO THE GENERAL STUDIO ENVIRONMENT ARE NOT ALLOWED.**

**UNIVERSITY POLICIES****University Attendance Policy**

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

**Academic Honor Policy**

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at: <http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>)

**Americans With Disabilities Act**

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center  
874 Traditions Way  
108 Student Services Building

Florida State University  
Tallahassee, FL 32306-4167  
(850) 644-9566 (voice)  
(850) 644-8504 (TDD)  
sdr@admin.fsu.edu  
<http://www.disabilitycenter.fsu.edu/>

### Free Tutoring from FSU

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact [tutor@fsu.edu](mailto:tutor@fsu.edu). High-quality tutoring is available by appointment and on a walk-in basis. Tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity offer these services.

### Syllabus Change Policy

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."

## STUDIO V POLICIES

**THIS IS AN IN-STUDIO INTENSIVE CLASS.** Minimum expectations are that **you** will be **completely** prepared to work in class for the full session unless the instructor informs you otherwise. Working in class is an important part of a studio class experience. Ideas exchanged and questions raised by one student benefit all students. Exercises and projects will span longevities of a few days to several weeks, followed by a class critique or presentation, as suitable to the exercise or project.

It is **your** responsibility to listen to schedule discussions in class, review the class schedule before each class, check in with Canvas, and read any emails sent out emails PRIOR TO EACH AND EVERY CLASS SESSION. There is NO guarantee that instructions will be sent out via all four methods. **You** are responsible for printing out (HARDCOPY) all work requirements and bring those materials to class.

**ATTENDANCE IS REQUIRED IN ALL SESSIONS** unless otherwise specified by the instructor. **Students are expected to report to class PREPARED.** *Any student attending class without completing previous assignments or without the necessary working materials may be counted absent for the class and/or asked to leave.* Attendance at project critiques and presentations is *required* even if they are held outside of the usual class meeting times (with at least one week's notice.)

Information missed due to tardiness or absence is **your** responsibility. **Class will start promptly on time.** Necessary lecture and assignment submittals will occur at the start of class. **No information will be repeated** as there is insufficient time to bring late-arriving students 'up to speed' on content. **The professor's and/or TA's office hours ARE NOT substitutes for in-class instruction.**

### Communication

FSU email is the University preferred method of communication between faculty and students. Additionally, Canvas will be utilized **heavily** throughout the semester. It is **your** responsibility to regularly check **your** FSU account(s) for any class updates or comments.

### Plagiarism

Definition: *To take and use as one's own the concepts, ideas or writings of another.* Although all designers are inspired and influenced by the work of other artists and designers, their ideas, concepts, and images **MUST NOT** be directly or recognizably utilized in student work without written or verbal attribution nor used in lieu of a student's original work. Penalties for plagiarism range from failing the course to dismissal from the program and/or the University. **Studio V Note:** *Photocopies are not to be used for any purpose other than private study, scholarship, or research.*

**Cell Phones (and other digital devices)**

You are NOT given permission to use your cell phone or other digital device for *non-studio work* in class. Cell phones and other digital devices used for those purposes are to be turned off or to the vibrate position **and placed in the bin provided by the instructor.**

If you are expecting a call that cannot be accommodated at any other time other than the few hours of designated class time and you believe your phone call is more important than class (and worth incurring an unexcused absence), then please do not attend class. If the use of your phone is more important than being 'all in' in the class, then please consider dropping the class. Please note, however, that this is a required class for your major. If you are found surfing the web, emailing, Facebooking, texting, tweeting, instagramming, snapchatting, etc., you will be counted absent for the day and/or asked to leave. This is a matter of showing respect for the subject matter, your fellow students, and your instructor(s).

**GRADING POLICY, STANDARDS, AND EVALUATION CRITERIA**

Grading for Studio V is different from the grading you have received in other courses. Your project must demonstrate and apply all of the knowledge, skills and abilities you have been taught and employed in every studio and class within the department up to this point.

This syllabus, handouts, and class meetings provide the **minimum** requirements, written, verbally and graphically, that you must demonstrate to receive a studio passing grade of C-. To receive this grade you must also complete your project and all interim reviews on-time.

Incomplete projects will not be accepted and the deadlines are absolute. There are no extensions and if you fail to meet all requirements of the project by the deadline, you have failed to meet the requirements of this course and will have to take it again. It is not offered again until Spring 2020.

Your grade will be based on standards, established over time, derived from the entire interior design curriculum. The value of your degree from FSU has been established by the standards set by the students who have come before you and their portfolios that gave them access to and success in the interior architecture and design profession. **You will be evaluated by these standards not by the abilities of your class group.** Refer to the Grading Rubric below for more detailed explanations of course grades.

**Departmental Grading Scale**

93-100	A
90-92.99	A-
87-89.99	B+
83-86.99	B
80-82.99	B-
77-79.99	C+
73-76.99	C
70-72.99	C-
67-69.99	D+
63-66.99	D
60-62.99	D-

It is helpful to keep in mind the following letter *range* grade descriptors:

A=	Outstanding, Very Good, Best
B=	Very Good, Better
C=	Average, Good
D=	Weak, Poor
F=	Unacceptable

Instructor grading philosophy:

***If better and best are available, then good is not enough.***

**Overview of Class Requirements**

<b>Activity</b>	<b>Description</b>	<b>Grade Pts. (Weight%)</b>
<b>Departmental Charrette</b>	This category covers your participation in the Departmental Charrette as documented by your team members and faculty observations. It generally follows the ideas outlined in the AAEE category (above). Your group grade will be translated into its appropriate 100-point system equivalent.	100 points (10%)
<b>AAEE</b>	<b>Attendance/Attention/Attitude/Engagement</b> The design student is on time and prepared for class each and every day; engages fully and enthusiastically in class activities and critiques; exhibits honesty in one's work and openness about one's abilities; possesses a great attitude and demonstrates RESPECT for oneself, one's classmates, and the instructor(s) – the 3-R's. This grade will be assessed at the end of each project phase.	100 points (5%)
<b>Design Phase Evaluations (Various formats)</b>	<b>Pre-Design</b> One (1) Interim Pin-Ups and Progress Evaluation will be factored into the full Pre-Design grade.	100 points (20%)
	<b>Schematic Design</b> Two (2) Interim Pin-Ups and Progress Evaluations will be factored into the full Pre-Design grade.	100 points (20%)
	<b>Design Development</b> One (1) Interim Pin-Ups and Progress Evaluations and one (1) Formal Pin-Up and "Proceed-to-Finish" Notification will be factored into the full Pre-Design grade.	100 points (40%)
<b>Final Presentation</b>	This grading category is focused on the final presentation itself and is a collage of elements including: verbal poise and delivery, visual appearance, clear/concise/complete communication, appearance and completeness of deliverables, responses to juror feedback and participation in your colleagues' presentation.	100 points (5%)

**DEPARTMENT OF IA&D DESIGN CHARRETTE**

This semester the FSU Department of Interior Architecture and Design is organizing an in-house design charrette that will kick-off on the evening of Wednesday, January 9 and conclude at 9:00 AM, Monday, January 14, 2019. Students in Furniture Design, Studio 3, and Studio 5 are required to participate in the kick-off and design process. If you are not in these classes you may voluntarily participate—just let Professor Steve Webber know of your interest. You are required to attend your lecture classes during this time, but studio classes are being suspended at the discretion of the professor, and assignment/test dates have been massaged to allow students to focus on the design charrette. It is critical that you plan your schedule accordingly in advance to be able to fully participate in the design charrette with your team members for the duration, including the weekend dates within the stated timeframe. A portion of your individual grade in your studio course will be based upon your level of participation with your team members and contribution to the design outcome.

**General Descriptions of Grade Assignments for Presentation Projects**

*The following are general descriptions of activities that would receive a grade of A, B, C, or D. Each task, exercise or activity you will complete will have its own specific set of requirements. Every student's work and in fact, every student's situation, is, of course, different as well. Therefore, chances are good that your efforts will not exactly correspond to any of the following descriptions—they are not supposed to. Instead, the following descriptions are offered to you as a general documentation of successes and failures and the grade resulting from it.*

**In GENERAL, a project receiving an A for a grade might possess the following characteristics:**

Student proposes a uniquely creative and functional solution and fully takes into consideration program requirements. Graphic conventions are effectively manipulated to produce an easily understood interior solution, either in blackline or with renderings as required. Text is easily readable and accurate in content. Color palette is balanced and realistic and a knowledge of focus and contrast is demonstrated in the case of either line quality and/or color. Student took initiative to exceed the required minimum guidelines through extra drawings, renderings, or other means. Presentation is consistent and in keeping with the approach of the solution. All required elements are included. The verbal presentation is obviously rehearsed and the student, while perhaps nervous, is knowledgeable in the project solution and can justify decisions made. Student has consistently attended and interacted in class and has taken constructive criticism into account. Project is handed in on time or ahead of due date. *The project represents the student exceedingly well in a portfolio and would likely be assessed as the work of a beginning professional by a client or design employer.*

**In GENERAL, a project receiving a B for a grade might possess the following characteristics:**

Student has clear grasp of project parameters and other impacting elements. Resulting space planning shows this knowledge, with a few minor flaws in some areas. There is evidence of creativity in the solution. Graphic conventions are basically sound, but lack fine-tuned refinement. Small notations may be missing, inadequate, or incorrect. Project in its final presentation form shows clear thinking as it evolved into its final form, but may possess small flaws that are distracting in minor ways to the overall design communication. The verbal presentation shows competence in the overall solution, but a short or incomplete explanation in the project shows little rehearsal. Student has consistently attended class and interacted with others. Project is handed in on time. *The project represents the student fairly well in a portfolio and would likely be assessed as a competent and adequate student project by clients and design employers.*

**In GENERAL, a project receiving a C for a grade might possess the following characteristics:**

Student has been attentive in class to lecture, but lacks a definitive grasp of space planning and/or program requirements. The project may lack creativity. Elements of the given program may be missing, ignored or underestimated. Interior elements are not drawn to scale and space planning traffic flow presents some major problems to the project's overall success. Adjacencies and clearances are insufficient. Final drawings may appear ordinary or even boring through repetitive use of the same ideas, line weight or lack of value variety. Some lines may appear to have been 'free-handed' in inappropriately. Text is inconsistent and distracting. Notations such as scale are missing. Presentation lacks consistency and rendering shows lack of time investment. Verbal presentation is marked with stammering or presentation is missed altogether. Project is handed in on time. *The project does not represent the student particularly*

*well in a portfolio and would likely be assessed as a beginning student project by clients and design employers.*

**In GENERAL, a project receiving a D for a grade might possess the following characteristics:**

Through absences from class or aversion to reading, listening, or studying, student has not grasped the project requirements. The project clearly lacks a direction and space planning is inconsistent. Requirements are largely ignored or incorrectly applied. Some of the drawings, through lack of time, may appear to be quickly free-hand drawn. Text is inconsistent or entirely unreadable. Elements of the project are missing. Prior constructive criticism is either received with hostility or ignored. The verbal presentation is obviously hurriedly assembled with little or no prior rehearsal. Class attendance is spotty and missed handouts are frequently requested of fellow students. Project is handed in late, resulting in a lowered grade. *The project does not represent the student well in a portfolio and should not be included as an indicator of their work.*