

Interior Design Program Policy 2020-2021

The following is the Interior Design Program Policy. The policy applies to **all internal spaces** [studios, resource library, lecture rooms and other support spaces] and **external spaces** [field trips, etc] and to **ALL conduct** while representing Appalachian State University's Interior Design Program.

CLASSROOMS / RESOURCES

- 1] **Studio Space Access.** Each student in an interior design studio course will be assigned a studio room. Access to that room is a privilege and may be revoked at any time for misuse. If you are the last one out, it is your responsibility to shut the windows, turn off all lights [including the A/V projector which has a very expensive lamp], and make sure the door is locked when you leave. Failure to do so has cost the program valuable dollars in the past and will result in a loss of access for everyone. Access to the upper-level studio [49] is at the discretion of the students of that room and any student who is not enrolled in a class in that room shall be not left in the room alone. **At no time shall the key codes be given to a student who does not have a course in that specific room.** Items such as tape dispensers, hole punchers, staplers and pencil sharpeners that are provided in the studio are property of the program and **MUST** remain in those rooms. **PLEASE** use the "Sharps" containers for blades.
- 2] **Classroom Table.** The table you use during class will be shared with students from other courses and sections. You are responsible for the care of the table you use. Before leaving the studio, **make sure your table is clean and cleared of all trash.** Use the available cleaner or water to clean the table and always use a brush to remove dust.
- 3] **Furniture Arrangement.** When furniture is rearranged to accommodate critiques, discussions or lectures, be sure to return items to their original locations upon the completion of that time [do not leave this burden on your teacher].
- 4] **Resource Room.** Samples/resources should be returned to the resource room or appropriate location from which they were retrieved. **Do not** "cut" in books labeled with the **No Cuts** symbol. **When in doubt, Don't Cut! Pick up after yourself in the resource room.** **Lack of respect for the resource room will result in limited access to the room and resources.**
- 5] **Reference Materials.** Utilize in-studio reference materials only in-studio. Others can't use them if they're not in the studio. Do not remove magazines from the studio and absolutely **never cut** from the magazines. Scanners are located in each studio for this purpose. When finished with the material [before exiting the room] return the material to its proper location.
- 6] **Food and Beverages.** Food is not allowed in the studio or lecture rooms during class periods [your teacher is hungry too]. Please arrange to eat before or after class or during a break in studio class.
- 7] **"Leave no Trace."** Clean up after yourself! No one wants to work in a messy studio. This is especially important after hours so that morning classes have clean rooms. During open studio time and weekends, please dispose of your soft drink containers and trash. Take pizza boxes out of the building and place them in the dumpster when you leave. **All other materials left in the room will be thrown out. Do not leave your materials in the studio, especially not on the**

workstations—it will be thrown away. *Please recycle bottles, cans and paper.* Studio 49 students: the kitchenette is **your** responsibility—equally!

8] Cell Phones and Computers. Place your cell phone on silence before you come into class.

Cell phones including text messaging, are **not allowed to be used** while in any interior design course except for emergencies. Please silence cell phones in accordance with the University emergency policy. We all have them and can do without them for a few minutes. If you are expecting an exceptionally important phone call, please make arrangements with your instructor regarding the call. Additionally, if you are seated at a computer station and the instructor is lecturing and the class is not currently working on computers related tasks, **do not use the computer.** This is distracting, is disrespectful and is considered disruptive behavior and will result in your instructor asking you to leave the room and will count as a tardy or absence. Additionally, sleeping during class will count as a tardy or absence.

9] Vandalism. Will not be tolerated. Damaging university.department/program or other students personal property *is* vandalism and the following are examples and rules regarding property.

- **Be sure to cover the entire surface** of the table with your own chipboard or layers of craft paper before, and while, using markers or felt tip pens.
- **Always use a cutting mat under you when using a mat or utility knife.** Use only designated cutting boards [found in the studios or use your own self-healing cutting board. **Discard** all blades in the sharps containers. The program has spent hundreds of dollars to provide board covers and several have been ruined with markers and knives soon after their installation. Your program has better things to spend money on than the vandalized property.
- **ONLY use** spray adhesive, spray paints, fixatives or other volatile or odor producing materials in the designated spray booth [two locations—model shop or wood shop] or please exit and move an appropriate distance from the building to use spray adhesive [in the grassy areas only]. School property includes the stairs and dock and other such building materials on the outside of the building, Do not spray in these areas. Remember “spray mount” has a significant amount of overspray and protect surrounding areas accordingly. Spray mount on school/program property is vandalism [this includes spraying inside a lined trash can due to holes in the bag and overspray]. A student recently spray mounted a table in a nearby classroom and our program has lost privileges to use that room—your actions have implications on the program! Additionally, this product is not good on your own lungs so take precautions.

If you are caught vandalizing school/program property, you may be asked by a faculty member, staff or peer for your student identification. The requesting party will note your name and student ID and submit that to the Interior Design Program Coordinator in order to take action.

GENERAL CONDUCT

- 1] **Student Conduct Code.** All students are to conduct themselves within our profession's code of ethics and Appalachian State University's Academic Integrity Code found at: <http://academicintegrity.appstate.edu/the-academic-integrity-code> and Appalachian State University's Student Code of Conduct found at: <http://studentconduct.appstate.edu/student-information>.
- 2] **Class Disruption.** Students shall be respectful of the faculty and their fellow students at all times. Therefore, individual discussions during lecture and other disruptions are discouraged. Students who disrupt the classroom will be asked to leave and will be recorded as absent from the class period.
- 3] **Advising.** All students shall look for posted program announcements in Katherine Harper Hall, in particular for Group Advising each semester. All students must attend a **mandatory Group Advising** session.
- 4] **Field Trip Transportation.** All students participating in field trips shall ride the bus or organized ASU transportation to and from the event.
- 5] **Professional Dress.** All students shall dress professionally and appropriately [i.e. your torso shall be covered at **all** times, no exposed sleeveless shirts, no flip flops or athletic shoes, etc...] for interior design critiques and all outside events and interaction with professionals [including interviews, internships, client meetings, field trips, conferences, markets, and other events]. If you don't know what is "appropriate," error on the side of caution and/or ask a professor.
- 6] **Use of Program Name.** Students shall not produce materials, post videos or information on the Internet that uses the program name or any representation of the program unless the student has received approval by the program Coordinator.
- 7] **Program of Study.** Students are responsible for requesting a logical course sequence and schedule as documented in the university catalog. It is not the responsibility of the faculty to ensure that students are following an approved sequence. Be particularly careful to investigate prerequisites for the INT courses and double-check your designators. Use your designated advisors for program sequencing and schedule advising.
- 8] **Portfolio Reviews.** Students are responsible for all requirements leading to required portfolio reviews. This includes applying for participation in the portfolio review.
- 9] **AppState email Address.** All faculty to student correspondence will be directed to the student's "@appstate.edu" account only. Individual accounts will not be accommodated. It is your responsibility to check your AppState email account for faculty messages, read the messages and take action [if applicable].

The program and its resources are **your program** and its resources. Please take care of the resources. If you see any abuse or theft of the resources, please notify instructors immediately.