

PORTLAND COMMUNITY COLLEGE
CAMPUS
REVISED 9/6/2009

SYLVANIA

COURSE SYLLABUS

CRN: # 21987
Course Number and Title: ID 135 Professional Practices for Interior Designers
Term and Year: Spring 2009
Day & Time: Thursdays, 9:00a-11:50a Room: AM 106
Credits: 3
Instructor: Michele Kremers
Contact Number: Office phone: 503 742-0184; office hours M-F 9am-5pm
PCC office phone 503-977-4030; Location: ST 208
E-mail address: makhawaii@comcast.net

Course Texts:

Professional Practice for Interior Designers; by Christine Piotrowski; fourth edition
Optional Text: Becoming and Interior Designer: A guide to careers in design;
by Christine Piotrowski; 2004

Course Supplies:

Students will need to have a notebook for class lectures and a calculator to work math problems related to course material. The major assignment requires a notebook and forms. Sample forms will be provided by the instructor for student's reference.

Course Description:

This course will cover the basics of professional interior design practices, business standards, ethics and the importance of sustainable design.

Extended Course Description:

The student should have knowledge of the multitude of variables included in a design project prior to taking this course. This course will assist the student in realizing the importance of organizing and managing a professional design practice. It will inform the student of the information required to successfully and efficiently run a design business as well as a design project from conception to completion including basic accounting aspects of the business.

The student will be able to:

- Understand the importance of goal and decision-making process, time management and time keeping skills, service and ethics in the professional practice of interior design.
- Identify the major ways to form a business and the essential counsel necessary in setting up a business.
- Identify the licenses, permits, and other requirements for setting up a business in Oregon
- Understand how to promote his/her services, develop clientele and how to handle the first meeting and client interview.

- Understand what sustainable design practices are and the impact of sustainable design.
- Understand the important use of ethics in business practice.
- Understand the importance of keeping job/project folders for reference.
- Understand and apply the range of discounts and methods of establishing a fee basis.
- Write a letter of agreement, job estimate, purchase orders, purchase master, change orders and invoices
- Understand ways to handle complaints, receive and install merchandise, handle freight and delivery, and work with trade sources.

Learning Objectives:

- Project Management
- Sustainable practices and product knowledge
- Estimating (project costs, fees)
- Budget management
- Assessment process (post-occupancy evaluation)
- Business processes (business formations, marketing, strategic planning, basic accounting procedures)
- Professional Design Organizations

Teaching Philosophy and Methodology:

It is important that you attend each class because it is not possible to make up a lecture or special discussion. Attendance will be taken at each class, and a small amount of points will be allotted in the final grade for attendance and participation in class discussion. If you must be absent, work with other students to share notes and handout information. You may wish to tape record lectures. If you have any questions or problems, please discuss them with the instructor so that solutions may be developed.

Although this is a lecture course, student participation and class discussions will be encouraged and made part of each class. As the class progresses, students may be asked to make a presentation to the class as if we were the client. This is to assist the student in client presentation and the letter of agreement. The class project is to assist students to organize and efficiently run a design project.

Class Routine:

We will start each class with a quick overview of the previous week discussion to make sure everyone understand the lessons. We will then start into the current weeks lessons of chapters assigned for reading. The instructor will present the lesson and encourage impromptu discussions by students to ensure that all points in the lesson are understood. Quizzes of previous class sessions may be given at any time.

Assessment and Evaluation:

The student will be assessed and evaluated based on the understanding of class discussions, participation, handouts, assignments, quizzes, mid-term exam, final exam and term project. Assignments are due on the day specified and will **NOT** be accepted after the due date. If assignments are not turned in, zero points will be given for that specific assignment.

Students will be graded on their completion of assignments, professionalism and participation in class discussions and critiques. Assignments will be graded according to a percentage scale of points outlined below. In addition, the same percentage scale will be used to determine the final term grade based on the total number of points achieved.

<u>Grading</u>			<u>Project Points</u>	
100%-90%	A	Outstanding Achievement	Assignments(4 @25 pts.ea)	100
89%-80%	B	better than average achievement	Quizzes (4@50 pts. ea)	200
79%-70%	C	satisfactory achievement	Term Project	225
69%-60%	D	less than satisfactory performance	Part/Attend	50
59%-0	F	not acquired minimum essentials	Prof. Dev. 2 @ 20 pts.	40
			Sustainable research & pres.	<u>100</u>
			TOTAL POINTS	690

Please read the college catalog and term schedule regarding the last day to drop a class and receive a "w", the use of "incomplete" grades, and grading policies in general.

DISABILITIES INFORMATION:

Any student who feels s/he may need an accommodation for any type of disability, please make an appointment with the instructor and with the Office for Students with Disabilities. The Office for Students with Disabilities provides academic support services, which include counseling, advising, test-proctoring, and writing and reading assistance, interpreting and transportation to students by request and eligibility.

PLEASE TURN OFF ALL CELL PHONES/PAGER DURING CLASS TIME!!