

TXMI 5901 Furnishings & Interiors Professional Development Seminar
SPRING 2010
(1 Credit Hours)
Class Time: 2:30 PM – 3:20 PM, Wednesday
Class Location: 216 Barrow Hall

Department of Textiles, Merchandising & Interiors ~ College of Family & Consumer Sciences ~ University of Georgia

INSTRUCTOR: Ms. Jaya Rose, ASID
OFFICE LOCATION: 215D Barrow Hall
OFFICE HOURS: M,W,F 10:00-11:00
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COURSE DESCRIPTION

This course is a professional design development seminar for interior designers. Class goals include development of resume and cover letters, portfolios, goal setting, skill assessment, securing an internship appointment.

PROJECTS, EXAMS & REQUIREMENTS

Student attendance and class participation is mandatory.
 Course assignments will be presented in class on a separate sheet of instructions

MATERIALS

Materials as needed for professional development tools (resumes, portfolio development, etc.)

COURSE FORMAT

The format of the course will include a combination of the following: (a) lectures, (b) slide presentations, (c) vendor presentations, (d) class discussions and (e) designer interviews.

COURSE OBJECTIVE

This course will review the profession of interior design and professional development within the design industry. Student will develop skills in resume writing, develop a portfolio for use in securing internship appointment. Students will participate in mock interviews with UGA Career Counseling Services (or others as necessary) and achieve a basic familiarity of basic office procedures and record keeping documents. Professional attire, interviewing techniques and follow up procedures will be discussed.

COURSE REQUIREMENTS

Attendance

Student attendance and participation during class discussions is expected and required and will be evaluated at the instructor's discretion. Students who miss class are expected to obtain class information from another student. It is difficult to gain and understand the information presented when absent from class and impossible for the instructor to give additional lectures.

- Resume and Portfolio

Each student will complete a current resume, several cover letters, portfolio's (various formats) and proper business forms as directed for seeking and gaining employment in the interior design field.

- Employment Goals and Skill Assessment

Each student will complete classroom exercises that will focus on personal employment goals, developing strategies for achieving these goals, skills' assessment and other useful exploratory exercises

- Design Firm Research and Professional Development Diary
Each student will prepare an excel spreadsheet to record their internship search contact information and details.
This diary will be used throughout the course and will indicate student's search for an interior design internship appointment. In addition, students will begin to research and record specific firms that reflect their employment goals and skill set. Students will submit printed report bi-weekly for review.

COURSE POLICIES

- Academic Honesty –
“Academic Honesty” means performing all academic work without plagiarism, cheating, lying, tampering, stealing, receiving unauthorized or illegitimate assistance from any other person, or using any source of information that is not common knowledge (A Culture of Honesty, 2006)

“Academic Dishonesty” means knowingly performing, attempting to perform, or assisting any other person in performing any academic work that does not meet this standard of academic honesty (A Culture of Honesty, 2006)

Under no circumstances will academic dishonesty be acceptable or permitted. Should this happen, the student will be notified and appropriate action will be taken as outlined in the UGA student handbook. Please refer to the “Academic Honesty Policy” website for any questions in regards to policies and/or procedures: http://www.uga.edu/ovpi/honesty/culture_honesty.html

“All academic work must meet the standards contained in “A Culture of Honesty.” Each student is responsible to inform themselves about those standards before performing any academic work.”
- Special Needs –
Students with disabilities who require reasonable accommodations in order to participate in course activities or meet course requirements should contact the instructor immediately.
- **ATTENDANCE** –
On-time class attendance is mandatory and will be recorded at the beginning of each class period. A maximum of four absences are allowed, including excused and unexcused absences.
- Tardiness –
Students are expected to be in their seat at the start of each class. A student is considered tardy for the class if he/she is ≤10 minutes late. For every two (2) tardie's, one (1) absence will be documented on the student's attendance record for the course. If the student does arrive late then the student needs to sit near the edge of the room (near the door) in order to decrease any disruptions. Please be mannerly. It is the student's responsibility to inform the instructor of their presence at the end of the class period if the student was tardy.
- Excessive Absences –
Students will be dropped from the course on the 4th absence with a faculty submitted “WF” withdrawal failure from the course.
- Outside Class Assistance –
Students, who attend class regularly and promptly, may seek outside assistance from the instructor during scheduled office hours. Please seek assistance early in the semester when it is most beneficial and when the instructor's schedule is more open. Students waiting until the end of the semester may not be able to acquire enough needed assistance or receive the full benefit of such assistance. Students may not seek assistance for concepts covered in a class that they missed, and it will become the student's responsibility to obtain the information covered.

- Equipment/Materials/Supplies/Textbooks – Students are expected to bring the needed equipment and reference textbooks to all classes. Failure to do so may result in an absence for that class.
- Class Participation – Students are expected to be prepared and on-time for class, to pay attention, and to NOT read and/or work on materials/projects unrelated to the course. Failure to comply will result in being counted absent for the class.
Computers will not be in use other than during approved studio time by the instructor. Any game playing, puzzle solving, recreational reading and unapproved websites (facebook, etc) used during lecture or studio time WILL NOT BE TOLERATED. Any student disregarding this policy will be asked to leave the class room and will be counted as absent for that day's class session. NO EXCEPTIONS!
- Class Notes – Students are expected to take notes when the instructor is lecturing and/or giving project instructions. The instructor will not repeat any information already delivered in class. However, students may obtain clarification of any information for which they have taken notes on.
- Due Dates – All work will be due at the beginning of the class date as designated on syllabus, revised syllabus or in class as discussed.
- Professional Attire– Professional attire is required for scheduled class visits by professionals and during field trips. We will have scheduled “interview attire” day for review and critique. Specific date is to be determined. This requirement is considered part of the “Classroom Exercises” that will be evaluated and included within this evaluation category.
- Late Work – Late work will result in zero (0) points, except for in the case of a documented excuse (see below). If a documented excuse is provided and the instructor deems it valid, then the student will be allowed to turn in the work. Late work must be turned in no later than one week from the original due date. If the student has failed in turning in the work one week past the original due date, the student will receive zero (0) points for the assignment.
- Documented Excuses – Late work may be considered in cases of unavoidable situations and personal/family emergencies. Written documentation (medical confirmation, program from funeral, team travel authorizations, etc.) of an absence should be presented to the instructor as soon as possible. Over sleeping is NOT considered a documented excuse. The student is responsible for all material covered in the course regardless of the reason for the absence.
- Cell Phones – Cell phones are to be turned OFF during class. NO EXCEPTION. Students may use their phones during designated breaks outside of the classroom.
- Disruptive Behavior – Students will be asked to leave class and marked absent if their behavior is rude and/or disrespectful or if they engage in “personal conversations” during lectures.
- Course Modifications – The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary and are to be expected. Please revise your syllabus as changes occur to properly manage your time.

- Late Adds –
Late adds for this course will not be approved except on exceptional circumstances.

TOPICAL / TENTATIVE OUTLINE

This schedule represents the flow of course topics and will remain intact with revisions of assignments and due dates relative to professional guests and their availability. Please record revisions in order to properly manage your time.

NOTE: PLEASE SUBMIT ALL ASSIGNMENTS AND FORMS PROPERLY TITLED TO ELC ASSIGNMENT DROP BOX ONLINE. Thanks in advance!

Date:		Subject(s):	Required Reading(s) and/or Assignment(s) Due:
Week 1			
Wednesday	Jan. 13	<ul style="list-style-type: none"> • Course Review • Internship Handbook Review • <u>Assignment #1:</u> Resume + Cover Letter Development +Research • <u>Assignment #2:</u> Goals Assessment (2) pages <p>Student Internship Application-Handbook</p>	
Week 2			
Wednesday	Jan. 20	<ul style="list-style-type: none"> • Internship Handbook Review • <u>Assignment #3</u> Internship Selection : Choosing a Firm Research firms • <u>Assignment #3:</u> Resume + Cover Letter Development + Research 	<p>Student Internship Application</p> <p><u>Assignment #1:</u> Resume + Cover Letter Development + Research</p> <p><u>Assignment #2:</u> Goals Assessment (2) pages</p>
Week 3			
Wednesday	Jan. 27	<ul style="list-style-type: none"> • Resume + Cover Letter Development 	<p><u>Assignment #3:</u> Resume + Cover Letter Due</p>
Week 4			
Wednesday	Feb. 3	<ul style="list-style-type: none"> • Resume + Cover Letter Development <p>GUEST: SHAWN ALSHUT, ASID</p>	<p>Potential Internship Sponsor List</p>

Date:		Subject(s):	Required Reading(s) and/or Assignment(s) Due:
Week 5			
Wednesday	Feb. 10	<ul style="list-style-type: none"> Professional Etiquette + Contact Protocols 	
Week 6			
Wednesday	Feb. 17	<ul style="list-style-type: none"> Professional Etiquette + Contact Protocols <p>GUEST SPEAKER: CHRISTIE SAUNDERS UGA Career Center Assign. #5 – Schedule Interview</p>	
Week 7			
Wednesday	Feb. 24	<ul style="list-style-type: none"> FASHION! <p>GUEST: MS. EMILY BLALOCK Fashion Expert</p>	
Week 8		MARCH 3RD – MID TERM	
Wednesday	March 3	<ul style="list-style-type: none"> The Design Team <p>TENTATIVE GUEST: Design Professional</p>	
Week 9		SPRING BREAK	
Wednesday	March 10	NO CLASS	
Week 10			
Wednesday	March 17	<ul style="list-style-type: none"> The Design Office <p>TENTATIVE GUEST: Design Professional</p>	Internship Sponsor Information Sheet
Week 11			
Wednesday	March 24	<ul style="list-style-type: none"> Office Design Management + Protocol <p>TENTATIVE GUEST: Design Professional</p>	<ul style="list-style-type: none"> Handouts from previous class
Week 12			
Wednesday	March 31	<ul style="list-style-type: none"> Design Office Business Systems Forms + Terminology <p>TENTATIVE GUEST: Design Professional</p>	<ul style="list-style-type: none"> Handouts from previous class

Date:		Subject(s):	Required Reading(s) and/or Assignment(s) Due:
Week 13			
Wednesday	April 7	<ul style="list-style-type: none"> Forms + Terminology TENTATIVE GUEST: Design Professional	<ul style="list-style-type: none"> Handouts from previous class
Week 14			
Wednesday	April 14	<ul style="list-style-type: none"> Client Interaction: Intern Relationship TENTATIVE GUEST: Design Professional	<ul style="list-style-type: none"> Handouts from previous class
Week 15			
Wednesday	April 21	<ul style="list-style-type: none"> Internship Organization: Documentation Time Management TENTATIVE GUEST: Design Professional	<ul style="list-style-type: none"> Student Intern Contact Information Guidelines, Agreement Form & Policy Memorandum
Week 16			
Wednesday	April 28	<ul style="list-style-type: none"> FIELD TRIP: DESIGN OFFICE TENTATIVE GUEST: Design Professional	
THURSDAY	April 29	<ul style="list-style-type: none"> MWF SCHEDULE Lecture TENTATIVE GUEST: Design Professional	
Week 17			
FRIDAY	MAY 7	<ul style="list-style-type: none"> FINAL MEETING 	3:30 – 6:30 PM

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