PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

PROFESSIONAL PRACTICE
IDT 2021(formerly IDT 2020)

Class Hours: 2.0 Credit Hours: 2.0
Laboratory Hours: 0.0 Revised: Spring 04

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Introduction to the business practices related to the interior design profession. Includes completion of essential forms and documents such as letters-of-agreement, contracts, client inventory forms, billing hours, budgets, purchase orders and other documents necessary to the operation and management of an interior design business.

Entry Level Standards:

The student is expected to read at college level, to write using correct spelling and grammatical structure and to utilize basic research techniques.

Prerequisite:

ENGL 1010 and IDT 1500

Corequisite:

IDT 2110 or 2210

Textbook(s) and Other Course Materials:

Materials: As required through semester

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to course</td>
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<tr>
<td>2</td>
<td>Introduction to the Profession of Interior Design Business Formations</td>
</tr>
<tr>
<td>3</td>
<td>Business Locations Owning your Own Business EXAM REVIEW</td>
</tr>
<tr>
<td>4</td>
<td>Exam #1 Business Organization and Personnel Management Office Organization, Job Classifications Compensations and Fringe Benefits Job Descriptions</td>
</tr>
<tr>
<td>5</td>
<td>Getting the Next- or First- Job Resume, Cover sheet, Interview, Portfolio EXAM REVIEW</td>
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II. Course Objectives*:

A. Exhibit awareness of interior design business organizations and staff structures. I, II, V, VIII

B. Exhibit awareness of professional procedures throughout all phases of the design process. I, II, VII

C. Develop knowledge in writing and interpreting design contracts and letters of agreement. II, V, VII

D. Demonstrate appropriate levels of competency in business procedures and project and time management. I, II, V, VII, VIII

E. Understand the roles and expectations of interior designers as employees. I, II, VIII

F. Develop a further awareness of resources available to the interior designer. II, IV, VIII

*Roman numerals after course objectives reference goals of the IDT program.

III. Instructional Processes*:

Students will:

1. Apply research methodology using the internet, manufacturer’s sources available through
2. Develop a professional work ethic by regularly attending class, being punctual, cooperating with fellow classmates and showing a positive attitude. **Personal Development Outcome, Transitional Strategy**

3. Complete assignments requiring application of learned theories. **Problem Solving and Decision Making Outcome, Technological Literacy Outcome**

4. Develop time management skills in order to complete required lab work on time in a professional manner. **Personal Development Outcome, Problem Solving and Decision Making Outcome, Transitional Strategy**

5. Use critical thinking to solve problems in team situations to promote idea sharing. **Problem Solving and Decision Making Outcome, Active Learning Strategy**

6. Engage in teamwork to facilitate cooperative learning. **Active Learning Strategy**

7. Promote idea sharing. **Problem Solving and Decision Making Outcome, Active Learning Strategies**

8. Learn about appropriate technologies. **Technological Literacy Outcome**

*Strategies and outcomes listed after instructional processes reference Pellissippi State’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

### IV. Expectations for Student Performance*

Upon successful completion of this course, the student should be able to:

1. Understand the profession of interior design. **A, B, C, D, E, F**
2. Demonstrate professionalism through his/her behavior in the workplace and elsewhere. **B, D, E**
3. Exhibit a knowledge of professional ethics. **A, B, C, D, E**
4. Understand the process for establishing an interior design practice. **A, B, C, D, E, F**
5. Exhibit a basic knowledge of professional and financial liabilities. **A, B, C, D**
6. Understand design contracts and other legally binding forms. **A, C, F**

*Letters after performance expectations reference the course objectives listed above.

### V. Evaluation:

A. Testing Procedures: 80% of grade

**Announced Exams:** 60% of grade
Announced exams covering material from the textbook as well as information from lecture will account for 60% of your grade. Tentative dates for the exams are provided on the schedule.

**Final Exam:** 20% of grade
A final exam is scheduled during the exam period and will account for 20% of your final grade. The final exam will cover all material of the semester. Any student having a test average of 95 is exempt from the Final Exam.

**Make-up Tests:**
A test can only be made-up with approval of the instructor. Prior arrangements must be made to constitute grounds for a make-up test. You must contact the instructor before the original
exam time in order to arrange a make-up exam. Contact made after original exam time will not be accepted. You will be required to take a make-up exam the day you return from an absence. Any make-up exam MUST be taken within a week of the original exam date. YOU are responsible for making arrangements to take the make-up exam. You may be required to take the make-up exam in the testing center. Only one make-up exam per semester will be allowed in any one class.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 20% of grade

**Project Manual:**  15% of grade
A project manual will be developed during the semester and will involve the completion of assignments which will be due at specific times. An assignment will not be accepted after the due date and all non-submittals of assignments will be added as a zero (0) in the final averaging of the project manual grade. The assignments in the project manual will include forms and documents relevant to the practice of interior design. Absences are not excuse for non-submittal or late submittal of assignments. If you know you will not be in class the day an assignment is due, you must submit the assignment prior to the due date to avoid late penalty. The project manual will account for 15% of the final grade.

**Resume, Cover Letter and Mock Interview:** 5% of grade
You will develop a resume' and other appropriate "job-acquiring" materials as well as be involved in a mock interview which will be videotaped for later critique. The resume, cover letter and mock interview will account for 5% of the final grade.

E. Grading Scale:

**Grade Breakdown:**
- Announced Exams 60%
- Final Exam 20%
- Job Book 15%
- Resume, Cover Letter and Interview 5%
- Total 100%

**Grading Scale:**
- A = 90—100
- B+ = 87—89
- B = 80—86
- C+ = 77—79
- C = 70—76
- D+ = 67—69
- D = 60—66
- F = Below 60

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course (Pellissippi State Catalog). Individual departments/programs/disciplines, with the approval of the vice president of Academic and Student Affairs, may have requirements that are more stringent.

**IDT 2021 Class Attendance Policy:**
Class attendance for the full period is mandatory for all students. A significant portion of test material and important information is given in class. You are responsible for all materials and information given during class. In the event of an absence, information about upcoming classes should be obtained from fellow classmates or the instructor prior to the next class period. It is not the responsibility of the instructor to seek you out to distribute past materials.

Attendance will be taken only at the beginning of the class. Parking problems, car problems, babysitter problems, or work scheduling problems do not constitute an excuse for an absence. You will be marked late at five minutes after the class is scheduled to begin. Habitual tardiness may result in the lowering of your final grade, and five tardies will equal one absence. An absence is not an acceptable reason for failing to submit a project or other assignment that is due on the day of the absence. If a test, quiz, reading assignment, project, or exercise is due the next class period following an absence, you are still responsible for it.

Two absences are permitted without penalty. Three absences will result in a penalty of one letter grade for the semester, and each additional absence will result in a penalty of one letter grade for the semester.

B. Academic Dishonesty:

In keeping with college-wide policies, the student is expected to adhere to the general rules and regulations relevant to academic and classroom misconduct as outlined in the College Catalog & Handbook.