I. INSTRUCTOR INFORMATION:

Instructor: Thad Heckman, Architect, Senior Lecturer
Office: 401 Quigley Hall
Office Hours: 10:30 am to 11:50 am and 1:15 p.m. to 1:50 p.m. M/W 1:50 - 2:50 Tu/Th, Other times by appointment
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II CATALOG DESCRIPTION:

The course will emphasize development of interior materials and finishes applicable to the interior environment including production methods, quality control, application, and uses. Emphasis is on specifications for commercial interiors and liability issues for designers. This is a Lecture Course. Prerequisite: Concurrent enrollment in ID 372.

III GOALS

1. The student will gain knowledge and skills in the development and preparation of interior specifications including suitability of materials and finishes from performance test results.
2. The student will develop a knowledge base of the materials and systems used in interior construction.
3. The student will develop an understanding of the integration of drawings and specifications required for project coordination and completion.
4. The student will continue to develop the ability to research the technical information necessary for the preparation of interior specifications including the governing regulations, codes, and standards for a given project.
5. The student will become acquainted with contract language as it pertains to construction specifications including identifying areas of professional and product liability.
6. Acquire a basic understanding of the roles and relationships among the owner, design team, consultants, contractor(s), and fabricators/suppliers.
7. Acquire a general knowledge of the items that constitute the interior construction portion of a "Project Manual" including the administrative or "boiler plate" portion of the specifications.
8. Identify the 16 and 50 Divisions of the CSI Format for General and Technical specifications and become familiar with the general content of each Division.
9. Research, develop, and write general and technical specification sections relevant to studio projects for interior materials and finishes from applicable Interiors Sections of the 50 CSI Divisions of Work. Specifications must be written in the proper format, style, and language.
10. Prepare and present comprehensive information gathering reports on materials, finishes, historical period furnishings and/or decorative arts.
11. Acquire a basic understanding for performing materials and finishes cost estimate including the application of project materials and labor costing methods.
12. Goals will be met through successful completion of project assignments, reports and examinations.
IV OBJECTIVES:

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

1. Understand the basic professional format requirements found in interior specifications.
2. Research and adhere to relevant code requirements for materials and finish specifications.
3. Research and adhere to "Life Safety" code requirements pertaining to specifications (NFPA 101).
4. Edit interior specifications according to material, finish, and testing design requirements.

V COURSE ORGANIZATION AND TOPICAL OUTLINE:

1. Format: Two and one half hours lecture per week.
2. Topical Outline:

   Topics:  
   
   Percentages of Time

I. Review of CSI- General & Technical Specification Formats 25%
   A. Develop an understanding of the divisions and sections of the CSI format.
   B. Acquaint students with the use of computer assisted specification writing by editing and word processing CSI Spec-Text and/or AIA Master-Spec documents.
   C. Develop an understanding of specifications development for interior design projects.
   D. Examine specification format and content and their relationship to the working drawings.

II. Regulations - Standards, Performance Evaluation of Materials 25%
   A. Acquaint students with the professional liabilities, regulations and performance criteria encountered in the design environment.
   B. Life Safety (NFPA 101) and Building Codes (IBC).
   C. Product performance evaluations (UL-Underwriters Lab & ASTM)

III. Material and Product Evaluations and Selection 40%
   A. The student will develop competencies in the selection and use of materials and finishes as related to interior design.
      1. Guest speakers (as available): Manufacturer representatives
      2. Field trips to visit systems furniture manufacturer’s showrooms or assembly plants.
   B. Write Division 9, 10, 11, & 12 technical specification sections.

IV. Interior Construction Estimating 10%
   A. The student will be exposed to introductory interior construction estimating terminology, calculation procedures, overhead and profit considerations especially as related to General Requirements, and Bidding environments.

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VI  INSTRUCTION METHODOLOGY:

1.  Required Tools/Equipment/Supplies:

   3 Ring Binder Project Notebook/sketchbook for class notes/handouts with storage pockets and dividers for Correspondence/Notes, Product Information, Code Requirements, etc. are recommended.

2.  Required Texts:


3.  Recommended Texts:

   Interior Design: Handbook of Professional Practice: Edited by Cindy Coleman.

   Construction Principles, Materials, and Methods, by Olin, Schmidt, and Lewis

   Interior Graphic and Design Standards, by S.C. Reznikoff

   CSI - Construction Specifications Institute Manual of Practice, - Current Edition (This manual can be supplied on loan to students by the Department).

   Sweet's Catalogue Files (latest edition – electronic or bound references) - The Sweet's Group, McGraw-Hill Information Services, Inc., McGraw-Hill, Inc., New York, NY. (Note: These documents are also available in Rooms 118 & 120)

4.  Instructional Aids:

   Combination of "PowerPoint" presentations, Slides, Videotapes, sample specifications and lecture materials.

5.  Guest Speakers: (as available): Manufacturer's Representatives.

VII  GRADING SCALE AND POLICY:

A ten point grading scale is used: A = 90 to 100, B = 80 to 89, C = 70 to 79, D = 60 to 69, F = 59 or less. Grading on a “curve” will not be implemented.

Attendance is required. This class is similar to a professional office work situation where your clients and staff depend on your timely performance. If there is a problem or concern that might impact your performance, please inform the Instructor as soon as possible.

Projects are due on the date and hour specified for submittal or presentation. Late projects will result in a full letter grade reduction for each 24 hours beyond the specified due date and time. All projects are required to be turned in for grading on hard-copy media. Electronic copies of projects will be required to be “dropped” in the Instructor’s folder as reviewed in class. Please review Chapter 7: Student Conduct Code in the SIU Undergraduate Catalog regarding Acts of Academic Dishonesty. Do not copy another Student’s work unless specifically requested or approved by the Instructor.
VIII EVALUATION CRITERIA:

Evaluation is based on the student's professional development regarding technical knowledge and conceptual understanding of specification requirements and parameters. Grading criteria will be based on scoring for content and accuracy, performance on exams, and participation in class on an individual (or group) basis. Group projects might be assigned of which scoring criteria will be according to pairs or group performances. The class projects, exams, quizzes, and daily class assignments will be according to the approximate breakdown below. There will be only two exams, one at midterm and the other during finals week. Both exams will be comprehensive in nature; however, quizzes could be given at any time.

Total semester points will be based on the approximate point values below. The final point total is subject to modifications as the course content and the class progresses.

- Specification Exercises ~ 100 points
- Quizzes and Miscellaneous Exercises ~ 100 points
- Schedules and Finishes (Drawing Sheet in coordination with ID 372) 100 points
- Midterm Examination (Combined with I.D. 372) ~ 100 points
- Final Exam (Combined with I.D. 372) ~ 100 points

**TOTAL:** (This total will fluctuate with actual exercises and exams totals) ~ 500 points

Extra Credit - Pop Quizzes, Field Trips, etc. As assigned

IX EXPECTATIONS:

1. Students are expected to actively participate in each session by asking and answering questions, exploring solutions by discussing notes, concepts, and ideas in an informal manner. **Disable cell phones, paging devices, etc. so as not to disrupt class.** Due to a history of students "tuning out" with the use of headphones or ear buds, they are no longer permitted while working in lab. **Your attention during impromptu questions and clarifications is paramount. Please arrive on time so as not to disrupt class.**

2. Students are expected to research building materials in advance to prepare for the lab problems. **Sweet's catalogs are available in Quigley 005 for this purpose. Internet access is available in Quigley 106 for researching materials, manufacturers’ and using Sweet's On-line. Information and details must be appropriate to the application and not merely copied or plagiarized on-line (or elsewhere) and “blindly” inserted into the drawing. Manufacturer’s literature and details may also be used in this same fashion.**

3. Students are expected to turn in all projects on time. Only projects handed in at the specified time and place will be considered for full credit. Projects will be accepted up to one (1) day late, subject to the penalty above. For purposes of computing the late penalty all days of the week are used, including Tuesday, Thursday, Saturday, & Sunday. **Projects more than one (3) days late will not be accepted, resulting in the student receiving a zero (0) on that project. If the Secretaries will accept projects, you must ask the secretary to initial and date/time stamp any project submitted outside regular class hours, unless given directly to the instructor. The late penalty is assessed for each day or a portion thereof.**

4. Students are expected to comply fully with the regulations posted in the computer labs. Students are also expected to comply fully with the policies of Southern Illinois University at Carbondale.

5. Students are expected to keep all work areas clean. No food or drink will be permitted at any time in Quigley 106, should you be using the computer lab.
6. Students are expected to work in class during the scheduled time, in addition to work completed outside class. Students who prefer to work outside class will need to learn to work in class on the assigned projects during the scheduled time. This is in keeping with the practices of a professional office, and will help the student to develop good work habits - habits that are also expected in a professional office.

7. Breaks will not be given for this class due to the meeting time being only one hour and fifteen minutes.

8. The use of any tobacco product is forbidden in class. This includes tobacco in all of its forms and extends to all rooms and spaces in which any portion of the class is conducted, as well as those spaces necessary to access classroom areas. It also includes any field trip or outside activity that is a part of the class’ activities. Failing to comply with this class policy will be considered a violation of the Student Conduct Code of Southern Illinois University Carbondale, article II, section 4. Students are directed to article III, section B, which states that the punishment shall be: “A failing grade (F) may be assigned for the course in which the violation occurred.”

9. Unless work is assigned as a team, each student shall do their own work. Please review the Student Conduct Code – especially those areas related to university policy regarding acts of academic dishonesty and the definition of plagiarism.

10. Information, articles, and other files found on web sites, CD ROMs, or other electronic media may NOT be used in class for any purpose other than appropriate research activities except when provided by the Instructor.

11. Drawings, details, articles, and files or media found on web sites, CD ROMs, other electronic media, scanned imaging, or from students - especially those who have previously completed all or portions of this course, MAY NOT BE USED FOR ANY PURPOSE IN THIS CLASS. The Instructor will provide students with the appropriate materials or with references that are permissible for class use. Using the work of another student for any purpose is NOT PERMITTED and will be regarded as academic dishonesty.

X EMERGENCY PROCEDURES (see attached):

Notes and Discussion: