ID 491: INTERIOR DESIGN STUDIO V: Corporate  
Southern Illinois University  
School of Architecture  

Fall 2016

SYLLABUS

Ms. Laura Morthland, Associate Professor

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Email: laurab@siu.edu  
Direct Office Phone: 453-3717  
SoA Office Phone: 453-3734  
Office Mailbox: Located in the SoA office of the 4th Floor of Quigley Hall  
MRC: http://materials.architecture.siuc.edu/  
Fall Office Hours: Monday, Wednesday & Thursday 9:00 – 11:00 am

Contacting Me: My direct office phone is not formatted with an answering system so if you need to leave me a message please call the SoA office phone and leave a message for me with the receptionist. You may also contact me via e-mail. I check my e-mail with a fair amount of regularity; however, in the evening hours I may not have the opportunity and it may be the next day before I am able to answer your question or respond to any class related issues.

Course Content: All relevant course content will be placed on the ID 491 Desire2Learn [D2L] course web site. This site can be accessed via SIU online at: https://online.siu.edu/ Hard copies of critical materials will be handed out to all students as needed; however, supplementary materials will often only be available on the D2L web site. Additionally, the instructor may require assigned work to be submitted digitally to the course “drop box” on D2L. Please contact me immediately if this poses a significant barrier to your course completion this term.

Course Description:
This class focuses on interior development of environments at the corporate or institutional level. We will explore the distinct role of client (owner/user) within the design process while managing complex programmatic issues and generating creative solutions. We also work in detail with office furniture systems; examining their planning, specification, and integration into larger building systems (i.e. data and electrical systems). Prerequisites for this course include: ID 272, 274, 382, 392 and major in interior design or consent of department head

Specific ID 491 Course Objectives:  
Upon completion of Interior Design 491, the student will have:

1. Conducted project research on office landscapes, open office systems, ceilings, and acoustical control  
2. Developed a complex facility program  
3. Completed initial space planning  
4. Executed design development with basic architectural plans and sections, reflected ceiling plans, coded finish and furniture plans, cabinetry detailing, and appropriate schedules  
5. Made oral, written, and graphic presentations on design solutions at several stages

General Studio Objectives:  
Core expectations for interior design studio/programming courses are:

1. The development of multiple preliminary design solutions, demonstrated in process work and presented in loose format from early concept development through schematic design development
2. The use of stylistic and historical exemplars, demonstrated in process work and visually in conceptual, schematic, and final design phases

3. The practice of sketchbook/journal keeping as a model for life-long learning to record ideas, images, process work, field trips, critique sessions, internship experiences, contributions of interior design to contemporary society, etc.

4. The participation (whenever possible in a given semester/studio) in community service projects; community service includes service to the interior design program, the School of Architecture, and to public or not-for-profit organizations

Meeting Times:
This class will meet twice a week, Tuesday and Thursday from 1:00 p.m. to 4:50 p.m.

GENERAL STRUCTURE
This course will be a combination of lecture style presentation and focused lab work. You will be asked to complete required elements individually and as part of small group effort. You will be expected to complete research as needed, reading assignments as needed, and project production as needed. Although flexibility of class time is anticipated, the basic daily format will be as follows:

Attendance Sign In & General Announcements/Questions

Lecture/Discussion and/or In Class Exercise (if no lecture or exercise, begin with desk crits)

Assigned Desk Crits (Weekly times established by the instructor)

Desk Critiques
All design materials and ideas shall be in PRINTED or sketch format. You may use the computer to supplement, but unless there are PRINTED ideas with which to critique and discuss you risk forfeiting your desk critique time. Additionally, if any student is absent from class or is not prepared for a critique, the instructor will move on to the next individual on the list. If time is remaining, after all scheduled critiques, the instructor will continue with open crit time.

Presentations
In this course you will also take part in a number of in class exercises, review sessions, and presentations. Because of the nature of these sessions, it may not possible to “make up” a missed presentation or exercise. Therefore, you are responsible for notifying the instructor immediately of any field trips that arise in other course work. If you miss a review due to illness, a written explanation with a Doctor or Student Health Services signature is required. In the event of a missed review and/or exercise, the instructor reserves the right to assign additional work as compensation for a missed review and/or proceed with a reduction of your final grade.

Class Communication
Throughout the term, e-mail will be utilized as the primary form of communication when class is not in session. As in the working world, you are responsible for checking e-mail on a daily basis for course updates.

COURSE REQUIREMENTS

Textbook Required
Textbook for Reference

Other Instructor Reference Texts


Materials
1. Sketchbook (suggested 8.5 x 11)
2. Min. 12" tracing paper
3. Calculator
4. Writing utensils (pens, pencils, markers, etc.)
5. Basic model building tools (cutting board, exacto knife w/blades, masking tape, scale, etc.)
6. A digital camera
7. All previous studio materials

Decision Booklet
See supplemental handout

Course Reflection
This term each student will complete a ‘course reflection’ that summarizes their studio experience in relation three key issues: 1) the role and value of life-long learning, 2) the contributions of interior design to contemporary society and 3) the role of the instructor. Students will be given a digital Word file to type in reflections. No name will be needed on the reflection but a hard copy print out is required for submission at the time of final exam.

ATTENDANCE POLICY
Attendance is expected and required in the design studio. As in a professional office, your participation and dedication are indications of your desire to be a design professional. If you miss a class it is your responsibility to acquire the information given in lecture and/or demonstration from another student. The instructor will not deliver information twice. Additionally, unless specifically discussed with the instructor, it is required that you work in studio until the end of scheduled class time.

You are allowed to miss THREE classes each term without grade impact. The instructor will not ask for reason or documentation for the first three absences and you may not “post excuse” the absence…so use absences with caution and only if needed! After missing three classes, each additional class will result in a reduction of 5% points from your final grade.

Sign In
Attendance signup sheets will be available during the first 15 minutes of each class period. It is your personal responsibility to remember to sign your name on this list. The instructor is NOT responsible for reminding students to sign in. Attendance is based on your personal signature on the attendance sheet. A lack of signature indicates an absence for the day.
**Exceptions**

If you must miss MORE than three classes for a valid reason, such as a serious illness, death in the immediate family, or other dire circumstances (i.e. jury duty) please discuss the situation with the instructor immediately. The instructor reserves the right to request documentation to support the absence. It will remain the discretion of the instructor to determine if the student will be provided the opportunity to make-up or submit projects and/or assignments that may have been due during the absence period.

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**GRADING & EVALUATIONS**

SPECIAL NOTE: Any student who has a documented disability on file with the Disability Support Services [DSS] or the Achieve Program, and who anticipates needing accommodations in taking this class, should please notify the instructor as soon as possible. Requests for accommodations need to be accompanied by a letter verifying any learning disability sent from DSS or the Achieve Program. If you do not have a documented disability but feel that you may need accommodations in taking this class, please notify the instructor as soon as possible. DSS can work with students to help determine if academic accommodations are needed and how best to administer the accommodations. Please remember, the responsibility for communicating a disability and/or difficulty in learning in a timely manner rests with you. Accommodation cannot be provided if issues are left unstated and/or undocumented.

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**Student work**

Per SoA policy, the instructor reserves the right to keep individual projects and/or assignments for departmental record and use in program review sessions and/or as example work for successive terms. In this event, the instructor may choose to keep an original work or ask a student for a digital or hard copy of work for future use.

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**Grading Scale**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100 - 90%</td>
</tr>
<tr>
<td>B</td>
<td>89.9 - 80%</td>
</tr>
<tr>
<td>C</td>
<td>79.9 - 70%</td>
</tr>
<tr>
<td>D</td>
<td>69.9 - 60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
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</tbody>
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**Course Criteria by Point Total**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Project #1</td>
<td>100 pts</td>
</tr>
<tr>
<td>Bonus*</td>
<td>20 pts</td>
</tr>
<tr>
<td>Project #2</td>
<td>100 pts</td>
</tr>
<tr>
<td>Assignments/ (6 total)</td>
<td>10 pts ea.</td>
</tr>
<tr>
<td>Reading Outlines (6 total)</td>
<td>5 pts ea.</td>
</tr>
<tr>
<td>Preliminary Presentations (3 total)</td>
<td>10 pts ea.</td>
</tr>
<tr>
<td>Decision Booklet</td>
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<tr>
<td>Course Reflection**</td>
<td></td>
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<td><strong>TOTAL</strong></td>
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* Based on submittal to the 2016 Steelcase NEXT University Design Competition. Only two students will be eligible for the bonus.

** Graded only on submission. Submission of reflection yields full points. No submission of reflection yields zero points.
**Project Grading Criteria**

**Concept**
The concept is clearly articulated in written/diagrammatic form; it has direct relevance to the stated project challenge, goals, and client identity; it forms the basic (and guiding) rationale for the project; it can be directly related to the final design solution – **10 points possible**

**Design Quality**
The solution is appropriate to the defined concept, client identity, and project function/program; the solution is creative; the solution takes into account all three dimensions (not simply plan) and provides a multi-layered spatial experience; the solution is based upon (and/or shows command of) the elements and principles of design; the solution indicates a complexity of design thinking – **30 points possible**

**Interior Finish**
The colors selected work well with the client’s defined identity and have a cohesive relationship with each other to enhance the overall design; materials selected reflect and enhance the overall concept/identity and are appropriate for their application; fixtures selected (i.e. furniture, lighting, etc.) reflect and enhance the overall concept/identity and are appropriate for their application – **20 points possible**

**Presentation Quality**
All presentation elements are laid out in a visually compelling manner that relates to the project and enhances the understanding of the design; images are professionally drawn/rendered, appropriately utilized (enhance the understanding of the design) and visually compelling; model(s) are well crafted, shown at the appropriate scale, and enhance the three dimensional understanding of the design – **30 points possible**

**Professionalism**
All required elements are included/submitted; the work was submitted per the deadline; basic grammar, spelling, punctuation are appropriate; images and written content that comes from other sources has been given citation credit; – **10 points possible**

*If verbal presentation is required: the verbal presentation has been thought out and prepared ahead of time; the verbal presentation is given with confidence; reviewers are taken on a clear path through the project, visually and verbally and have a clear understanding of the project upon presentation completion*

*If team work is required: throughout the project you have been available to meet/work as a team; showcased independent initiative on project work; been cooperative with the team; showcased high productivity for all assigned tasks related to the project*

**Grading Rubric – Assignments / Preliminary Presentations / Etc.**

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>++</td>
<td>Perfect Assignment/presentation content has all required components, layout and/or craft of the content is exemplary and shows depth of thought and/or multiple modes of inquiry (sketching, writing, modeling) related to research/content</td>
</tr>
<tr>
<td>+</td>
<td>A Assignment/presentation has many to all required components, layout and/or craft of the content is very strong and shows thought and/or multiple modes of inquiry (sketching, writing, modeling) related to research/content</td>
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<tr>
<td></td>
<td>B Assignment/presentation has most required components, layout and/or craft of the content is solid and shows some thought and/or multiple modes of inquiry (sketching, writing, modeling) related to research/content</td>
</tr>
<tr>
<td>-</td>
<td>C Assignment/presentation has some required components, layout and/or craft of the content is basic and shows basic depth of thought and/or multiple modes of inquiry (sketching, writing, modeling) related to research/content</td>
</tr>
<tr>
<td>-</td>
<td>D Assignment/presentation has minimal required components, layout and/or craft is poor and shows minimal depth of thought and/or multiple modes of inquiry (sketching, writing, modeling) related to research/content</td>
</tr>
<tr>
<td>/</td>
<td>F Assignment/presentation has minimal to no required components, layout and/or craft is very poor and shows minimal to no depth of thought and/or multiple modes of inquiry (sketching, writing, modeling) related to research/content</td>
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</table>
**Grade Contests**

If the student wishes to contest a grade the instructor must be contacted during noted office hours within **one week** of the date that the assignment/project has been returned/discussed in class. If it is determined by the instructor that the grade warrants modification, the grade will be updated.

**Late Projects**

Project work that is handed in late will be deducted 5 points the first day and 5 points each additional day until the project is turned in. The first 5 point deduction happens the **DAY and TIME** the project is due.

**Late Assignments**

Assignments that are late by one class period will receive a maximum of half credit (5 pts). **NOTE:** Assignments will not be accepted after one class period late.

**Hand In Policy**

If a student wishes to turn in a project late the student **must** coordinate with the instructor for specific instructions. **NOTE:** Unless expressly permitted by the instructor, work left on studio desks and not personally received by the instructor is not considered a "hand in" and will be marked late.

**Exceptions**

If a project/assignment is handed in late for a valid reason such as a serious illness, death in the immediate family, or other dire circumstances (i.e. jury duty) please discuss the situation with the instructor immediately. The instructor reserves the right to request documentation to support the late hand in. It will remain the discretion of the instructor to determine the amount of deduction.

**Academic Dishonesty**

Although the format of this course encourages collaboration and peer based learning, it is important that all assignments and projects designs are your own work. The SIUC Conduct Code will be followed at all times in this course. For clarification of the SIUC Conduct Code visit [http://www.siuc.edu/~policies/policiess/conduct.html](http://www.siuc.edu/~policies/policiess/conduct.html)

*Note: All major courses must be completed with a grade of ‘D’ or better. Students who do not officially withdraw from the course before the drop deadline will receive a grade based upon their semester average, which will include a zero for all missed work. Continual non-attendance of a course **DOES NOT** automatically drop a student from enrollment in the course.*

**STUDIO CULTURE**

"The students, staff and faculty of the Architecture School at Southern Illinois University Carbondale share the responsibility of possessing and preserving this policy. This policy builds upon, rather than replaces, the SIU code of conduct. Architecture faculty members are expected to model good behavior and hold students to the standards detailed in this Handbook. Students should encourage one another to maintain the School’s policies. When policies are disregarded, it is a shared responsibility to bring the infraction to the attention of the proper authority and seek proper resolution."

SoA Studio Culture Policy Preamble, August 2008

Please view the entire Studio Culture Policy, presented as a PDF, on the course D2L web site within the ‘General Information’ module.

**Studio Expectations**

Students are expected to read and understand the code of conduct outlined in the STUDIO CULTURE POLICY STATEMENT. Students are expected to adhere to proper conduct in studio at all times. **After-hours access to the studio is a privilege, not a right.** Students should respect the facilities and their fellow studio mates both in and out of scheduled class times. This means, among other things:
- Conduct all interaction in a courteous manner
- As much as humanly possible, please refrain from foul language
- Keep conversation levels to a low level out of respect for other students and instructors working within the shared space
- Music (when appropriate during open work session) should be enjoyed via headphones ONLY
- When other studio sections are in session there should be absolutely NO interruptions to their work flow

**Studio Access**

Unlike many university courses, you will be provided a permanent desk space within room 133. Access to this space outside of class and afterhours is provided via a studio key. You will be given a studio key (if you so choose) the first week of class. **THIS KEY IS STATE PROPERTY.** As such it MUST be returned at the end of the term. **NOTE:** Although access to this room is controlled via keys, the security of valuables (especially after hours) CAN NOT be guaranteed. Use caution and discretion when leaving items of value unattended in studio.

**Facility Care**

This studio is “home” for the duration of the semester. As this studio space is shared with another section please keep it clean & give EXTREME CARE to the furniture and equipment provided by the School of Architecture.

1. Per SIUC regulations, smoking is prohibited at all times in all indoor areas of property owned or controlled by the university.
2. The use of spray adhesive or spray paint is prohibited at all times in all indoor and outdoor areas.
3. Absolutely **NO CUTTING** of material is allowed on desktops.
4. Remember to lock the doors if you are the last person to leave.
5. All cell phones shall be in silent and/or vibrate mode for the duration of the class.
Building Emergency Response Protocols for Syllabus:

University’s Emergency Procedure Clause:

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Public Safety’s website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Students With a Disability:

Instructors and students in the class will work together as a team to assist students with a disability safely out of the building. Students with a disability will stay with the instructor and communicate with the instructor what is the safest way to assist them.

Tornado:

During the spring semester we have a Storm Drill.

Pick up your belongings and your instructor will lead you to a safe area of the basement. No one will be allowed to stay upstairs. Stay away from windows. The drill should not last more than 10 minutes. You must stay with your instructor so he/she can take roll. Students need to be quiet in the basement as the BERT members are listening to emergency instructions on handheld radios and cannot hear well in the basement.

Fire:

During the fall semester we have a Fire Drill.

Pick up your belongings and your instructor will lead you to either the North or South parking lot depending on what part of the building your class is in. You must stay with your instructor so he/she can take roll. As soon as the building is all clear, you will be allowed to return to class.

These drills are to train instructors and the Building Emergency Response Team to get everyone to a safe place during an emergency.

Bomb Threat:

If someone calls in a bomb threat, class will be suspended and students will be asked to pick up their belongings, evacuate the building and leave the premises. Do not leave anything that is yours behind. We will not allow anyone back into the building until the police and bomb squad give us an all clear. DO NOT USE YOUR CELL PHONES. Some bombs are triggered by a cell phone signal.
Shooter in the Building:

If it is safe to leave, move to a safe area far from the building away from where the shooter is located. If anyone has any information about the shooter, please contact the police after they have gone someplace safe.

If it is not safe to leave, go into a room, lock the door and turn out the lights. Everyone should spread out and not huddle together as a group. Don't stand in front of the door or in line of fire with the door. Students' chairs and desks should be piled in front of the glass and door as a barricade and the teacher's desk, podium and anything movable can be pushed against the door. This is intended to slow down any attempts to enter the classroom. If it looks like the shooter is persistent and able to enter, make a lot of noise and have the students use everything in their backpacks to throw at the shooter to distract him.

Silence all cell phones after one person in the room calls the police and informs them of their location and how many people are in the room. Be quiet and wait for the police to arrive. The police are looking for one or more shooters, and they have no way of knowing if the shooter is in the room people are hiding in. For this reason, when the police enter the room, no one should have anything in his/her hands and each person MUST raise his/her hands above his/her head.

Earthquake:

In the event of an earthquake, you are advised to take cover quickly under heavy furniture or crouch near an interior wall or corner and cover your head to avoid falling debris. Outside the building are trees and power lines and debris from the building itself that you will need to stay away from. In the building, large open areas like auditoriums are the most dangerous. Do not try to escape on a stairway or elevator. Do not hide under a stairway. We do not recommend that you stand in a doorway because the door could shut from the vibrations and crush your fingers trapping you there.

Rave Mobile Safety Alert System:

We recommend that you sign up for the Rave Mobile Safety Alert System. It is a new system that replaces the WENS system to alert you through emergency text messages on your cell phone and emails for emergencies on campus, weather reports and emergency school closures. You have to sign up. If you were signed up for WENS it does not roll over. You have to sign up for Rave Mobile Safety Alert System. Go to hrs.siu.edu (Human Resources Self-Services System), login with your regular SIU login username and password, click on Personal Information, fill out the information or update the information and save it. For more information, visit dps.siu.edu, contact SalukiTech at 453-5155 or salukitech@siu.edu.

CPR/First Aid Classes:

If you would be interested in getting your name on a list for a free four hr. CPR or First Aid class contact LaVon Donley-Cornett at lavong@siu.edu.

Women's Self Defense Classes are offered to female students faculty and staff by the Department of SIU Public Safety. For more information, contact Officer Russell Thomas russellt@dps.siu.edu.
IMPORTANT DATES *

Semester Class Begins: .............................................................. 08/22/2016
Last day to add full-term course (without Dean's signature): ........ 08/28/2016
Last day to withdraw from the University with a full refund: ...... 09/02/2016
Last day to drop a full-term course for a credit/refund: ........... 09/04/2016
Deadline to apply to graduate at the end of this term: .............. 09/16/2016
Last day to drop a full-term course (F grade, no refund): ........... 10/30/2016
Final examinations: ................................................................. 12/12–12/16/2016
Commencement: ...................................................................... 12/17/2016

Note: For more detailed information on the above deadlines, please visit http://registrar.siu.edu/calendars. For add/drop dates that apply to shorter than full-term courses, please look at the Schedule of Classes search results at http://registrar.siu.edu/schedule/index.html

FALL SEMESTER HOLIDAYS

Labor Day Holiday 09/05/2016
Fall Break 10/08–10/11/2016
Veterans Day Holiday 11/11/2016

WITHDRAWAL POLICY – Undergraduate only

Students who officially register for a semester must officially withdraw from that registration in a timely manner to avoid being charged as well as receiving a failing grade for those classes. An official withdrawal must be initiated by the student, or on behalf of the student through the academic unit, and be processed by the Registrar’s office. For the proper procedures to follow when dropping courses and when withdrawing from SIU visit: http://register.siu.edu/students/wr...html

INCOMPLETE POLICY – Undergraduate only

An INC grade may be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments for the course. An INC must be changed to a completed grade within one full semester (undergraduates), and one full year (graduate students), from the close of the term in which the course was taken or graduation, whichever occurs first. Should the student fail to complete the remaining course requirements within the time period designated, the incomplete will be converted to a grade of F and such grade will be computed in the student’s grade point average. For more information visit: http://register.siu.edu/grades/incomplete.html

REPEAT POLICY

An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit more than once. For students receiving a letter grade of A, B, C, D, or F, the course repetition must occur at Southern Illinois University Carbondale. Effective for courses taken Summer 2013 or later, only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned.

This policy will be applied to all transferable credit in that only the last grade will be used to calculate grade point average. Only those courses taken at the same institution are considered repeats under this policy. See full policy at http://register.siu.edu/grades/repeats.html

GRADUATE POLICIES

Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please refer to the graduate catalog at http://gradschool.siu.edu/about-us/graduate-catalog/index.html

DISABILITY POLICY

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must contact DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. Contact DSS at 651-2050, via email at disabilityservices@siu.edu

PLAGIARISM

Student Conduct Code: http://sru.siu.edu/student_conduct_code/

SAFETY AWARENESS FACTS AND EDUCATION

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safesiu.edu

SALUKI CARES

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For information on Saluki Cares call (618) 452-1492, email salukicare@siu.edu, or http://salukicare.siu.edu/index.html

SIU’S EARLY WARNING INTERVENTION PROGRAM (EWIP)

Students enrolled in courses participating in SIU’s Early Warning Intervention Program might be contacted by University staff during a semester. More information can be found at the Core Curriculum’s Overview webpage: http://corecurriculum.siu.edu/program-overview/

EMERGENCY PROCEDURES

We ask that you become familiar with Emergency Preparedness at SIU. Emergency response information is available on posters in buildings on campus, on the Emergency Preparedness @ SIU website, and through text and email alerts. For more information visit: http://emergency.siu.edu/

INCLUSIVE EXCELLENCE

SIU contains people from all walks of life, from many different cultures and subcultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well as essential preparation for any career. For more information visit: http://www.inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES

Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:

Tutoring: http://tutoring.siu.edu/
Math Labs: https://maths.siu.edu/courses/course-help.php

WRITING CENTER

The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit: http://writingcenter.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY

Our office’s main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/

MILITARY COMMUNITY

There are complexities of being a member of the military community and also a student. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate academic life. If you are a member of the military community and in need of accommodations please visit Veterans Services at http://veterans.siu.edu/

Additional Resources:

ADVISEMENT: http://advisement.siu.edu/
SIU ONLINE: http://online.siu.edu/
SALUKINET: https://salukinet.siu.edu/
MORRIS LIBRARY HOURS: https://www.lib.siu.edu/

Fall 2018 SYSC 0320
MEMO

Date: _____________

To: Ms. Laura Morthland

From:_____________________________________________________________________

Subject: **Interior Design 491 Fall 2016 Syllabus**

I have read the course syllabus and reviewed the attached course calendar. I understand the requirements of the class. I have paid particular attention to the absence policy, grading policy and scale, as well as any basic descriptions of assignments and projects. I understand that I am fully responsible for meeting the requirements as stated in the course syllabus.

________________________________________________________________________

Signed and Dated