ART 343-A - Business Interiors

Fort Hays State University

College of Arts, Humanities, & Social Sciences
Department of Art & Design
Farheen Khan

1. COURSE INFORMATION	
1.1. Credit Hours	3
1.2. Semester and Year	Fall 2021
1.3. Course Prerequisites	ART 241
1.4. Location of Class	101
1.5. Class Time	Tuesday/Thursday | 12:00 PM - 1:15 PM

2. INSTRUCTOR INFORMATION

2.1. Instructor Contact Information

- Name: **Farheen Khan**
- Title: **Assistant Professor – Interior Design**
- Office Location: **CAD Room 108**
- Office Hours: **Tues, Thur | 12:00 PM - 1:15 PM**
- Email Address: **fnkhan@fhsu.edu**
- Phone Number: **785 628 4310**

2.2. Contact Procedure and Policy: **Students are welcome to e-mail or set up an appointment to meet during the office hours.**

2.3. About the Instructor:

- Education:
  - **MFA Interior Design** - Savannah College of Art and Design, Atlanta, Georgia (2018 – 2021)
  - **BA Interior design** - Dar Al Hekma University, Jeddah, Saudi Arabia (2000 – 2005)

Teaching Internship:

Jan – Mar 2021 Savannah College of Art & Design Atlanta, United States
Jan – Mar 2020 Savannah College of Art & Design Atlanta, United States

Teaching background:

- Feb 2014 – May 2018 Dar Al-Uloom University - Riyadh, Saudi Arabia
- May 2009 – June 2013 Jubail University College - Jubail, Saudi Arabia
- Sept 07– Aug 08 Dar Al Hekma College - Jeddah, Saudi Arabia
- Sept,06 – Sept, 07 Millennium Institute - Jeddah, Saudi Arabia

- Research Interests:
  Addressing Nature deficit disorder amongst children in the learning environment

2.4. Graduate Teaching Assistant or Department Secretary Contact Information (if applicable)

- **Lauren Sargent**
  Administrative Assistant
  CAD 119
  M-F 8-4:30pm
  ltsargent@fhsu.edu or Art&Design@fhsu.edu
  (785) 628-4247

3. TEXTBOOK AND COURSE MATERIALS

3.1. Required Textbook(s):

Rengel, Roberto J. **Shaping Interior Space**. New York: Fairchild Books, 2002. ISBN: 1-563-67221-9.

3.2. Supplementary Book(s) and Article(s):

Panero, Julius & Zelnik, Martin. **Human Dimension & Interior Space**. New York, NY: Watson-Guptill Publications, Incorporated, 1979. ISBN: 0-823-07271-1

DeChiara, Joseph, Panero, Julius, and Zelnik, Martin. **Time-Saver Standards for Interior Design and Space Planning**. New York: McGraw-Hill Company, 2001. ISBN: 0-071-34616-3.

Online resources:

Websites that are appropriate for the workplace design:

1. Knoll, Inc. - www.knoll.com
2. Herman Miller - www.hermanmiller.com
3. Steelcase - www.steelcase.com

3.3. Technology Requirement:
The following are the minimum technical requirements to take CD-ROM and Internet-based courses from the Virtual College. A computer that has:

- 2.4 GHz Dual Core processor or greater for simultaneous record/playback features
- 2 GB of RAM
- 128 MB Video Card
- High-speed Internet connection (audio/video)
- Full Duplex sound card and speakers
- Internet access and e-mail account

- Windows Media Player 9.0 or later
- QuickTime 7.5 or later
- DVD and CD player
- "Web-cam" preferred

4. COURSE DESCRIPTION

4.1. FHSU Catalogue Description:

This course focuses on contemporary design challenges and approaches to workplace interior design. The studio emphasizes on the design research, programming methods and workplace design theories. Selection and specification of office furniture, finishes, and millwork as per the universal and inclusive design standards.

4.2. Instructor Course Description:

In this course students will be understanding design principles and theories for workplace interior design and apply the building code, standards, ADA requirements, construction drawings, site plans, FF&E, and schedules.
Students will gain knowledge of environmental factors that affect ergonomics and human wellbeing. Studies of acoustics, thermal and light, and circulation are combined with an awareness of the environmental impact of material selection in workplace design.

5. COURSE OBJECTIVES

5.1. Course Objectives:

This course focuses on contemporary design challenges and approaches to business interiors. The studio emphasizes on the design research, programming methods and workplace design theories. Selection and specification of office furniture, finishes, and millwork as per the universal and inclusive design standards

5.2. Prerequisites: ART 241

5.3. Course Expectations:

Students in this course will develop:

- Programming and research techniques.
- Space planning skills as related to office design.
- Basic skills related to custom millwork and construction details.
- Integration lighting systems.
- Two-dimensional digital drafting and three-dimensional digital modeling skills.
- Quick sketching skills.
- Selection of interior materials, finishes, and furnishings.
- Visual and verbal presentation skills

Note: For 600-level courses, there needs to be higher expectations for graduate students in learning activities and assessment. Go to http://www.fhsu.edu/academic/gradschl/Graduate-School-Learner-Outcomes/ for best practices in teaching 600-level courses from the Graduate School.

6. TEACHING, LEARNING METHODS, & COURSE STRUCTURE

6.1. Delivery Method: In-person

6.2. Instructional Approach: Direct Instruction

6.3. Course Structure: Lecture, Class demonstrations, tutorials, class discussions, critique, jury

7. COURSE SCHEDULE

This schedule is tentative and might change during the semester depending on how the course evolves. The content is subject to change depending on students' interest and progress. Students will be notified of the changes through announcements either in the class or at the Blackboard course site. If time is mentioned in the course, it refers to the Central Time Zone.

Module # & Rangeof Dates for Module	Topics
Module/Week 1	Programming for office projects
Module/Week 2	Preparing precedent analysis
Module/Week 3	Space planning, circulation & ergonomics
Module/Week 4	Developing floor plans
Module/Week 5	Materials selection / FF&E
Module/Week 6	Lighting Selection
Module/Week 7	3D model / Interior perspective
Module/Week 8	MIDTERM JURY
Module/Week 9	Design Modification
Module/Week 10	Design Modification
Module/Week 11	Rendering Technical drawings
Module/Week 12	3D Model / Interior perspective
Module/Week 13	3D Model / Interior perspective
Module/Week 14	Board Layout
Module/Week 15	Mock presentation - verbal and visual
Module/Week 16	FINAL JURY

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8. ASSESSMENT METHODS AND GRADING SCALE

There are 100 points for this course. The grade you earn for this course depends on the total number of points you earn throughout the semester. The assessment methodsand grading scale are as follows:

Assessment Methods	Percentage
Submission 01: Project description & analysis	5%
Submission 02: Programming	10%
Submission 03: Precedent Analysis	10%
Midterm Jury	20%
Submission 04: FF&E and Material tray	5%
Class progress/ Project development (graded at 5 stages of design)	10%
Final Project Jury	40%
Total Points	**100**

= A (90% and above)
= B (80%–89%)
= C (70%–79%)
= D (60%–69%)
= U (below 60%)

GRADING PROCEDURES

- Grading will be based upon assignment requirements. Projects will be evaluated according to your comprehension and application of Interior Design knowledge learned whilst in the Interior Design program. **All projects must be submitted and accepted in order to receive a grade of "C" or better in the course.**

9. STUDENT HELP RESOURCES

Students have access to academic services, technical support and student services at Fort Hays State University. You can find the resources online at http://www.fhsu.edu/learningtechnologies/BlackboardStudentTutorials/
For more information you can contact TigerTech at 785-628-3478 or https://www.fhsu.edu/tigertech/

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10. COURSE POLICIES

10.1. Class Attendance:

Attendance will be taken at the beginning of every class period.
Attendance is mandatory. **A maximum of 3 absences (excused or unexcused) will be allowed. For every absence over 3, there will be 5 points reductions in final grade.**

During the first **10 minutes** of class student is registered as **present**, after **20 minutes** student is registered as **late** (2 late = 1 absence), after **30 minutes** of class late students are accepted to attend class but registered as **absent**.

You are welcome to email me or call if you are sick or unable to attend class (*fnkhan@fhsu.edu or contact me on* 785.628.4310*).* **Please contact Student Affairs at (785) 628-4276 and they will formally notify all your instructors. Doctor's note or medical report is the only way to receive a formal exception to class attendance.**
If you miss a class, you are responsible for making up that time. If notes or an assignment were given, you are responsible to get them. If it was a studio day, you are responsible to make up that time. If an assignment was due on the day you missed with an excused absence, it will be due the next day. If the day you missed was unexcused, your assignment will be due the next day and a letter grade will be deducted. *Exchange phone numbers with classmates around you!*

10.2. Class Participation:

Participation in class discussion is required.

10.3. Assignment Due Date:

Unless otherwise noted, projects and exercises will be due at the beginning of the class period for which they are assigned. **If the deadline is not met, 10 points will be deducted from the project for two days past the deadline.** The project **WILL NOT** be accepted after one week.

10.4. Procedures for Assignment Submission:

Assignments will be turned in either in person or on the class Google shared drive.

10.5. Test Make-ups:

If an exam cannot be taken on the date it will need to be taken before hand if possible. If not, then it will be taken as soon as possible.

10.6. Bonus Points or Extra Credit:

None

10.7. Collaboration Procedures:

If a group project is assigned, each team member is required to participate in collaboration.

10.8. Netiquette:
Webcam will be always on during Zoom class meetings. Dress as if you were coming to class in person. Participation in class discussions will be required.

10.9. Other Policies

Face Coverings: To protect the health and safety of the FHSU community, when present on university property, all faculty, staff, students, and visitors must wear face coverings over their mouths and noses when in common areas of a building (including hallways, elevators, public spaces, classrooms, conference rooms, library, and other common areas), and when within six (6) feet of another individual anywhere on University property.

Employees and students with a recognized disability that prevents them from wearing a face covering can contact the Human Resources office (if an employee) or Student Accessibility Services at 785-628-4401 (if a student) to discuss possible accommodations and the appropriate documentation process.

In classrooms, faculty have the right to deny a student entry into the room if the student is not wearing a face covering. Students not wearing a face covering will be reminded to do so and offered a clean face covering, if one is available. If the student does not comply, the faculty member will ask the student to leave the space, and if available, join the class remotely. As a last resort, campus police may be called. The faculty members will complete the Coronavirus (COVID-19) Concern Reporting Form and the appropriate office will look further into the issue and take the non-compliance with the request to leave into consideration of further accountability measures.

At no point should anyone put themselves into an unsafe situation while attempting to enforce the face-covering policy. FHSU campus police: 785-628-5304.

11. UNIVERSITY POLICIES

11.1. Academic Honesty:
https://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/
11.2. Attendance:
http://www.fhsu.edu/academic/provost/handbook/ch_2_instructional_procedures/
11.3. Withdrawal:
https://www.fhsu.edu/academic/provost/handbook/ch_7_change_enrollment/
11.4. Student Accessibility Services: http://www.fhsu.edu/accessibility/
11.5. Kelly Center Support Services: http://www.fhsu.edu/kellycenter/
11.6. Title IX Policy: https://fhsu.edu/president/Compliance-Office/Title-IX-Policy/index.html
11.7. Career Services: http://www.fhsu.edu/career/
11.8. Technology Services: https://www.fhsu.edu/technology/
11.9. Smarthinking: http://www.fhsu.edu/virtualcollege/smarthinking/