# FORT HAYS STATE UNIVERSITY
*Forward thinking. World ready.*

# ART 485 - Professional Development in Interior Design

Fort Hays State University
School of Visual and Performing Arts
Department of Art & Design – Interior Design Program
**Farheen Khan**

## 1. COURSE INFORMATION

- Course ID and Title: **ART 485 -** Professional Development in Interior Design
- Credit Hours: **3**
- Semester and Year: **Spring 2026**
- Course Prerequisites: **ART 241**
- Location of Class: **106**
- Class Time: **Tues,Thurs | 12:00 - 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: **Mon, Wed, Fri | 9:00 AM - 10:20 AM  Tue, Thur | 1:20 PM - 02:20 PM**
- Email Address: **fnkhan@fhsu.edu**
- Phone Number: **785 628 4310**
- Other contact information: **470 343 3551**

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

2.3. About the Instructor:
- Education:
  - **M.F.A Interior Design** - Savannah College of Art and Design, Atlanta, Georgia, U.S.A (2018 – 2021)
    **B.A Interior design** - Dar Al Hekma University, Jeddah, Saudi Arabia (2000 – 2005)

  Teaching Internship:
  Jan 2021 – Mar 2021 Savannah College of Art & Design, Atlanta, Georgia
  Jan 2020 – Mar 2020 Savannah College of Art & Design, Atlanta, Georgia

  Teaching background:
  - Aug 2021 – to date Fort Hays State University - Hays, United States
  - 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

- Name: **Lauren Sargent**
- Title: **Administrative Assistant**
- Office Location: **CAD 119**
- Office Hours: **M – F 8:00 am - 4:30pm**
- Email Address: ltsargent@fhsu.edu or Art&Design@fhsu.edu
- Phone Number: **(785) 628-4247**

## 3. TEXTBOOK AND COURSE MATERIALS

3.1. Required Textbook(s): None

3.2. Supplementary Book(s) and Article(s): The access to the electronic books will be provided on Blackboard under the course within "Books & Resources" section.
- Professional Practice for Interior Designers, Christine M. Piotrowski
- Portfolios for Interior Designers: A Guide to Portfolios, Creative Resumes, and the Job Search, Maureen Mitton

3.3. Technology Requirement:
All students enrolled at Fort Hays State University are expected to have a computer* for use in a variety of university learning experiences. ***On-campus students are expected to have a laptop to ensure mobility**.

TigerTech provides assistance with accessing and using FHSU hosted systems and University-owned equipment. FHSU does not sell computers and does not provide computer repair for student devices.

- **Hardware**: To meet basic security, networking, and upgrade requirements, your computer should be running Windows 7 (or newer) or Mac OS X (or newer). Ideally, your computer's warranty should be supported by the manufacturer throughout your college career. Chromebooks and iPads are not recommended for use as your primary device due to limited functionality. Ask your instructor or academic department to learn about any specific technology requirements that may apply for each course in which you are enrolled.

- **Software**: Enrolled students at FHSU can take advantage of a variety of options to get FREE and/or discounted software for use on personal devices at www.fhsu.edu/tigertech/software/.

If you have any technical issues, contact FHSU TigerTech 785-628-3478, notify the instructor.

## 4. COURSE DESCRIPTION

### 4.1. FHSU Catalogue Description:

This course covers the key principles and practices of interior design, focusing on its societal value and impact. Students will learn about business ethics, professional practices, and the role of design in both regional and global markets, as well as project management within the interior design industry.

### 4.2. Instructor Course Description:

By the end of this course, students will be equipped with essential knowledge of business practices, ethics, and project management within the interior design industry. They will gain a solid understanding of professional responsibilities, contracts, and the role of the designer throughout various project phases. Additionally, students will refine interview techniques and strategies for enhancing their digital visibility, preparing them to confidently present their work and navigate the demands of the design profession.

## 5. COURSE OBJECTIVES

### 5.1. Course Objectives:

This course is designed to assist students in developing a high level of commitment to professional performance standards with an emphasis on refining both visual presentation and oral communication skills necessary for success in the interior design industry.

### 5.2. Prerequisites: ART 241

### 5.3. Course Expectations:

Upon completion of this course, students will be able to:
- Apply concepts of professional identity, branding, and design effectively in their portfolio.
- Develop and refine design concepts through hand sketches and digital layouts for portfolio inclusion.
- Demonstrate essential knowledge of business practices, ethics, project management, and professional responsibilities within the interior design industry, preparing them to navigate the demands of the profession.
- Handle interview scenarios professionally, showcasing strong communication and presentation skills.
- CIDA professional Standard 6. Business Practices and Professionalism Interior designers understand the principles, processes, and responsibilities that define the profession and the value of interior design to society.

  Student Learning Expectations Students have awareness of the:
  a) contexts for interior design practice.
  b) impact of regional and global markets on design practices.
  c) breadth and depth of interior design's impact and value.
  d) role and purpose of instruments of service.

  Students understand:
  e) types of professional business formations.
  f) components and responsibilities of business practice.
  g) elements of project management.
  h) professional ethics and conduct.

## 6. TEACHING, LEARNING METHODS, & COURSE STRUCTURE

6.1. Delivery Method: In-person

6.2. Instructional Approach:Direct Instruction

6.3. Course Structure: Lectures, demonstrations, class discussions

## 7. COURSE SCHEDULE

*This schedule is tentative and might change during the semester depending on how thecourse 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 theCentral Time Zone.*

| Module # & Range of Dates for Module | Topics | Reading | Assignments | Due Date |
|---|---|---|---|---|
| **Module/Week 1** | Introduction to the course / Identity; Logo design and development, Research & Brainstorming | | | |
| **Module/Week 2** | Thumbnails and sketching / List of courses and projects for portfolio **Lecture** | Refer to Graphic Design Books in Library | Desk critique 01 | **Week 04** |
| **Module/Week 3** | Logo Design development and modification / Scan projects | | Desk critique 02 | **Week 04** |
| **Module/Week 4** | **Logo Design Presentation Lecture** | | **Submission** | |
| **Module/Week 5** | Corporate Identity, Research on standard sizes/ Business card Design | | | **Week 08** |
| **Module/Week 6** | Develop CV/ Photographing the projects **Lecture** | | | **Week 08** |
| **Module/Week 7** | CV Review / Image editing on Photoshop | | Desk critique 03 | **Week 08** |
| **Module/Week 8** | Portfolio design **Lecture** | | **Midterm Submission** | |
| | **Spring Break** | | | |
| **Module/Week 9** | **Submission of Business Card** Research, Format, Design Layout, binding | Portfolio Design – Chapter 1 & 2 | | **Week 13** |
| **Module/Week 10** | Cover page Design, Table of content **Lecture:** Interview Etiquette and skills | | | **Week 13** |
| **Module/Week 11** | Page design, Margin, Grid – **Lecture:** Interview questions | Portfolio Design – Chapters 3 & 4 | **Submission** dummy portfolio | **Week 13** |
| **Module/Week 12** | Page layout design, Margin, Grid **Lecture** | | | |
| **Module/Week 13** | Work progress | | | **Week 16** |
| **Module/Week 14** | Design reviews | | | **Week 16** |

| Module/Week 15 | Digital Portfolio (Selection of music and animations) | | Desk critique 05 | **Week 16** |
|---|---|---|---|---|
| Module/Week 16 | Final presentation | | Mock Interview + Final **Submission** | **Week 16** |

## 8. ASSESSMENT METHODS AND GRADING SCALE

There are 100 points for this course. The grade a student earns for this course depends on the total number of points they earn throughout the semester. The assessment methods and grading scale are as follows:

| Assessment Methods | How Many | Unit Points | Total Unit Points | Percentage |
|---|---|---|---|---|
| Submission: Logo Design | 1 | 10 | 10 | 10% |
| Quiz | 2 | 10 | 20 | 20% |
| Midterm Submission | 1 | 20 | 20 | 20% |
| Submission: Dummy portfolio | 1 | 10 | 10 | 10% |
| Submission: Digital portfolio | 1 | 10 | 10 | 10% |
| Final Project (Mock Interview + Submission of a printed & digital portfolio) | 1 | 30 | 30 | 30% |
| *Total Points* | | | | 100% |

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

The requirement sheets and rubrics for assessments can be accessed on the Blackboard platform, under the course within the 'Submissions' tab.

## 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 FHSU Blackboard Student Tutorials
For more information, you can contact TigerTech at 785-628-3478 or FHSU TigerTech

## 10. COURSE POLICIES

10.1. Class Attendance:
Attendance will be recorded promptly at the start of each class, and regular attendance is mandatory. A maximum of **three absences,** whether excused or unexcused, is permitted. Beyond the **three allowed absences**, a deduction of **5 points** will be applied to the **final grade** for each additional absence.

Within the initial **10 minutes** of class, students are marked **present**; however, **after 20 minutes**, they are considered **late** (with two late instances equating to one absence). If a student arrives **30 minutes or later** into the class, they are allowed to attend, but will be

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registered as **absent**.

In the event of illness or the inability to attend class, please notify me via email (*fnkhan@fhsu.edu*) or by calling 785.628.4310. For formal notification to all instructors, contact Student Affairs at (785) 628-4276. A doctor's note or medical report is the only acceptable documentation for a formal exception to class attendance.

Responsibility for making up missed class time lies with the student, including obtaining notes or assignments if provided.
For excused absences on the day an assignment is due, the submission deadline is extended to the following day. However, for unexcused absences, the assignment must still be submitted the next day, accompanied by a deduction of one letter grade. I encourage you to exchange phone numbers with your classmates to facilitate better communication.

10.2. Class Participation:
Participation in class discussions is required.

10.3. Assignment Due Date:
Unless specified otherwise, assignments must be submitted at the commencement of the designated class period. In the event of a delay, a deduction of 10 points will be applied for submissions up to two days beyond the deadline. Assignments will not be accepted if submitted one week or more after the assigned due date.

10.4. Procedures for Assignment Submission:
Assignments are to be submitted both in-person and on Blackboard on or before the designated due date.

10.5. Test Make-ups:
No makeup opportunities will be provided for the midterm and/or final submission unless a formal excuse notification is submitted to the instructor through student affairs.

10.6. Bonus Points or Extra Credit: None

10.7. Collaboration Procedures:
In the event of a group project, every team member must actively engage in the project, contribute ideas, and collaborate effectively as part of the team.

10.8. Netiquette: None

10.9. Use of AI (Artificial Intelligence): Students may use AI-generated texts for assignments in this course only with prior instructor approval and must properly cite any AI-generated content. Unless explicitly permitted to use AI tools, all students are expected to complete assignments independently, without substantial assistance from others, including AI. Unauthorized or suspected misuse of AI tools will be subject to the FHSU Academic Honesty Policy and may result in a score of 0 for the assignment, failure of the course, and potential expulsion from FHSU, if applicable.

## 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. Health and Wellness Services: https://www.fhsu.edu/health-and-wellness/counseling/

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/