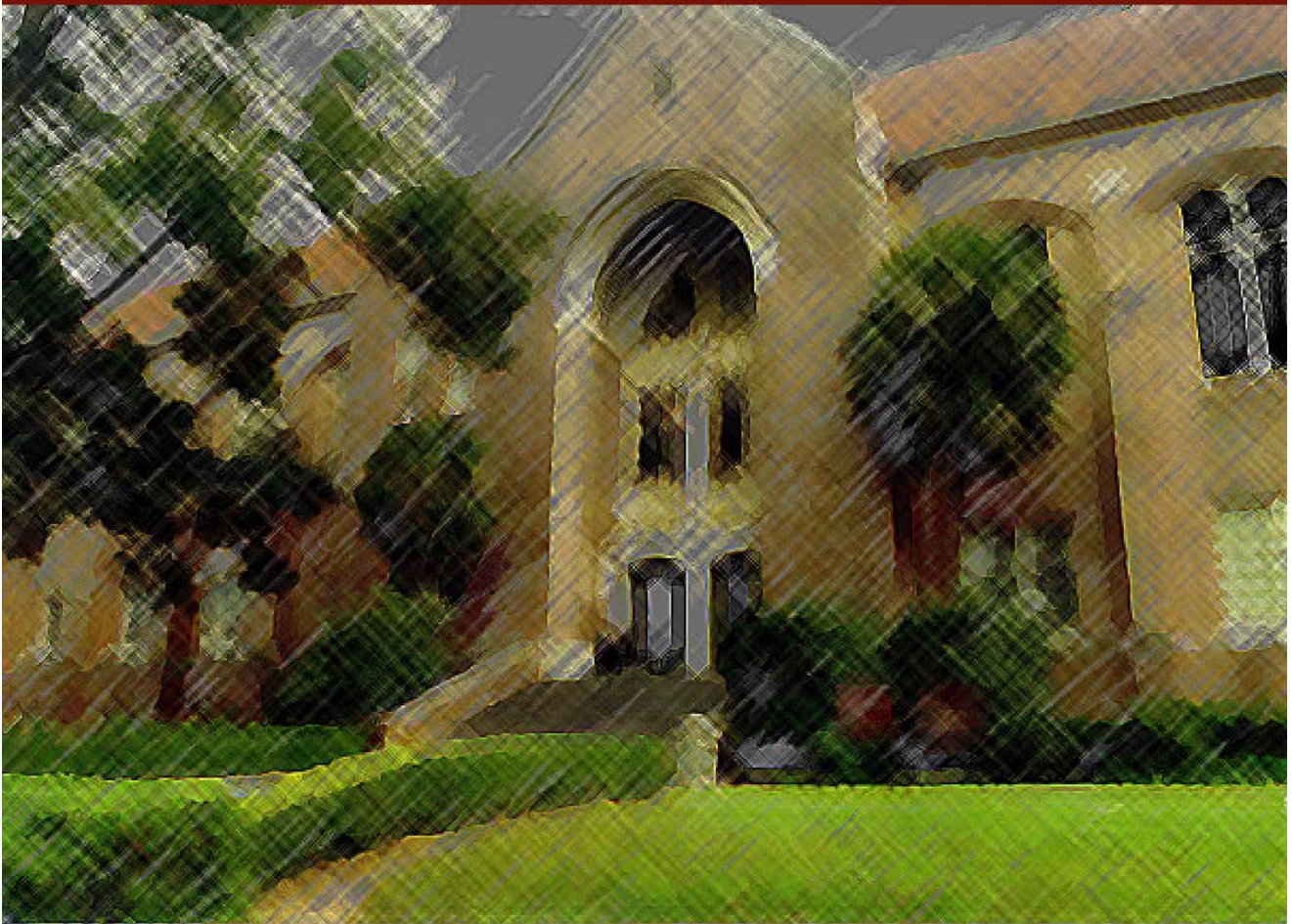


Department of Interior Architecture and Design

# Graduate Student Handbook



## Masters Programs

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## WELCOME

Welcome to graduate studies in Interior Architecture and Design at Florida State University. The information in this handbook is provided as a guide to the Masters Programs available in Interior Architecture and Design. This handbook has been assembled to assist you, a graduate student, with questions you may have regarding the Interior Architecture and Design program and is a supplement to the official Florida State University Graduate Bulletin.

The Department has assembled a challenging program of classes that we believe are the best to prepare you for practice, teaching or both. See the Director of Graduate Studies if you have questions about these programs of study. We hope your program is exciting and certainly want to thank you for choosing Florida State University for your advanced studies in Interior Architecture and Design. Please let us know if we can assist you in any way.

The Department of Interior Architecture and Design includes faculty with expertise in a number of areas. Please take time to get to know the faculty and how they might assist you in your studies. All Master's students will take a "Graduate Seminar: Design Issues" class in which each faculty member gives a lecture. This should be a great way to get to know the various research areas addressed by your faculty. You can access more information regarding the faculty at the department web site located at <http://interiordesign.fsu.edu>. You can request an appointment with any faculty member by visiting them during office hours or emailing them to request an appointment.

## THE MASTERS PROGRAMS

There are several different ways to earn a masters degree in Interior Design at Florida State University. The graduate programs in Interior Architecture and Design offer the Master of Science, the Master of Arts, and the Master of Fine Arts degrees. The Department has programs for students with bachelor's degrees in Interior Architecture and Design or architecture, as well as programs for those who have degrees in other areas. Please recognize that the programs for these different groups vary greatly in course content and requirements. It is very important to know which program you have been accepted into and to follow the course of study designed for that program.

### ***The MFA Program***

The MFA program welcomes students with undergraduate majors in interior Architecture, interior design or architecture. The Department will allow First Professional Students to petition the graduate policy committee for acceptance into the MFA program after the first two semesters of work. Only top students are admitted into the MFA program. The MFA program combines coursework and research or design research components. This program is designed to help students develop their design skills and work towards an area of expertise for practice. It is also a good choice for those that wish to start a career in teaching and research. Upon entering the program, each student will follow a program of studies that must be completed in order to graduate. Although there are a number of required classes, the MFA program allows room for electives as well. In addition to the coursework, students will also write a university thesis with a project following the university requirements for thesis writers.

### ***The Advanced Professional MS/MA Program***

The Advanced Professional program combines coursework and research components. There are two tracks in this program.

***The project track*** This program of classes is designed to help students develop their design skills and work towards an area of expertise for practice. This is a coursework program culminating in a major design project with supporting written literature review research and programming.

***The thesis track*** This program of classes introduces students to the structure and method of research and assists them in preparing for doctoral study and eventual research, teaching or both. Students write a university thesis.

Although there are several required classes, the Advanced Professional program allows room for electives as well.

## **The First Professional MS/MA Program**

The First Professional program is primarily a coursework/portfolio program, with a small original research programming report component. Students in the First Professional program have bachelor's degrees in areas other than interior design or architecture and require many classes to achieve the competencies needed to practice as an interior designer. The First Professional program of classes is designed to introduce students to concepts of Interior Architecture and Design at an entry level, and then take the student incrementally further each semester. Most of the classes must be taken in sequence. We encourage students to carefully follow the program as it has been established. This track of courses fully prepares the student to enter the interior design profession and take the NCIDQ examination once the practice preparation requirements have been met for the exam. This degree is project track and requires all graduating First Professionals to successfully defend their final graduate design project.

Another way to view the differences between the various master's programs is to look at them through the perspective of how they treat knowledge and research:

<b>Program</b>	<b>Using foundation knowledge for design</b>	<b>Using others' knowledge as evidence for design solutions</b>	<b>Generating new evidence through original research for design or other purposes</b>
<b>First professional Master of Science</b>	●	○	
<b>Advanced Professional Master of Science</b>	●	●	*
<b>Master of Fine Arts</b>	●	●	●

○ = beginning understanding and application

\* = research track produces original research and a university thesis

## **ADMISSION REQUIREMENTS**

These requirements are in place for admittance to the programs:

- A GPA of at least 3.0 on a 4.0 scale in upper division undergraduate coursework (last 60 hours) from an accredited/approved institution.
- A minimum score of 42%/149 or higher on the verbal component and minimum 32%/145 or higher on the quantitative component of the general aptitude test of the GRE. Advanced Professional and MFA applicants only: GRE requirement is waived if the GPA calculated above is 3.25 or higher.
- Three statements of recommendation from previous professional or educational contacts
- Completion of a statement of interest questionnaire
- Interview with the Director of Graduate Studies
- Additional MFA and Advanced Professional Project Track requirement:
  - A portfolio of work from the undergraduate Interior Architecture and Design or architecture degree
- Additional MFA and MS Thesis Track requirements:
  - A writing sample

If English is not the first language, then these English language requirements apply: Minimum 6.5 on the IELTS exam or 80 or higher on the TOEFL exam (for MFA and MS Advanced Professional Thesis Track students, the minimum TOEFL score is 85 due to extensive writing required)



## **ADMISSIONS COMMITTEE**

The Graduate Admissions Committee consists of the IA&D director of graduate studies and additional faculty members who serve on the Graduate Faculty Committee. This committee is responsible for reviewing the applications for admission to the Department of Interior Architecture and Design.

## **COMMONLY USED UNIVERSITY NUMBERS & CONTACTS**

### **The FSU Website**

The FSU homepage (<http://www.fsu.edu>) is a general navigational tool. The websites that specifically deal with student concerns are <http://www.fsu.edu/current/> and <http://www.studentsfirst.fsu.edu/>. Please take some time to familiarize yourself with the contents of these pages. You can register online, check your grades or unofficial transcripts, see your outstanding fees, check your financial aid, and more.

### **FSU General Information:**

Phone: (850) 644-3535

Web Site: <http://www.fsu.edu/>

### **FSU Directory Assistance:**

Phone: (850) 644-2525

### **FSU Office of Admissions:**

Phone: (850) 644-6200

Web Site: <http://admissions.fsu.edu/>

### **FSU Office of Financial Aid:**

Phone: (850) 644-5871

Web Site: <http://www.finaid.fsu.edu>

### **FSU Department of Interior Architecture and Design**

Prof. Jim Dawkins, Chair, Interior Architecture and Design

Phone: (850) 644-1436

Fax: (850) 644-3112

Email: [jpable@fsu.edu](mailto:jpable@fsu.edu)

*For advising and general graduate program questions:*

Steven Webber, Director of Graduate Studies, Interior Architecture and Design

Phone: (850) 645-6831

Fax: (850) 644-3112

Email: [swebber@fsu.edu](mailto:swebber@fsu.edu)

*For course scheduling questions:*

Rebecca Cowart

Email: [rebecca.cowart@fsu.edu](mailto:rebecca.cowart@fsu.edu)

*For administration and fees questions:*

TBD, Department Administrator, Interior Architecture and Design

Phone: (850) 644-1436

Fax: (850) 644-3112

Email:

**Department Web Site:** <http://interiordesign.fsu.edu/>

**Department Mailing Address:**

Department of Interior Architecture and Design  
1038 William B. Johnston Building  
Tallahassee, Florida 32306-1231

**THE GRADUATE SCHOOL**

The FSU Graduate School has considerable information available for incoming graduate students on its website (e.g., classifications as a full-time graduate student, academic policies). The Department's graduate programs exist under the policies of the Graduate School. Among these many policies are those that govern a graduate student's request for leave of absence:

**Leave of Absence** –recognizes that under exceptional circumstances a graduate student may need to interrupt the pursuit of a graduate degree. The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must complete the "Request for Leave of Absence Form", provide appropriate documentation and a rationale for the leave request. Requests for a leave should be scrutinized carefully and not be used as a means to simply avoid enrollment, especially at the dissertation stage; payment of tuition and fees; and the re-admission process. A leave of absence is a complete separation from the university.

**THE FSU CARD CENTER**

The FSU Card Center is located below the main parking deck on Woodward Street (next to the Union). You can find the card center right past the FSU bookstore. To take pictures and receive your student ID, you must visit the card center (the earlier the better). Please know in advance that there is a small fee attached upon receipt of your ID. Your 14-digit library number is located at the bottom of your student ID and begins with the numbers 206. The card center's website is: <http://www.fsucard.fsu.edu/> **You will need your FSU ID card to do a lot of business on campus (including getting your parking permit) so it is highly recommend that you get your ID before you do anything else!**

**FSU EMAIL ACCOUNTS**

You will need an FSU email account to communicate effectively with the Interior Architecture and Design Department and other areas of the university community. **Note it is your responsibility to check your FSU email account regularly as this is the official way the Department will contact you.** You will need an FSU ID card in order to apply for your account. You may apply for your account online at <http://fsu.edu/myFSU/>

**FINANCIAL AID**

To formally apply for financial aid from Florida State University students must complete the following two forms: 1) Free Application for Federal Student Aid (FAFSA); 2) Florida State University application for financial aid. Both forms are available from the FSU Office of Financial Aid and online at <http://www.finaid.fsu.edu/>

There are various sources and types of financial assistance available to students. One may gain complete information regarding scholarships, loans and employment from the following offices:

Office of Financial Aid: (850) 644-5871 (<http://www.finaid.fsu.edu/>)

Star Center (Student Aid Resource Center): (850) 644-4840

**CAMPUS PARKING**

Your campus parking permit is included in your fees paid along with your tuition, but you will have to pick it up when you get to campus at the University Center. The University Center is the big, doughnut-shaped building surrounding the football field; it houses many administrative offices including Transportation Services. You may want to consult a campus map before you go as it can be rather confusing to find your way around the complex. For more information on what you need to get your permit, click here: <http://parking.fsu.edu/>

Parking on campus can be quite frustrating, especially if you don't know where you are or where you're going. Allow for extra time in managing school traffic and getting a parking space. Parking lots are color-coded: white for students, red (garnet) for faculty. Students are permitted to park in most faculty lots after 4:30 pm. Your car's license plate is what you register to park on campus. No other sticker will be required.

There are numerous surrounding lots besides those mentioned above. Drive around and familiarize yourself with the area before school starts. Most of the time, you'll have to walk a couple of blocks, but nothing is ever very far from anything else. Parking is always more difficult during the first two weeks of classes. Be sure to allow extra time to find a parking place and get to class on time. We advise you to walk to your car after dark with others or call the Campus Police for an escort.

### **COGS (Congress of Graduate Students)**

The Congress of Graduate Students (COGS) is the official representative body of all post-baccalaureate special, masters, specialist, professional, and doctoral students at the Florida State University. The COGS web site can be accessed at: <http://www.fsu.edu/~sga/cogs/>

### **COGS TRAVEL GRANTS**

Contact the Congress of Graduate Students for the most accurate information on graduate travel grants. They sometimes have money available to assist students attending conferences, and even more money available if students present a paper. Refer to the COGS web site: <http://www.fsu.edu/~sga/cogs/>

### **GRADUATE STUDENT MAILBOXES**

Every graduate student in Interior Architecture and Design has a mailbox in the main office of the Interior Architecture and Design Department in 1038 William B. Johnston Building. Please check your mailbox at least once per week. Other than email and the Department Canvas site, this is the best way for the Department to keep in touch with you and let you know of important upcoming events and reminders.

### **THE INTERIOR ARCHITECTURE AND DESIGN CANVAS SITE**

This organization site is within Canvas and is known as IDALL. Helpful information, policies, and documents will be held in this Canvas site. Communications will periodically be sent out through this site as well. Set up your communication settings so that you will see all communications sent to you through IDALL.

### **GRADUATE WORKSPACE**

The William B. Johnston Building features several spaces specifically for graduate students. See the map at the end of this document for locations:

- **Room 1079** is the Graduate Student Studio. These are resident desks for graduate students that are kept for the term of study. There are also graduate-dedicated computers and printers in this room.
- **Room 1063** is the lounge and design resource library, a place to relax with comfortable seating and conference furnishings. These rooms are available by card swipe, as is building access. See our office administrator in the main office for access to the room if it is locked, and to activate your card if necessary. See the DGS if you have questions about the use of this room.
- **Room 1081** contains the resident desks for graduates who are teaching and research assistants. This room is available to assistants only via card swipe to secure grading materials.
- **Room 3004** is the dedicated studio for MS First Professional graduate students. This room is available to First Pro students only via card swipe.

### **STAYING SAFE**

The William B. Johnston Building is open to graduate students 24/7 with swipe card access. For your safety and that of the entire WJB community, please do not hold open doors for others. There have been

incidents in the past of individuals sleeping in the lounge areas and some cases of theft, and your vigilance with access will help alleviate this problem.

If you have an off-hours emergency in the building, immediately call campus police at (850) 644-1234 or 911.

If you have issues with printing or scanning, please note that staff will not be there outside of business hours. However, please inform Amy O'Keefe of the problem by emailing her at [aokeefe@fsu.edu](mailto:aokeefe@fsu.edu).

## **ADVISING & SIGNING UP FOR CLASSES IN INTERIOR ARCHITECTURE AND DESIGN**

The Interior Architecture and Design program at Florida State University is a popular major. Therefore, classes fill up fast and the department has developed a unique method of ensuring students get the classes they need. In the spring of each year there is a designated advising and registration period conducted by the Department (usually mid-semester; listen for announcements and look for emails). The Director of Graduate Studies will be available to advise students on courses and the faculty in charge of scheduling will be available to ensure students sign up for the appropriate section and course numbers. This will reserve your space in the class in the eyes of the Department. However, students must still register online with the university. PLEASE NOTE: Our Department will use the sign-up sheets to determine who is allowed to take a course. Only students on the list will be allowed into courses. Please see the list of faculty and staff at the beginning of this document for contact information.

The faculty in charge of scheduling maintains a bulletin board in the Department that explains the scheduling of courses. This bulletin board also has 'photo and go' slips of paper for each program of study so that you can photograph the courses for that semester that you must sign up for. This bulletin board is in WJB 1022.

## **GRADUATE COURSE DESCRIPTIONS**

**Note that only 4000 and 5000 level courses affect the GPA.** Graduate students must take courses at the 5000 level or higher for course credit toward the master's degree. See the Graduate Bulletin for course number updates. This list is in the process of being updated – refer to your curriculum map for required courses.

**IND 5005.Survey of Interior Architecture and Design (3).** Foundation course, required for First Professional students only. Under this course students without an undergraduate degree in Interior Architecture and Design study the breadth of topics critical to interior design practice and education. This class introduces the topics and more advanced courses take the students much deeper in being able to apply knowledge on these topics.

~~**IND 5028.Creative Problem Solving (3).** This course is designed to investigate and study the cognitive and thinking process and its application to problem solving.~~

~~**IND 5105r.History of Interiors Seminar I (3).** Advanced study of history of interiors, furnishings, and architecture from antiquity through the Renaissance. May be repeated to a maximum of six semester hours.~~

~~**IND 5135r.History of Interiors Seminar II (3).** Prerequisite: IND 5105r. Advanced study of history of interiors, furnishings, and architecture of the seventeenth and eighteenth centuries. May be repeated to a maximum of six semester hours.~~

~~**IND 5157.Historical Restoration, Research and Documentation (3).** This seminar provides the opportunity for advanced study in the historiography, research and documentation of restoration and preservation procedures, sources of antiquity and reproductions.~~

~~**IND 5208.Design Fundamentals (3).** This course centers on the study and development of two and three dimensional design projects using the elements and principles of design.~~

~~**IND 5235.Graduate Studio I (3).** Prerequisite: IND 5425. Advanced analysis and planning of interior environments.~~



~~**IND 5236. Graduate Studio II (3).** Prerequisite: IND 5435. Advanced comprehensive design projects.~~

~~**IND 5257. Graduate Studio III (3).** Prerequisite: IND 5236. Graduate-level studio focuses on non-residential projects in creative problem-solving with emphases on programming and spatial analysis.~~

~~**IND 5258. Graduate Studio IV (3).** Prerequisites: IND 5257. This is an advanced graduate application of the design process in the form of a large-scale project involving comprehensive research and execution in metric. Emphases are on technological presentation techniques and systematic design development from concept to construction documents.~~

~~**IND 5280. Graduate Studio V (3).** Prerequisites: IND 5634. This studio culminates in the creation of student-generated design projects focused on the conceptual and schematic phases of project development.~~

**IND 5281. Graduate Studio VI (5).** Prerequisites: IND 5280. This studio culminates in the creation of student-generated design projects focused on the design development phase and on project documentation. Emphasis is placed on visual and verbal presentation.

**IND 5282. Graduate Studio VII (5).** Prerequisites: IND 5281. This course develops the final phase of the master's project and builds on the Pre-Design and Schematic Design documents produced in Studio VI. This course involves Design Development project activities using critical thinking and creative problem-solving skills and fulfills required project credit hours for the Master of Science and Master of Fine Arts degree programs.

**IND 5283. Project Defense (0).** Prerequisite/Corequisite: IND 5282. This course documents the final graduate design project presentation and defense. This Project Defense course is required for MS Project Track students to graduate and students must enroll in this course while taking IND 5282 Graduate Studio VII.

~~**IND 5315. Advanced Visual Communication (3).** Prerequisite: IND 5634. In this course, students explore current media used to communicate complex research and design ideas by assessing and developing effective communication strategies.~~

~~**IND 5316r. Design Graphics II (1-4).** Advanced studio in watercolor or other graphic techniques used in interior delineation. (Studio.) May be repeated to a maximum of eight semester hours.~~

**IND 5317. Design Graphics I (3).** Advanced detailed study of graphic techniques used in interior delineation. (Studio.)

~~**IND 5425. Graduate Technical Design (3).** Advanced exploration of the technical aspects of Interior Architecture and Design.~~

**IND 5428. Materials and Methods (3).** Prerequisite: IND 5235. This course offers an in-depth exploration of furnishings and finishes for interiors, focusing on the aesthetic and performance qualities of the materials typically utilized in interior spaces. Emphasis is placed on the relationship between manufacturers, Interior Architecture and Designers, installers, and clients with regard to liabilities and product warranties.

**IND 5435. Graduate Lighting Seminar (3).** Detailed study of lighting and electrical plans, reflected ceiling plans, calculations, and acoustics.

**IND 5445. Graduate Furniture Design (3).** Prerequisite: Instructor permission. This course is advanced graduate study in furniture design and fabrication applying principles of ergonomics and anthropometrics.

**IND 5476. Computer-Aided Design I (3).** Prerequisite: IND 5425. This class teaches computer-aided design and drafting using AutoCAD software. Students develop an understanding of how designers and architects use computers and how AutoCAD can be applied to other types of software.

**IND 5477. Computer-Aided Design II (3).** Prerequisite: IND 5476. This course is an advanced computer-aided design class focusing on tools and software to aid in three-dimensional design.

**IND 5479.Construction Systems (3).** Prerequisite: IND 5235. This lecture course focuses on general construction techniques, terminology and sustainability. Integration of the building systems of structure, plumbing, mechanical and fire safety is emphasized.

**IND 5487.Construction Documents (3).** Prerequisites: IND 5236 and IND 5477. This studio course focuses on the generation of a comprehensive set of specifications and construction drawings.

**IND 5508.Professional Practices (3).** Prerequisite: IND 5236. Advanced analysis and research into the theory and philosophy of professional Interior Architecture and Design practice with emphasis on business development, management, marketing and contract administration.

~~**IND 5526.Graduate Portfolio Review II (1).** (S/U grade only.) Corequisite: IND 5236. A faculty review of all graduate student work after completion of the program. The conferring of a master's degree in Interior Architecture and Design is dependent upon a satisfactory grade in this review.~~

**IND 5528.Graduate Portfolio Review I (1).** (S/U grade only.) A faculty review of all graduate student work after completion of the foundation course IND 5005, or on admittance to the program if the student has an undergraduate design degree. Continuation in the degree program is dependent upon a satisfactory grade in this review.

**IND 5609.Graduate Seminar: Social-Psychological Aspects of Design (3).** This course is an exploration of the relationship between humans and their environment through the study of personal and social use of space, proxemics, spatial analysis, and the effects of the environment on human behavior.

**IND 5628.Principles of Sustainable Design (3).** This course gives students a basic introduction to the fundamentals of sustainable design in order to better understand the inter-relationships between the built environment and nature.

**IND 5634.Pre-Design Research and Programming (3).** This course provides entering graduate students with a basic understanding of the role of pre-design research and programming in Interior Architecture and Design project development.

**IND 5636.Graduate Seminar: Design Theory and Criticism (3).** This course is a survey of the aesthetic, political, economic and social theories that have shaped modern design, including critical methods applied to design integral to culture and human expression.

**IND 5637.Graduate Seminar: Research Methods in Design (3).** This course is designed to give students a basic introduction to the fundamentals of research in Interior Architecture and Design. Included in this course are a survey of the major types of research and an overview of what is involved in the inception, planning, and conduction of a research project.

**IND 5638.Graduate Seminar: Design Issues (3).** This course provides a critical appraisal of the historical, philosophical, and contemporary trends and issues in the design field.

**IND 5910r.Directed Individual Study (1-3).** (S/U grade only.) Student has the opportunity to pursue independent work under the direction of a faculty member. May be repeated to a maximum of twelve semester hours.

**IND 5911r.Supervised Research (1-5).** (S/U grade only.) May be repeated to a maximum of five semester hours. A maximum of three semester hours may apply to the master's degree.

**IND 5930r.Special Topics in Interior Architecture and Design (1-4).** Topics vary from term to term. May be repeated to a maximum of eight semester hours as topics vary.

**IND 5944r.Field Research in Space Organization (1-8).** A maximum of eight semester hours may be applied toward the master's degree. Independent study and planning of a large environment. Prospectus must be approved by the Graduate Coordinator, Interior Architecture and Design Graduate Committee.

**IND 5945r.Supervised Teaching (1-3).** (S/U grade only.) May be repeated to a maximum of three semester hours. A maximum of three semester hours may apply to the master's degree.

**IND 5948r.Graduate Internship (1-3).** (S/U grade only.) May be repeated to a maximum of twelve semester hours.

**IND 5971r.Thesis (1-6).** (S/U grade only.) A minimum of six semester hours credit is required.

## **IND 8976r. Master's Thesis Defense (0).** (P/F grade only.)

### **ELECTIVES OPTIONS FOR INTERIOR ARCHITECTURE AND DESIGN GRADUATE STUDENTS**

Electives are your chance to customize your course of study to your specific goals. **We suggest you choose them in advance** as not all courses are offered every semester. Note electives must be 5000 level or higher for graduate credit. The MS Advanced Professional (4+1) and MFA programs have the most opportunities for electives. See the handout at the end of this manual for some ideas on electives and competency programs. Directed Independent Studies courses on topics of students' choosing are possible and require that a faculty member serve as a guide for the project outcomes.

### **DEPARTMENT POLICY ON RETAINING WORK**

As you may know, the department is NASAD (National Association of Schools of Art and Design) and CIDA (Council for Interior Architecture and Design Accreditation) accredited, and this process makes it necessary to retain examples of student work. Therefore, the department has the right to retain student work for these or for teaching or research purposes. We urge you (always) to obtain digital photographs or scans of your work for your portfolio immediately after its completion. The Department also retains the right to photodocument and show your work to others for these purposes.

### **COMPUTER REQUIREMENTS & THE COMPUTER LAB**

Each Interior Architecture and Design student is responsible for purchasing his or her own laptop with required software. Computer specifications change as software requirements change. The Department's standards for laptops, printers and related details can be found at <https://interiordesign.fsu.edu/resources/computer-requirements/>.

If you are a First Professional MS student, we advise you not to purchase software required by the Department until fully accepted into the program (after a successful First Year Review). You should have computers purchased prior to enrollment into the first interior design studio after First Year Review. You will be expected to purchase software during this first studio.

Advanced Professional and MFA students can purchase software at any time.

Students will need to pay for the Adobe Creative Suite, but student discounts are available. Autodesk products (AutoCAD, Revit, etc.), which will be used in CAD I and beyond can be downloaded from the Autodesk Student Community web site for free. Your CAD faculty will give you more details in class. We do not recommend downloading this software prior to taking these classes, as software upgrades are frequent.

The computer lab has a limited number of computers available if you have an emergency with their computer, but the primary responsibility for supplying the computer falls to you. The lab is equipped with several large format printers, as well as an 11" x 17" scanner that may be used by students. Paper is supplied for the small printers, and some classes supply paper for the large format printers/plotters. Graduate lab assistants are usually on duty at specified times each semester to assist students in the computer lab or printer/plotter area. The computer equipment in the Graduate Studio room 1081 of the William Johnston Building is reserved for graduate students only. Signs posted in the print areas provide information on getting help if technology equipment malfunctions.

### **GRADUATE ASSISTANTSHIPS IN INTERIOR ARCHITECTURE AND DESIGN**

A small number of departmental assistantships may be available to graduate students. Assistantships are typically given to those students who are Advanced Professionals (MS and MFA) and have proven that they have the necessary skills to receive an assistantship. Incoming First Professional students are not permitted to apply for an assistantship until they have completed the entirety of the first year curriculum, and may find it difficult to secure an assistantship even then if there are many applicants. Therefore, incoming students should come to the program prepared to take full responsibility for their

own tuition or seek out other financial aid options. The skills of the students and the needs of the Department will be taken into consideration when assistantships are assigned. The Director of Graduate Studies and the Department Graduate Policy Committee are responsible for assigning the assistantships. All assistants will be assigned a faculty member from whom they will receive their assignment and who will serve as an advisor for their assistantship position. These are classified as follows:

**Teaching assistantships.** Students selected for a teaching assistantship will be involved in teaching a class in the Department. They will be assigned a faculty mentor to assist them with any questions that may arise. Teaching assistantships are assigned based on the classes that need instructors, the skills of the graduate student, and the student's potential to handle full or partial responsibility for teaching a class.

**Special assistantships** (research, assisting faculty, etc.) These assistantships vary from semester to semester. They will be assigned based on the needs of the Department and the skills of the student.

Assistantships typically provide tuition waivers (usually in-state tuition only) for an identified number of semester hours spread over the fall and spring semesters. In addition, students receive a stipend, divided into payments every two weeks. The stipend and number of tuition waiver hours varies depending on the budget of the Department and the College.

PLEASE BE ADVISED THAT TUITION WAIVERS COVER COURSE TUITION ONLY (usually a total of 18 hours for both fall and spring). GRADUATE FEES, WHICH ARE MANDATORY AND COVER A VARIETY OF CAMPUS SERVICES, MUST BE PAID FOR BY YOU EACH SEMESTER.

OUT-OF-STATE STUDENTS RECEIVING FINANCIAL AID ARE REQUIRED TO APPLY FOR FLORIDA RESIDENCY AS SOON AS THEY ARE ELIGIBLE. For students desiring an assistantship in the second year of studies, typically the College provides tuition waivers only in the amount of in-state tuition. Information about application for in-state status may be found on the fsu website at <http://admissions.fsu.edu/residency/>

For more information on assistantships, contact the Director of Graduate Studies for Interior Architecture and Design.

## **FACULTY GUIDES & PROGRAM-SPECIFIC REQUIREMENTS**

### **MFA students**

All MFA students in the Department of Interior Architecture and Design will need to select a major professor. The selection of your major professor is one of the most critical decisions you will make during your program of studies. The major professor functions in the capacity of a mentor and is instrumental in assisting you with vital decisions concerning research topics, course selections and career planning. In addition to a major professor, each MFA student will also need two other professors within the Department of Interior Architecture and Design to serve on his or her committee. Again, professors serving as committee members must have Graduate Faculty Status. See the list below.

### **Faculty with Graduate Faculty Status eligible to serve as your Major Professor or Committee Members**

Jim Dawkins

Amy Huber

Terry Londy

Yelena McLane

Meghan Mick

Amy O'Keefe (4<sup>th</sup> member)

Jill Pable

Marlo Ransdell

Kelley Robinson

Stephanie Sickler

Steve Webber

The faculty is composed of seasoned veterans ready to assist you in the capacity of major professor and as committee members. You will find that our faculty have expertise in many specialized areas of both

the education and practice of interior design, interior architecture, architecture, landscape architecture, and environmental graphic design. Refer to the Department web site to access the bios of the faculty.

### **Policy for Thesis Defenses**

Students in the Department of Interior Architecture and Design may not schedule prospectus or thesis defenses during the last two weeks of the semester. This includes “dead” week and finals week. Please see the university deadlines for thesis completion.

### **Advanced Professional Students**

Advanced Professional (MS) students already have their faculty mentors assigned. They are their instructors for IND5634 Research and Programming, Grad Studio VI and Grad Studio VII. You do not need to ask these faculty to assist you- they are already ready and willing to do so!

### **First Professional Students**

#### *First Professional Student First Semester Review*

To ensure that students are progressing as required, all First Professional students will undergo faculty review of their progress at the conclusion of the first semester. At this review, each student will be given a status of **acceptance, provisional or non-acceptance**. If the student’s work is identified as “acceptable”, they are permitted to move on to the second semester. If the student’s work shows potential but is of concern for its likelihood of future success, the work is “provisional ” category. The provisional student may progress on to the second semester but must meet minimum grade and/or other performance indicators for the second semester’s work. Failure to meet these second semester requirements will result in dismissal from the graduate program. Students whose work is identified as “not acceptable” will not be permitted to continue in the First Professional program. This assessment is based on student evidence of performance in the First Professional Design Fundamentals, First Professional Graphic Techniques, Survey of Interior Design, and CAD 1 courses. The assessment includes evaluation of these student performance indicators:

- Course grades
- Mastery of applied project requirements including craft
- Drafting and technical ability
- Instructors’ perceptions of the student’s ability to effectively engage in work and interact with others; specifically,
  - Attendance
  - Attitude
  - Work ethic
  - Ability to accept constructive criticism
- A creative thinking examination
- Given all factors above, the faculty’s assessment of the student’s likelihood of success in the program

First Professional students will create a project-focused research programming report during the IND5634 Research and Programming course. The faculty member who teaches this course guides the student in creating this document.

### **CAMPUS SOURCES FOR ASSISTANCE**

The **Reading/Writing Center** is located at 222C Williams and can be reached at 644-6495. There is also a branch of the Reading/Writing Center on the bottom floor of the William B. Johnston Building. This tutorial service is devoted to individualized attention for all levels of students. From getting ideas to learning editing/proofreading skills, the center is a great place to obtain help. For more information, visit the RWC’s website and sign up for appointments at: <http://wr.english.fsu.edu/Reading-Writing-Center>

Also, there is a **Multimedia Technology Walk-In Center** in the bottom floor of the William B. Johnston Building. This area has Macs and PC’s available to work on, and also has staff available to assist you with technology questions, digital presentations, audio, video and related issues.



The Department also has a liaison for **Strozier Library**, and her name is Leah Sherman (lrsherman@fsu.edu). Ms. Sherman is very helpful in answering questions about literature searches, conducting research and similar matters. See the Strozier Library site at <https://www.lib.fsu.edu/service/research>

## GRADUATE STUDENT COMMITTEES AND BOARD POSITIONS

Graduate students in the Department can participate on various Department graduate student committees that contribute to the appearance of our facilities and build sense of community. These committees are

1. **Events Committee.** Responsible for the planning, facilitation, and development of graduate student events throughout the year. This committee is advised by a faculty member in the department.

Participation in these committees is open to all graduate students, and committee membership is volunteer based. A student from the previous year's committee generally serves as the chair of each committee so that continuity is maintained.

A graduate student is also nominated each year by the Director of Graduate Studies to serve on the Interior Design Student Organization board. Another graduate student is nominated by faculty to serve on the Department's Student Advisory Council. These positions are honors that are suitable for inclusion on a resume.

## IMPORTANT REMINDERS

The following requirements are frequently asked by graduate candidates. Please pay attention to these to avoid any possible delay of your degree!

- **A graduate student must receive a grade of at least a C to pass a class.** If a C or higher is not achieved, the student will need to take the class again. (Please note the bullet below regarding overall GPA.)
- **Graduate students who fall below a 3.0 cumulative GPA for two consecutive semesters will be dismissed from the university.** See the FSU Graduate Bulletin for more information. Information on this topic can be found at [http://registrar.fsu.edu/bulletin/grad/info/acad\\_regs.htm#Suspension](http://registrar.fsu.edu/bulletin/grad/info/acad_regs.htm#Suspension).
- A graduate candidate is not eligible for conferral of a degree unless the cumulative grade point average is at least a 3.0 in all graduate course work.
- Thesis writers must take at least 2 thesis hours in their final semester and sign up for thesis defense (a zero credit hour class). Once thesis hours are started, they cannot cease each succeeding semester. Follow the program of studies for compliance with this requirement.
- Thesis writers must meet the deadlines established by the Graduate School. This means that students typically defend their thesis before the 8<sup>th</sup> week of their final semester to meet all of the other manuscript deadlines. Check all university deadlines well in advance. See the Department's Thesis Guide for further extensive information.
- **You must apply for graduation.** It is not assumed by the university that you will graduate in a given semester. Please check with the Registrar's Office for necessary information and forms to clear your degree.

## ACADEMIC HONOR POLICY

Students are expected to uphold the Florida State University Academic Honor Policy:

*The Academic Honor System at Florida State University is based on the premise that each student has the responsibility to:*

- 1) *Uphold the highest standards of academic integrity in the student's own work,*
- 2) *Refuse to tolerate violations of academic integrity in the University community, and*

3) *Foster a high sense of integrity and social responsibility on the part of the University community.*

The policy identifies that “the University aspires to excellence in its core activities of teaching, research, creative expression, and public service and is committed to the integrity of the academic process. The [Academic Honor Policy] is a specific manifestation of this commitment. Truthfulness in one’s claims and representations and honesty in one’s activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process.” (Values and moral standards at FSU retrieved from the current General Bulletin located at <http://registrar.fsu.edu/>.)

Academic honor violations are taken very seriously at FSU. These infractions include:

1. **Plagiarism.** Presenting the work of another as one's own (i.e., without proper acknowledgment of the source).
2. **Cheating.** Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise.
3. **Unauthorized Group Work.** Unauthorized collaborating with others.
4. **Fabrication, Falsification, and Misrepresentation.** Unauthorized altering or inventing of any information or citation that is used in assessing academic work.
5. **Multiple Submissions.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor’s responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given.
6. **Abuse of Academic Materials.** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.
7. **Complicity in Academic Dishonesty.** Intentionally helping another to commit an act of academic dishonesty.
8. **Attempting to commit any offense as outlined above.**

Note that design projects also must not commit these infractions, and this particularly includes plagiarism. If you are uncertain if your design is sufficiently original to avoid plagiarism, ask your instructor.

For further information regarding the FSU Honor Policy please refer to the *Florida State University Graduate Bulletin*. The Academic Honor Policy is available at <https://registrar.fsu.edu/bulletin/graduate/>, [https://registrar.fsu.edu/archive/bulletin/graduate/2020\\_grad\\_bulletin.pdf](https://registrar.fsu.edu/archive/bulletin/graduate/2020_grad_bulletin.pdf) .

## **PLAGIARISM**

Students are expected to produce original work in visual projects as well as written work. This includes citing references when paraphrasing or directly quoting another individual’s works. If you are unsure about writing without plagiarizing, visit the Reading and Writing Center on the ground floor of the Johnston Building. They can set up appointments and also typically accept drop-in appointments also.

## ELECTIVE OPTIONS FOR INTERIOR ARCHITECTURE AND DESIGN GRADUATE STUDENTS

Consult your program of studies to review the number of elective courses available to you.



**Ideas**  
for Electives in  
your program of  
study

Interior Design Graduate Studies

Elective courses are your chance to customize your course of study to your specific goals. We suggest you choose them in advance as not all courses are offered every semester. Note: Electives must be 3000 level or higher for graduate credit. The MS Advanced Professional and MFA programs have the most opportunities for electives.

Elective courses can be taken from any department on college campus. A further option is taking a group of elective courses and earn a specialization. The graduate specialization programs (until recently called certificate programs), range from 2 to 21 credit hours, and are designed to allow students to take courses in an area of interest, enhancing their academic and professional experience. Students may work towards a graduate specialization in addition to pursuing a master's degree or students may enroll in stand-alone courses for the purpose of personal and professional development. In the Interior Design programs, specialization course credit can be applied toward elective hours in the program of study. Note: Some of these are specializations that may extend your program of study. Contact departments for details. Always ask about necessary prerequisites and permissions before registering for a course by contacting that department. It is helpful to start this process EARLY.

For a complete list of FSU graduate specialization programs and their courses, go to  
<http://www.gradstudies.fsu.edu/Academics-Research/Graduate-Certificate-Programs>

### A few options for electives popular with our graduate students:

#### Project Management Specialization

Learn more: <http://comm.cci.fsu.edu/graduate-programs/project-management-center/graduate-certificate-in-project-management>

#### Preparing Future Faculty Specialization program

This nation-wide program sponsored by the Office of Graduate Studies prepares new professors for an academic career.  
<http://www.gradstudies.fsu.edu/Professional-Development/Preparing-Future-Faculty-PFF>

#### Museum Studies Specialization

Learn more: <http://art.fsu.edu/Graduate/Museum-Studies-Program>

#### Gerontology/Aging Studies Certificate

Learn more: <http://csw.fsu.edu/academics/certificate-programs/certificate-in-gerontology-aging-studies>

### Or, 3000 or higher level courses in departments including:

(Be sure to inquire in advance of availability for non-majors)

#### Art History

Including Archaeology and Architectural History

#### Theatre

Courses in Set Design, Construction and Lighting

#### Art

Courses in Ceramics enhance d skills. Also photography, sculpture, graphics and other art media

#### Urban Planning

Courses in Sketching and Large-scale Planning

## MAP OF THE WILLIAM B. JOHNSTON BUILDING, FLOOR 1



**Student Support**  
 1022: Print Lab; Snap-n-Go Board  
 1023: Computer Lab  
 1071: Materials + Lounge

**Classrooms**  
 1060-61, 1076-83: Studios  
 1079: Dedicated Grad Studio  
 1071: Crit. Space/Studio  
 2009: Lecture (2000 Lev.)

**Offices + Mtg. Space**  
 1013-18, 1035-40: Faculty Offices  
 1062: Conf. Room  
 1081: TA Office

## Sexual Misconduct

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others.

If you have experienced sexual misconduct, FSU wants to help. The University has policies and services available to support you.

## Pertinent University Policies

- [Title IX Statement](#): outlines FSU's Title IX obligations and identifies campus Title IX Coordinators.
- [Non-Discrimination Policy](#): prohibits sex discrimination (adverse treatment or the creation of a hostile environment based on a person's sex). Sexual misconduct, sexual harassment, and sexual violence are all prohibited forms of sex discrimination.
- [Sexual Harassment Policy](#): provides detailed guidance about the University's prohibition against sexual harassment, which includes sexual misconduct and sexual violence as prohibited conduct.
- [Sexual Battery Policy](#): gives specific guidance to support victims of sexual violence, to apprehend perpetrators, and to outline special reporting obligations for employees with knowledge of this crime.

## Sexual Misconduct Resources

### Confidential Support

If you have experienced sexual misconduct, you may want to discuss your options on a completely confidential basis. While FSU handles sexual misconduct complaints sensitively and discretely, many University employees including faculty and supervisors are required to report sexual misconduct to University administrators. If you are unsure whether someone can maintain complete confidentiality ask them *before* you give details about your situation.

Staff members at the following on and off campus offices can maintain complete confidentiality and provide support:

<b>FSU Victim Advocate Program</b>	850-644-7161 or 850-644-2277 nights/weekends 850-644-1234, ask for advocate on call	<a href="http://victimadvocate.fsu.edu">victimadvocate.fsu.edu</a>
Confidential, 24-hour, free support services for victims of sexual violence and other crimes. Services include: crisis counseling, emotional support, assistance with academic alterations, temporary safe lodging, and assistance during medical and legal proceedings (including obtaining orders of protection) and on-campus complaint processes.		
<b>FSU Counseling Center</b>	850-644-2003	<a href="http://counseling.fsu.edu">counseling.fsu.edu</a>
Confidential, free, mental-health counseling and referrals for FSU students. Hosts survivor support groups.		
<b>FSU Employee Assistance Program</b>	850-644-4444	<a href="http://vpfa.fsu.edu/Employee-Assistance-Program">vpfa.fsu.edu/Employee-Assistance-Program</a>
Confidential, free, mental-health counseling, referrals, and other support services for employees.		
<b>Refuge House</b>	850-681-2111	<a href="http://refugehouse.com">refugehouse.com</a>
Confidential, 24-hour hotline, information and referral, crisis intervention, advocacy and accompaniment: medical and legal, support groups, medical referrals and follow-up, victim/survivor follow-up, shelter, and emergency financial assistance. Assistance in filing for protective injunctions (restraining order) through the Refuge House office at the Leon County Courthouse.		
<b>211 Big Bend</b>	211	<a href="http://211bigbend.net">211bigbend.net</a>



Confidential, 24-hour crisis helpline and referral services for the Tallahassee community.

## On Campus Complaint Resolution

<b>FSU Police Department</b>	850-644-1234 or 911	<a href="http://police.fsu.edu">police.fsu.edu</a>	Emergency response, crime reporting (including sexual violence), and investigation of crimes occurring on campus. The University encourages survivors to simultaneously pursue both a criminal investigation with the police and a University sexual misconduct complaint investigation. <a href="http://hr.fsu.edu/PDF/Forms/TitleIXStatement.pdf">hr.fsu.edu/PDF/Forms/TitleIXStatement.pdf</a>
<b>Title IX Co- Coordinators</b>	850-644-5590 (students) Brandon Bowden 850-644-8082 (non-students) Renisha Gibbs		Oversight of University Title IX compliance (including sex discrimination, sexual harassment, and sexual violence complaint supervision) and information about University policies and complaint procedures.
<b>Dean of Students Department</b>	850-644-2428	<a href="http://deanofstudents.fsu.edu">deanofstudents.fsu.edu</a>	Responsible for resolution of sexual misconduct complaints against students (including sexual violence and sexual harassment complaints).
<b>Equal Opportunity &amp; Compliance</b>	850-645-6519	<a href="http://compliance.hr.fsu.edu">compliance.hr.fsu.edu</a>	Responsible for resolution/investigation of sexual misconduct complaints against faculty, staff, visitors, contractors, and any other non-students (including sexual violence and sexual harassment complaints).
<b>FSU EthicsPoint Hotline</b>	855-231-7511	<a href="http://fsu.ethicspoint.com">fsu.ethicspoint.com</a>	Anonymous discrimination and sexual misconduct (including sexual harassment & sexual violence) reporting hotline.

## Additional On Campus Resources

<b>University Health Services</b>	850-644-4567	<a href="http://healthcenter.fsu.edu/contactUs.html">healthcenter.fsu.edu/contactUs.html</a>	Healthcare services for students (including emergency contraception through the Women's Clinic).
<b>Seminole Allies and SafeZones</b>	850-644-2003	<a href="http://safezone.fsu.edu">safezone.fsu.edu</a>	Support network and resources for lesbian, gay, bisexual, and transgender students and employees.
<b>FSU Measure Up</b>		<a href="http://FSUmeasureup.com">FSUmeasureup.com</a>	Campaign devoted to correcting misconceptions regarding sexual violence and creating a campus culture that is less victim-blaming and more proactive in intervening to prevent sexual assault.
<b>M.A.R.C. (Men Advocating Responsible Conduct)</b>		<a href="http://sga.fsu.edu/marc/">sga.fsu.edu/marc/</a>	Student group devoted to peer education regarding sexually responsible behavior.

### Additional Off Campus Services

<b>Tallahassee Police Department</b>	850-891-4200 or 911	<a href="http://talgov.com/tpd/tpdhome.aspx">talgov.com/tpd/tpdhome.aspx</a>
Law enforcement authority for reporting and investigating crimes occurring off campus (in the city of Tallahassee).		
<b>Leon County Sheriff's Office</b>	850-922-300 or 911	<a href="http://leoncountysoc.com">leoncountysoc.com</a>
Law enforcement authority for reporting and investigating crimes occurring off campus (in Leon County).		
<b>Tallahassee Memorial Hospital</b>	850-431-0911	<a href="http://tmh.org">tmh.org</a>
Emergency room services and SAE sexual assault exams for evidence collection ("rape kit").		
<b>Tallahassee Police Department Victim Advocacy</b>	850- 891- 4432	<a href="http://talgov.com/tpd/tpd-victim.aspx">talgov.com/tpd/tpd-victim.aspx</a>
24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).		
<b>Leon County Sheriff's Office Victim Advocate</b>	850-922-3300	<a href="http://leoncountysoc.com/divisions/criminal-investigations/victim-advocate">leoncountysoc.com/divisions/criminal-investigations/victim-advocate</a>
24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).		
<b>Florida Bar Lawyer Referral Service</b>	800-342-8011	<a href="http://floridabar.org">floridabar.org</a>
Referral service to find legal representation in Florida.		
<b>Florida Council Against Sexual Violence</b>	1-888-956-7273	<a href="http://fcasv.org">fcasv.org</a>
State-wide information and resources for sexual violence.		
<b>Florida Coalition Against Domestic Violence</b>	1-800-500-1119 or TDD (800) 621-4202	<a href="http://www.fcadv.org">www.fcadv.org</a>
State-wide information and resources for domestic and dating violence.		
<b>National Domestic Violence Hotline</b>	1-800-799-7233 or TTY 800- 787-3224	<a href="http://www.thehotline.org">www.thehotline.org</a>
24/7 support, crisis intervention, and referral service for victims of domestic violence.		
<b>RAINN (Rape, Abuse, &amp; Incest National Network)</b>	1-800-656- 4673	<a href="http://rainn.org">rainn.org</a>
Rape recovery support services.		

## TECHNOLOGY AND PRINTING PROCEDURES

### Printing Procedures for the Large-Scale Department Printer

Due to sustainability and expense, the department tries to keep plotting to a minimum. Please consult your course professor prior to arranging large scale boards/posters above 11x17 in size. Professor Amy O'Keefe has a process for printing large format items, and she will notify all graduate students of this process at the start of each Fall semester, or as needed if the process changes.

**\*\*Note:** Large format print requests cannot be turned around within a day or over the weekend due to work schedules. Please refrain from making same day or weekend requests. As the semester ends and projects become due, extra hours will need to be devoted for successful printing of multiple documents. There will be times the printers may be down, so do not wait until the last minute to print. We ask that faculty notify the print lab of upcoming heavy volume print needs (both for normal size and large-scale documents).

The printers in the print lab and graduate studio are great for normal documents, however if high quality prints are desired, it may be best for students to pay a print shop to print final quality documents. See your professor for guidance in terms of print quality required.

### **Support for Department Technology (printers and department computers)**

#### **Printing & Printing Supplies**

For Department printing problems and supply issues please email issues to [fsuidtechassist@gmail.com](mailto:fsuidtechassist@gmail.com) and copy [aokeefe@fsu.edu](mailto:aokeefe@fsu.edu). Include which printer and what error message has been received.

#### **Computer Issues**

Faculty will submit computer related technology problems, or errors to the college IT staff. Amy O'Keefe will be listed as the contact person for the request and she will follow up with IT staff. Please email both to [fsuidtechassist@gmail.com](mailto:fsuidtechassist@gmail.com) and [aokeefe@fsu.edu](mailto:aokeefe@fsu.edu), about issues and please be as specific as possible in terms of the wording of the error message or problem at hand. The more specific you are, the faster the problem can be routed to the appropriate party.

If the issue deals with equipment in a student area or the cad lab, please include the following:

1. Description of equipment and number (located on the computer monitor)
2. Location of the equipment
3. Description of the problem