

**SOUTHEAST MISSOURI STATE UNIVERSITY
COURSE SYLLABUS**

Department of **Human Environmental Studies**
Course Title: **Professional Practice in Interior Design II**

Course Number: **DS451**
NEW: **Fall 2008**

I. Catalogue Description and Credit Hours

Continuation of DS450. The study of the techniques and processes employed by the interior designer in the establishment of professional relationships and practices. **(3)**

II. Prerequisite(s)

DS412 or DS413

III. Purposes or Objectives of Course

- A. Evaluate methods used by an interior designer for developing fees, product pricing, and design contracts.
- B. Explain the procedures involved in the project management process.
- C. Utilize typical contract documents and specifications used in design projects.
- D. Develop an understanding of the contract administration, delivery, and project closeout procedures.
- E. Construct a professional resume, cover letter, and portfolio and develop skills in the professional interview process.

IV. Expectations of Students

- A. Participate in class discussion and field trips
- B. Satisfactorily complete all written assignments.
- C. Pass two written examinations.
- D. Successfully complete a mock interior design certification exam (NCIDQ)
- E. Successfully complete a professional cover letter, resume, portfolio, and mock interview

V. Course Outline or Content

Hours

A. Project Compensation and Agreements

9

- 1. Project compensation and fees
- 2. Preparing design contracts
- 3. Product pricing
- 4. The sale of goods and the Uniform Commercial Code
- 5. Warranties and product liability

B. Project Management

9

- 1. The project management process
- 2. Trade sources
- 3. Contract documents and specifications
- 4. Contract administration
- 5. Contract administration: Delivery and project closeout

C. Job Search	21
1. Job search process	
2. Resume construction	
3. Cover letter construction	
4. Portfolio construction	
D. Interviews	6
1. Overview	
2. Illegal questions	
3. Follow-up	
4. Career changes	

* Total class hours = **45**

VI. Textbook(s) and/or Other Required Materials or Equipment

Piotrowski. (2008). Professional Practice for Interior Designers, 4th Ed. Hoboken, NJ: John Wiley and Sons.

VII. Basis for Student Evaluation

A. Class assignments	10%
B. Cover letter, resume, portfolio, mock interview	50%
C. Class participation	10%
D. Three written examinations	30%

Note: The weight of the evaluation criteria may vary according to each instructor and will be communicated at the beginning of the course.

VIII. Academic Policy Statement

Students will be expected to abide by the **University Policy for Academic Honesty** regarding plagiarism and academic honesty. Refer to:

<http://www6.semo.edu/judaffairs/code.html>

IX. Student with Disabilities Statement

If a student has a special need addressed by the **Americans with Disabilities Act (ADA)** and requires materials in an alternative format, please notify the instructor at the beginning of the course. Reasonable efforts will be made to accommodate special needs.