



COLLEGE OF BEHAVIORAL AND HEALTH SCIENCES

Human Sciences

2024-2025

Interior Architecture Student Handbook

The Interior Architecture Program at Middle Tennessee State University is accredited by the Council for Interior Design Accreditation (**CIDA**), 206 Grandville Ave., Suite 350 Grand Rapids, MI 49503, PH 616-458-0040, <https://accredit-id.org/>, and the National Association of Schools of Art and Design (**NASAD**), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248, PH (703) 437-0700, <https://nasad.arts-accredit.org/>

Middle Tennessee State University
College of Behavioral and Health Sciences
Department of Human Sciences
Box 86
Murfreesboro, TN 37132
(615) 898-5741

TABLE OF CONTENTS

Introduction to the Interior Architecture Program Accreditation	4
	4
<ul style="list-style-type: none">• Council for Interior Design Accreditation (CIDA)• National Association of Schools of Art and Design (NASAD)	
Mission Statement	4
Philosophy	4
Program Goals	5
Statement of Equal Opportunity Commitment	5
Academic Calendar	5
Admission to the IDES Professional Course Sequence	5
IDES Professional Course Sequence Application Procedures	5
IDES Professional Course Sequence Progression Requirements	5
Registration Procedures	6
Grading Procedures	6
<ul style="list-style-type: none">• Human Sciences Department Grading Scale• Incompletes• Withdrawal Policy• Student Appeal of Grade Procedures	
Access to Personal Files and Protection of Privacy	8
<ul style="list-style-type: none">• Family Educational Rights and Privacy Act (FERPA)	
Interior Architecture Course Descriptions	8
Advising	8
Interior Architecture Faculty	9
Formal Assessment of Student Learning	9
Dismissal/ Disciplinary Actions/ Termination Procedures	9
Program Supplies and Expenses	10
Student Success	10
Student Complaints	10

Student Organizations	11
<ul style="list-style-type: none">• International Interior Design Association (IIDA)• American Society of Interior Designers (ASID)	
Scholarships/Awards	11
<ul style="list-style-type: none">• University• College of Behavioral and Health Sciences• Human Sciences	
After Graduation: Interior Design Certification and Registration	13
<ul style="list-style-type: none">• NCIDQ Certification• Interior Design Registration in Tennessee	
Appendix A – Academic Map	15
Appendix B – Rules Regarding Use of Building Spaces and Technology	17
Appendix C – Interior Design Terms Glossary	19
Appendix D – Computer System Requirements	21

Introduction to the Interior Architecture Program

Thank you for your interest in the Interior Architecture Program at Middle Tennessee State University. Our program is accredited by the Council for Interior Design Accreditation (CIDA) and the National Association of Schools of Art and Design (NASAD).

We offer a four-year Bachelor of Science Degree in Interior Architecture consisting of 41 credit hours in liberal arts courses (identified as General Education courses), 12 credit hours in Professional Support Courses, and 63 credit hours in the Interior Architecture (IDES) Professional Course Sequence. At MTSU, a minimum of 120 credit hours are required for graduation.

The B.S. degree in Interior Architecture offers preparation for entry-level positions in residential and contract design firms, sales, design consulting, computer-aided design, and other related design areas. The program includes a major in Interior Architecture and a professional core in Construction Management, Human Sciences, psychology, visual communication, art, and business.

New freshman and transfer students should attend CUSTOMS, which is a summer orientation program specifically designed to introduce new students to the MTSU community. Students will have the opportunity to meet with advisors from the University College Advising Center. They will help you determine your course requirements, select and register for classes early, learn your way around campus, and obtain information about services and programs.

General Information:

Students who are new, returning, transferring, or seeking a second degree should first review general information regarding admission, Customs, campus tours and other important links at the following link: www.mtsu.edu/information/

Baccalaureate degree requirements are detailed in the MTSU Undergraduate Catalog found at the following link: <http://catalog.mtsu.edu/>

Mission Statement

The mission of the interior architecture program at Middle Tennessee State University is to provide an experiential educational program that prepares graduates for entry-level positions in the field in addition to life long and academic learning. The experiential curriculum prepares student to successfully engage in an evolving profession influenced by globalization, human needs, and technology.

Philosophy

The interior architecture program's educational philosophy supports the mission and goals by providing a student-centered, experiential learning environment. The focus is on preparing students through project and problem-based learning wherein students use independent and critical thinking, content knowledge, and creativity to address human/built environment issues. Faculty serve as guides and facilitators in assisting students in reaching their full potential.

Program Goals

1. Think critically to identify and solve problems
2. Communicate verbally, visually, and in writing
3. Address human condition via design, health, safety, welfare
4. Use content knowledge to develop creative solutions
5. Conduct oneself in an ethical manner

Statement of Equal Opportunity Commitment

“MTSU is an equal opportunity, non-racially identifiable, educational institution that does not discriminate against individuals with disabilities.”

Refer to MTSU Policy and Procedure Manual for more detail at <http://www.mtsu.edu/policies/index.php>.

Academic Calendar

Students can access information regarding important dates for Fall and Spring semesters, the Summer sessions, the exam schedules and the deadlines for filing Intent to Graduate forms at http://www.mtsu.edu/calendar_academic.php.

Interior Architecture Professional Course Sequence Progression Requirements:

Please refer to the following link for the most current information:

<https://www.mtsu.edu/programs/interior-architecture/requirements>

See Dr. Kristi Julian, Interior Architecture Program Coordinator, for further details regarding admission and progression policies.

***Please see the Academic Map, Appendix A for more information about graduation requirements.**

Registration Procedures:

Steps for Confirming Fee Payment and Confirmation Instructions on PipelineMT

Note: *Confirm/Pay should not be confused with confirming/accepting financial aid.*

Note: *Class schedules will be deleted unless fees are paid, or registration confirmed by fee payment deadlines.*

How to Confirm Your Registration:

1. Log in to PipelineMT, click on Billing & Payment
2. Select Confirm Registration.
3. Select the term, then click Submit.
4. Your account balance summary and account detail for the term will be displayed. Click "Yes, I will attend during..."
5. Wait for a confirmation number and write it down for your records.

*For more instructions, go to <http://www.mtsu.edu/tuition/instructions.php>.

Grading Procedures

For courses within the IDES program, one of the following grading scales will be used. Refer to the course syllabus to determine the scale relevant to the course, which will be up to the discretion of the individual faculty member.

Human Sciences Department Grading Scale

A= 91-100%

B = 81-90%

C = 71-80%

D = 61-70%

F = 60 or below

OR

Plus/Minus Grading Scale

A = >94

A- = 91-93

B+ = 88-90

B = 84-87

B- = 81-83

C+ = 78-80

C = 74-77

C- = 71-73

D = 61-70

F = 60 or below

Please see https://www.mtsu.edu/ucat/0911/2009-11_AcademicRegulations.pdf for more information.

Incompletes

According to the University 2021-2022 Undergraduate Catalog, the grade I indicates that the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those which may occur toward the close of the term. Mere failure to make up work or turn in required work

on time does not provide a basis for the grade of I unless the extenuating circumstances noted above are present for reasons acceptable to the instructor. When a student fails to appear for the final examination without known cause, the grade to be reported should be determined as follows: If the student has done satisfactory work to that point, the grade I may be reported on the assumption that the student is ill or will otherwise present sufficient reason for official excuse; if the student has attended irregularly and has not done satisfactory work to that point, the grade For FA should be reported.

The incomplete must be removed during the succeeding semester, excluding summer. Otherwise, the instructor default grade is entered. A student should not make up the incomplete by registering and paying again for the same course. The I grade carries no value until converted to a final grade.

Withdrawal Policy

The MT One Stop handles all issues relating to withdrawing from the University. Please visit <http://www.mtsu.edu/withdraw/> for current information regarding the withdrawal process. Students are highly encouraged to consult with an advisor and the MT One Stop before making any decisions about withdrawing. Please also consult the Registration Guide <http://www.mtsu.edu/registratlon/reqistration-guide.php> for withdrawal and fee adjustment deadlines. Questions about withdrawing should be directed to the MT One Stop in SS AC, via phone at (615) 898-2111, or via email at withdraw@mtsu.edu.

General Withdrawal Guidelines:

1. Withdrawing Prior to Term - Students finding it necessary to withdraw from all classes prior to the beginning of a term may withdraw via PipelineMT.
2. Withdrawing During a Term
 - a. During the first two weeks (14 calendar days) of a term, courses may be dropped via PipelineMT (<http://www.mtsu.edu/withdraw/withdraw.php>) without assignment of a grade on the official transcript.
 - b. Beginning on the 15th calendar day through 60% of a term, students can drop some or all courses via PipelineMT and a grade of "W" will be assigned.
 - c. After 60% of the term, a complete withdrawal from ALL classes can be accomplished via PipelineMT, through the last day to withdraw in each term. Instructors assign the appropriate grade of "W" if the student is passing or "FIFA" if the student is failing.
 - d. After 60% of the term, individual courses cannot be dropped via PipelineMT. Individual courses may be dropped if appropriate signatures are obtained on a drop form and submitted to the MT One Stop.
 - e. The deadline to withdraw from the University (all classes) and receive a grade of "W" or "F," as determined by the instructor is generally one week prior to the last day of classes and will be noted in the Registration Guide for each term.

Note: Fees, Financial Aid, Housing, etc. can be impacted anytime a student withdraws or drops a course. Consult the Registration Guide and those offices for more information. Summer differs; please check Registration Guide for specific dates. If extreme extenuating circumstances necessitate a student's withdrawal from the University after 60% of the term, exceptions may be made. A grade of "W" may be recorded with written concurrence of the faculty member, but only if the extenuating circumstances are first verified by the MT One Stop. Students who fall under this category should schedule an appointment with the withdrawal coordinator in the MT One Stop and provide a written statement and all documentation to support their extenuating circumstances. The

University Withdrawal Policy can be reviewed at <http://www.mtsu.edu/policies/student-affairs/505.php>

Student Appeal of Grade Procedures:

The procedure for appealing grades can be accessed at <http://www.mtsu.edu/policies/academic-affairs-students/313.php>

Access to Personal Files and Protection of Privacy

Middle Tennessee State University upholds all provisions of The Family Educational Rights and Privacy Act (FERPA) that affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records and the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Please see information regarding FERPA below:

Family Educational Rights And Privacy Act (FERPA)

- In general, under FERPA instructors are not permitted to disclose a student's academic progress to anyone not allowed to receive such information.
- Instructors cannot discuss a student's academic progress, grades, etc., over the phone or via e-mail. All such discussions must be in person.
- At the end of the semester instructors cannot disclose students' final grades over the phone or via email. Instructors cannot "post" grades on office doors.
- Students will receive final grades via PIPELINEMT or WEBMT. Additionally, instructors cannot access students' grades if they have a "hold" on their records.
- For additional information, please see <http://www.mtsu.edu/resources/staff/ferpa/whatis.php>

IDES Course Descriptions:

Current descriptions of the courses within the Interior Architecture Professional Course Sequence can be found in the course catalog, assessed at the following link:

http://catalog.mtsu.edu/preview_program.php?catoid=28&poid=9462&hl=%22IDES%22&returnto=search

Advising:

College of Behavioral and Health Sciences Advisors

Dedicated academic advisors within the College of Behavioral and Health Sciences formally advise all interior architecture students, answering questions pertaining to required courses and credit for transfer courses. Interior architecture students are expected to seek advising each semester to ensure that they are following the proper sequence for completion of the required courses. Please see below for advisor assignments:

Bonnie McCarty, Academic Advisor
College of Behavioral & Health Sciences Advising Center
Location: Academic Classroom Building (ACB) Rm 140J
MTSU P.O. Box 537, (GPS address: 1751 MTSU Blvd)
Phone: 615-898-4803
Email: Bonnie.McCarty@mtsu.edu

Dauthan Keener, M.A., Academic Advisor
College of Behavioral & Health Sciences Advising Center
Location: Academic Classroom Building (ACB) Rm 340
MTSU P.O. Box 537, (GPS address: 1751 MTSU Blvd)
Phone: 615-898-4803
Email: Dauthan.Keener@mtsu.edu

Department Head/Chair

Dr. Gina Pisut, Professor and Chair, Human Sciences Department
(615) 898-2884, Office: EHS (Ellington Human Sciences Bldg) Room 100; Email gina.pisut@mtsu.edu

Interior Architecture Full-time Faculty

The Interior Architecture faculty are always available to answer questions pertaining to the field of interior design and courses within the interior architecture program.

Dr. Kristi Julian, Professor, Interior Architecture Program Coordinator

(615) 898-2094; Office: LRC 133 (McWherter Learning Resource Center); Email Kristi.Julian@mtsu.edu

Ms. Deborah Belcher, Professor

(615) 898-2676; Office: LRC 211 (McWherter Learning Resource Center); Email Deborah.Belcher@mtsu.edu

Dr. Janis Brickey, Associate Professor

(615) 898-5522; Office: LRC 132 (McWherter Learning Resource Center); Email Janis.Brickey@mtsu.edu

Dr. Carrie Pavel, Assistant Professor

(615) 898-5723; Office: LRC 130 (McWherter Learning Resource Center); Email Carrie.Pavel@mtsu.edu

Formal Assessment of Student Learning

Student assignments and grading policies are determined by individual instructors in each course. At minimum, students will receive course grades at the end of each academic semester or summer session consistent with University grading procedures.

Dismissal/Disciplinary Action/Termination Procedures

Middle Tennessee State University strives to promote values and attitudes that are reflective of solid academic character and integrity. For this reason, MTSU expects each student to complete assignments that are original and reflective of that individual student. Academic integrity is an essential component of a quality education. When a student participates in behavior that is considered academic misconduct, the scholarly value of their education is lessened.

1. Plagiarism - The adoption or reproduction of ideas, words, statements, images, or works of another person's as one's own without proper acknowledgement. Academic misconduct includes plagiarism, cheating, fabrication, or facilitating any such act.

2. Cheating - Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
3. Fabrication - Unauthorized falsification or invention of any information or citation in an academic exercise.
4. Facilitation- Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

Refer to <http://www.mtsu.edu/policies/student-affairs/index.php> for additional information on student disciplinary rules.

IDES Program Supplies and Expenses:

Current university tuition costs and expenses can be found at <http://www.mtsu.edu/tuition/>.

IDES Program supply packets must be purchased after formal entry into the program and typically cost under \$300. Upon acceptance into the program, you will receive a letter with information about how to purchase your supply packet.

The overall cost of books will vary from semester to semester. It is recommended that students keep all books purchased for individual classes, as core required texts will be used each semester of the program.

Student Success

Your success is our priority not only as an IDES student, but beyond college as well. By going to <http://www.mtsu.edu/studentsuccess/index.php> you will find a wealth of resources to help you stay the course towards graduation. The Office of Student Success provides an array of resources, services, programs, activities, and advice, to help you navigate the road to success.

For students currently enrolled in IDES courses, it is the responsibility of the student to seek assistance from faculty when student work minimally meets or does not meet course requirements. The faculty member teaching the course will assist you to the best of their ability to facilitate your academic performance and/or help you find a tutor, if appropriate. If you continue to struggle, the faculty member will advise you to seek counsel from either your college academic adviser and/or the IDES coordinator to discuss your career goals and to facilitate a change in major, if that appears to be in the best interest for your success.

Student Complaints:

If, after first approaching teaching faculty, the IDES program coordinator, and the Human Sciences department chair, a student has an unresolved problem regarding MTSU services and programs, the student should direct his or her problem in writing to the Division of Student Affairs in KUC RM 212 (615-898-2440). A conference to discuss the complaint can be scheduled if so desired by the student. Every attempt will be

made to resolve the student's concerns or a request for resolution and response will be directed to the appropriate department.

Interior Architecture Student Organizations:

The interior architecture program offers one student organization that combines membership in the following two organizations:

American Society of Interior Designers (ASID) Student Chapter

The Interior Architecture program has an active ASID student chapter, which is closely affiliated with the Tennessee ASID Professional Chapter. The student chapter is supported by local and national level ASID leaders and staff, and resources for the governance and operations of chapters are readily available. For more information, see <https://www.asid.org/belong/student/chapters>

International Interior Design Association (IIDA) Student Chapter

IIDA Student membership give aspiring designers unique opportunities to build professional connections that extend well after graduation. Membership in the IIDA student chapter at MTSU provides students with opportunities to network with other design students and professionals in the Middle Tennessee design community. For more information, see <http://www.iida.org/content.cfm/students>

Scholarships/Awards:

College of Behavioral and Health Science Scholarships:

(available to all students majoring in CBHS disciplines)

William and Peggy Harrell Scholarship

Applications accepted beginning December 1st each year.

Deadline for applications is last day of February each year.

Scholarship Requirements:

College of Behavioral and Health Sciences majors only

Applicants must be within thirty (30) hours or less of coursework needed for graduation.

Applicants must have a minimum 3.0 GPA and the recommendation of their major department chair.

Human Sciences Scholarships:

The following awards and scholarships are offered annually by the Human Sciences Department. If you meet the criteria and would like to apply for any of these, please obtain an application from the EHS 100 office. Interviews of applicants may be requested at the discretion of the Scholarship Committee. OFFICIAL Transcripts must be submitted with ALL applications.

Albert L. and Ethel Carver Smith Memorial Scholarship

The amount is determined by the endowment's accumulated interest each year. Selection criteria:

- A major in one of the Human Sciences areas.
- Classification of sophomore or junior in the spring semester (at least 30 semester hours earned or having two remaining semesters).
- Scholarship (minimum 3.0 GPA).

- Financial need.
- Must be a full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.

Rita Davenport Human Sciences Scholarship

The amount is determined by the endowment's accumulated interest each year. Selection criteria:

- A major in one of the Human Sciences areas.
- Classification of sophomore or junior in the spring semester (at least 30 semester hours earned or having two remaining semesters).
- Scholarship (minimum 2.8 GPA).
- Demonstrated leadership in the areas of Human Sciences, campus life, and community involvement.
- Established meaningful professional goals.
- Financial need.
- Must be a full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.

Ernestine N. Reeder Honor Scholarship

The amount is determined by the endowment's accumulated interest each year. Selection criteria:

- A major in one of the Human Sciences areas.
- Classification of sophomore or junior in the spring semester (at least 30 semester hours earned or having two remaining semesters).
- Scholarship (minimum 2.8 GPA).
- Demonstrated leadership in the areas of Human Sciences, campus life, and community involvement.
- Established meaningful professional goals.
- Financial need.
- Must be a full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.

Roddy Memorial Scholarship

The recipient must be a graduate of a Rutherford County public or private high school, with preference given to residents of Lascassas or Rockvale. Selection criteria:

- A major in one of the Human Sciences areas.
- Classification of freshman, sophomore, junior, or senior in the spring semester and having at least one remaining semester.
- Scholarship (minimum 3.0 GPA).
- Financial need.
- Must be a full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.

Lucy Dye Scholarship

The Lucy Dye Scholarship has been established by the Nashville Area Association of Family and Consumer Sciences. Selection Criteria:

- Major in one of the Human Sciences programs.
- Have an overall 3.0 grade point average or higher while carrying a full student load.
- Financial Need

- Be from one of the following counties in Tennessee: Cheatham, Davidson, Dickson, Lewis, Montgomery, Robertson, Rutherford, Sumner, Williamson, Wilson

Industry-Sponsored Scholarships:

American Society of Interior Designers (ASID) Scholarships and Grants:

See <https://www.asid.org/resources/awards/scholarships-and-grants>

International Interior Design Association (IIDA) Scholarships

<http://www.iida.org/content.cfm/john-j-nelson-sr-scholarship-fund>

After Graduation: Interior Design Certification and Registration

Many graduates of the interior architecture program have chosen to pursue the following:

National Council for Interior Design Qualification (NCIDQ) Certification

NCIDQ Certification is the industry's recognized indicator of interior design proficiency and commitment to professional practice. NCIDQ Certification is required for the practice of many types of interior design in regulated jurisdictions throughout North America. The Council for Interior Design Qualification (CIDQ) administers a two day certification exam twice yearly throughout the United States and Canada. The 2018 Pass rate for MTSU graduates taking the NCIDQ exam was 100% for the IDFX, 67% for the IDPX, and 100% for the Practicum portions of the exam. For more information, see <https://www.cidq.org/>

Interior Design Registration in the State of Tennessee

There are approximately twenty states that have some type of law regulating interior designers. The wording, whether "certification," "registration," or "licensing" will vary from state to state as will the specific requirements for practicing. Some states have a practice act. In these states you must be licensed in order to practice interior design. Other states have a title act, meaning in order to call yourself a licensed interior designer you must meet state qualifying factors. In such states you do not have to be certified to practice interior design. Most states stipulate passage of the NCIDQ exam for licensing, registration or certification. In addition to passing the exam, a particular state may have other provisions. Tennessee currently has a title act. You must be registered by the state in order to claim that you are a "registered" interior designer. Should a practice act replace the title act, you must be licensed to practice interior design.

The Tennessee Board of Architectural and Engineering Examiners oversees registration for interior designers in Tennessee. The Tennessee Board of Architectural and Engineering Examiners was created in 1921 to safeguard life, health and property and to promote the public welfare through the establishment of standards and regulation of the practice of architecture, engineering and landscape architecture and the use of the title "registered interior designer" within the State of Tennessee. Tennessee Code Annotated, Title 62, Chapter 2, establishes the registration requirements for architects, engineers, landscape architects and interior designers and describes the size and scope of projects for which a registrant is needed.

The current educational requirements for interior design registration in the State of Tennessee are: 1) a two-year, three-year, four-year, or five-year interior design degree that has been accredited by the Council for Interior Design Accreditation (CIDA, formerly FIDER), or 2) an interior design degree determined to be substantially equivalent to a CIDA-accredited degree.

For more information, see Tennessee Board of Architectural & Engineering Examiners, 500 James Robertson Pkwy, Nashville TN 37243; Phone: 615-741-3221,
<https://www.tn.gov/commerce/regboards/architects-engineers/license-applicant-resources/types-of-licenses/interior-designers.html>

Summer 2024

2024–25 Interior Architecture Academic Map

Department of Human Sciences

Middle Tennessee State University • Murfreesboro

MIDDLE TENNESSEE

STATE UNIVERSITY.



Scan the QR code
or [click here](#) for
more information
about the new
True Blue Core (TBC).

An academic map is a suggested four-year schedule of courses based on degree requirements in the undergraduate catalog. This sample schedule serves as a general guideline to help build a full schedule each term. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in four years. **Missing milestones could delay your program.**

This map is not a substitute for academic advisement—contact your advisor if you have any questions about scheduling or about your degree requirements. Also see the current undergraduate catalog (catalog.mtsu.edu) for a complete list of requirements and electives. *Note: Requirements are continually under revision, and there is no guarantee they will not be changed or revoked; contact the department and/or program area for current information.*

Suggested Fall/Spring Four-Year Schedule

FRESHMAN FALL			FRESHMAN SPRING		
Course	Hours	Milestones/Notes	Course	Hours	Milestones/Notes
Written Communication	3	TBC	Information Literacy	3	TBC
IDES 1010	1	Career orientation	IDES 2100	3	
IDES 1100	3		IDES 3110	3	
Human Society and Social Relationships	3	TBC; one must come from Discovery (UNIV 1010 rec.)	IDES 3120	3	
CCM 2050	2		VCOM 2950	3	
Quantitative Literacy	3	TBC			
SUBTOTAL	15	Must maintain a C or better in all prerequisites	SUBTOTAL	15	
SOPHOMORE FALL			SOPHOMORE SPRING		
IDES 3100	3	Must maintain C or better in all IDES courses	IDES 3240	2	Must maintain C or better in all IDES courses
IDES 2120	3		IDES 3141	2	
IDES 3140	3		IDES 3220	3	
IDES 3201	3		CCM 3200	3	
Creativity and Cultural Expression	3	TBC; one must come from Discovery	Creativity and Cultural Expression	3	TBC; one must come from Discovery
			Non-Written Communication	3	TBC
SUBTOTAL	15	Maintain 2.50 GPA	SUBTOTAL	16	Maintain 2.50 GPA
JUNIOR FALL			JUNIOR SPRING		
CMT 3320	3	Must maintain C or better in all IDES courses	IDES 3300	3	Must maintain C or better in all IDES courses
IDES 3320	3		IDES 3340	3	
IDES 3330	3		IDES 3341	2	
IDES 4100	3		IDES 4121	2	
Scientific Literacy	4	TBC; one must come from Discovery	IDES 4200	3	
			Creativity and Cultural Expression Literature	3	TBC
SUBTOTAL	16	Submit UD and Intent to Graduate forms	SUBTOTAL	16	Maintain 2.50 GPA
SENIOR FALL			SENIOR SPRING		
IDES 4109	1	Must maintain C or better in all IDES courses	IDES 4110	3	Must maintain C or better in all IDES courses
IDES 4210	3		Human Society and Social Relationships	3	TBC; one must come from Discovery
IDES 4410	3		History and Civic Learning	3	TBC
History and Civic Learning	3	TBC	Scientific Literacy	4	TBC; one must come from Discovery
Elective	3		Elective	1	EXL 4000 recommended
SUBTOTAL	13	Maintain 2.50 GPA	SUBTOTAL	14	Maintain 2.50 GPA

NOTE: Students must attain a minimum grade of C (2.00) in all Interior Architecture courses.

TOTAL HOURS IN PROGRAM: 120

Interior Design Suggested Fall/Spring/Summer Four-Year Schedule

You may choose to attend a summer term to reduce your load during fall or spring terms but still stay on track to graduate in four years. Refer to www.mtsu.edu/financial-aid/scholarships/ for information regarding use of the Lottery Scholarship for the summer term.

NOTE: Learning Support courses will alter the sequences on this map.

FRESHMAN FALL			FRESHMAN SPRING		
Course	Hours	Milestones/Notes	Course	Hours	Milestones/Notes
Written Communication	3	TBC	IDES 2100	3	
IDES 1010	1	Career orientation	IDES 3110	3	
IDES 1100	3		IDES 3120	3	
Human Society and Social Relationships	3	TBC; one must come from Discovery (UNIV 1010 rec.)	VCOM 2950	3	
CCM 2050	2				
SUBTOTAL	12	Must maintain a C or better in all prerequisites	SUBTOTAL	12	
FRESHMAN SUMMER					
Quantitative Literacy	3		Information Literacy	3	TBC
SUBTOTAL	3		SUBTOTAL	3	
SOPHOMORE FALL			SOPHOMORE SPRING		
IDES 3100	3	Must maintain C or better in all IDES courses	IDES 3240	2	Must maintain C or better in all IDES courses
IDES 2120	3		IDES 3141	2	
IDES 3140	3		IDES 3220	3	
IDES 3201	3		CCM 3200	3	
			Non-Written Communication	3	TBC
SUBTOTAL	12	Maintain 2.50 GPA	SUBTOTAL	13	Maintain 2.50 GPA
SOPHOMORE SUMMER					
Creativity and Cultural Expression	3	TBC; one must come from Discovery	Creativity and Cultural Expression	3	TBC; one must come from Discovery
SUBTOTAL	3	Maintain 2.50 GPA	SUBTOTAL	3	Maintain 2.50 GPA
JUNIOR FALL			JUNIOR SPRING		
CMT 3320	3	Must maintain C or better in all IDES courses	IDES 3300	3	Must maintain C or better in all IDES courses
IDES 3320	3		IDES 3340	3	
IDES 3330	3		IDES 3341	2	
IDES 4100	3		IDES 4121	2	
Scientific Literacy	4	TBC; one must come from Discovery	IDES 4200	3	
			Creativity and Cultural Expression Literature	3	TBC
SUBTOTAL	16	Submit UD and Intent to Graduate forms	SUBTOTAL	16	Maintain 2.50 GPA
SENIOR FALL			SENIOR SPRING		
IDES 4109	1	Must maintain C or better in all IDES courses	IDES 4110	3	Must maintain C or better in all IDES courses
IDES 4210	3		Human Society and Social Relationships	3	TBC; one must come from Discovery
IDES 4410	3		History and Civic Learning	3	TBC
History and Civic Learning	3	TBC	Scientific Literacy	4	TBC; one must come from Discovery
Elective	3		Elective	1	EXL 4000 recommended
SUBTOTAL	13	Maintain 2.50 GPA	SUBTOTAL	14	Maintain 2.50 GPA
NOTE: Students must attain a minimum grade of C (2.00) in all Interior Architecture courses.					
TOTAL HOURS IN PROGRAM: 120					

APPENDIX B

REQUIREMENTS FOR IDES STUDIO/COMPUTER LABS

1. 24/7 access to the studios is for upper-level design students only.
2. The door must remain LOCKED at all times- do not prop the door open. Propping open the doors is a safety and fire code violation. Keeping the door shut also keeps "unwanted visitors" out. Do NOT let anyone else into the lab when you are working.
3. Only students enrolled in IDES courses are allowed in the IDES Labs. *Girlfriends, boyfriends, spouses, children or pets* are not allowed in the labs. Friends or guests need to wait in the hall or come back. If you are the last one to leave, be sure the door is closed. If the rules are not followed, students with authorization can lose 24/7 lab privileges and will only be able to access the labs on Monday and Tuesday nights.
4. Do **NOT** bring food or drink into the lab. This includes candy and gum. There is a table or cabinet surface just inside the door to all three studios where you will leave any food or drinks.
5. **DO NOT** move the computers. They are connected to the university system and some of the connections may be damaged if moved.
6. Do **NOT** use any equipment (plotter, printer, scanner) that you are not specifically trained on. You must be trained on the proper use of all equipment. All reference manuals are located in the cabinets specifically pointed out to you by the professor.
7. Students are only allowed to save files to the hard drive in the file folder for the class in which they are enrolled. Saving files anywhere else will result in the files being deleted. **Do not save to the desktop.**
8. Computers are to be left running, however, please close any software and return to the desktop. **Reboot computers at least once per week to clear out temporary files.** Printers are to be left on as well. Please turn plotters off individually.
9. All computers are networked to the printers and plotters. Be very careful that you select the printer/plotter in your studio only. If your drawing/paper does not print DO NOT keep sending it over and over. Delete it from your print que and find out why is it not printing. Printers will accept letter, legal and tabloid size paper. **Throw away your trash.** There is a blue recycle bin in each lab for all white paper.
10. Students should observe dates/times when classes are scheduled to meet in the lab. When it is near time for a class to start, you must leave the lab. **Do not come into the lab when a class is in session.**
11. Students are **NOT** allowed to use labs for class assignments other than the IDES classes. **Students may NOT use the lab to print powerpoint slides, class notes, syllabi, etc., from any class.** Use the library or BAS computer labs for this kind of printing. The IDES paper/ink budget is limited!!
12. Each computer has a virus scan installed. If the virus scan ever tells you there is a virus on the computer or your disk, report this to your instructor immediately.
13. **UNDER NO CIRCUMSTANCES SHOULD ANYONE LOAD or DOWNLOAD ANY TYPE OF SOFTWARE ONTO THE COMPUTERS OR MODIFY SOFTWARE ALREADY INSTALLED ON THE COMPUTERS. STUDENTS ARE NOT TO CHANGE SETTINGS IN THE CONTROL PANEL (screen savers, wallpaper, etc.) Do not download email, personal pictures, music, etc (anything not specifically required for an IDES class.**
14. **DO NOT CHANGE SETTINGS for the mouse, monitors, software.** This creates problems for other users who may not know what has been changed or how to change it back to the original settings.
15. Students are to respect their professor's and colleagues' workspace and personal property at all times. Anyone found copying another student's files or handling another student's book bag, backpack, purse, books, computer, desk, etc. without that student's permission will be promptly reported to the appropriate authorities.
16. Please report any computer/printer problems to your instructor immediately.
17. NO cutting on workstation surfaces in studios including your Borco covered workstation and any tables in the studio environment.

REQUIREMENTS FOR USING THE RESOURCE LIBRARY

1. Only students enrolled in IDES courses are allowed in the IDES Labs. *This does not include girlfriends, boyfriends, spouses, children or pets.* **The door must remain LOCKED at all times- do not prop the door open.** Do NOT let anyone else into the lab when you are working. If you are the last one to leave, be sure the door is closed and locked.
2. Do **NOT** bring food or drink into the lab. This includes candy and gum. There is a table or cabinet surface just inside the door to all three studios where you will leave any food or drinks.
3. DO **NOT** move the computer or printer. They are connected to the university system and some of the connections may be damaged if moved.
4. The Resource Library computer is for use in researching and printing interior finish and furniture selections. Students are NOT allowed to use the computer for any other class assignments. Students may NOT **use the computer to "surf the net" or print term papers.**
5. Paper is **NOT** provided. You must supply your own photo or regular paper.
6. Students are only allowed to save files to their personal USB drives. Items saved to the hard drive will be deleted.
7. **UNDER NO CIRCUMSTANCES SHOULD ANYONE LOAD or DOWNLOAD ANY TYPE OF SOFTWARE ONTO THE COMPUTERS OR MODIFY SOFTWARE ALREADY INSTALLED ON THE COMPUTERS. STUDENTS ARE NOT TO CHANGE SETTINGS IN THE CONTROL PANEL (screen savers, wallpaper, etc.) Do not download email, personal pictures, music, etc (anything not specifically required for an IDES class).**
8. **DO NOT CHANGE SETTINGS for the mouse, monitors, software.** This creates problems for other users who may not know what has been changed or how to change it back to the original settings.
9. Please report any computer/printer problems to your instructor immediately.
10. All samples are housed in a specific location. **YOU MUST RETURN THE SAMPLES BACK TO EXACTLY WHERE THEY BELONG!**
11. Peg Board Hooks: **DO NOT** load samples onto the first hook. The weight of the samples will cause the hook to rip and tear the peg board. Remember, **ONE BOOK PER HOOK.**
12. All cutting and model building is restricted to the model building stations and YOU must use cutting mats on surfaces. Any cutting or assembly on other surfaces is prohibited. You must clean up YOUR mess and wipe mats of all glue. DO NOT use spray mount in the building. Artist-tac (in foundation studio packets) is to be used for mounting papers.
13. Report ANY issues (people not cleaning up after themselves, samples left out, or any TECHNOLOGY problems) via email to Dr. Brickey (jbrickey@mtsu.edu) and copy Dr. Julian, Ms. Pavel, and Melissa Brewington on your findings/observations. This is to maintain the Resource Library and workspace for all to safely and easily use for studio assignments

▶ ▶STUDENTS WHO VIOLATE THE ABOVE LISTED RULES WILL NOT BE ALLOWED TO USE THE STUDIOS OR RESOURCE LIBRARY UNLESS A FACULTY MEMBER IS PRESENT.

APPENDIX C

INTERIOR DESIGN TERMS GLOSSARY

Interior Design: (from the NCIDQ Definition of Interior Design, http://www.iida.org/resources/content/9/7/documents/ID_Definition.pdf)

Interior design is a multi-faceted profession in which creative and technical solutions are applied within a structure to achieve a built interior environment. These solutions are functional, enhance the quality of life and culture of the occupants, and are aesthetically attractive.

Design Elements

- **Form:** The basic shape and configuration of an object or space.
- **Point:** A position in space having no dimension.
- **Line:** An object or form whose actual or visual length greatly exceeds any actual width or depth it may have.
- **Plane:** A flat, two-dimensional form with length in the x and y directions.
- **Volume:** Comprises the interior length, width, and depth of an object. Can describe a solid or a void.
- **Shape:** The characteristics that define an object in space as distinct from its surrounding environment.
- **Scale:** The size of an object relative to another object. Often related to the dimensions and senses of the human body.
- **Color:** A property of visible light differentiated by wavelength on the electromagnetic spectrum.
 - **Hue:** a basic color determined by its reflected wavelength of light
 - **Value:** a color in relation to white and black, describing how light or dark it is.
 - **Intensity** (synonyms: *chroma*, *saturation*): describes the brightness of a color controlled by the degree to which it contains black or white
 - **Tint:** A hue to which white has been added to raise its value
 - **Shade:** A hue to which black has been added to lower its value
- **Texture:** The surface quality of a material
- **Pattern:** The repetition of a motif on a surface

Design Principles

- **Balance:** The arrangement of elements in a composition to achieve visual equilibrium
- **Harmony and Unity:** The agreement of individual parts within a composition
- **Rhythm:** The repetition of elements in a regular pattern.
- **Emphasis and Focus:** The organization of spatial elements into a hierarchy
- **Contrast and Variety:** The juxtaposition of dissimilar elements
- **Proportion:** The relationship between one part of an object or composition to the whole

The Design Process

- **Programming:** Preliminary design phase that centers on identifying and analyzing the needs and goals of a client. Evaluating existing documentation and building conditions; assessing project

resources and limitations; Identifying life, safety, and code requirements; developing project schedules; and initial coordination with consultants and other specialists takes place during this phase of design.

- **Schematics/Conceptual Design:** Formulate for client discussion and approval of preliminary plans and design concepts that are appropriate and describe the character, function, and aesthetic of a project. At the center of schematic design is typically a design concept statement that includes three to seven complex, descriptive sentences describing how the elements and principles of design were used in the project. It tells the who, what, when, where, and why of a designer's vision.
- **Design Development:** Design phase governing the development and presentation of design recommendations. During this phase, space planning and furnishings arrangements; wall, window, floor, and ceiling treatment; furnishings, fixtures, and millwork; color, finishes, and hardware; lighting, electrical, and communications requirements are determined. Additionally, art, accessory, and graphic/signage programs; budgets; and presentation media such as drawings, sketches, perspectives, renderings, color and material boards, photographs, are developed.
- **Contract Documents:** A set of documents that comprise a central component of the legal contract for services between parties. Designers typically prepare working drawings and specifications for non-load bearing interior construction, materials, finishes, furnishings, fixtures, and equipment for client's approval. Collaborating with specialty consultants and licensed practitioners in the fields of mechanical, electrical, and structural design as required for regulatory approval is important, as well as identifying qualified vendors; preparing bid documentation; collecting and reviewing bids; and assisting clients with awarding contracts.
- **Contract Administration:** A set of services that centers on the administration of contract documents as the client's agent. Confirming that required permits are obtained; reviewing and approving shop drawings and samples to ensure consistency with design concepts; conduction on-site visits and field inspections; monitoring contractors' and suppliers' progress; overseeing the installation of furnishings, fixtures, and equipment; and preparing lists of deficiencies takes place within the scope of contract administration.
- **Evaluation:** Review and evaluate the implementation of projects while in progress and upon completion as representative of and on behalf of the client.

APPENDIX D

LAPTOP COMPUTER REQUIREMENT AND POLICY

Information

Electronic technology has had a major impact on the interior design profession. The MTSU Interior Design program is committed to the integration of computers throughout the design curriculum.

Computer Purchase Requirements:

Required Hardware

[Alienware m16 R2 Gaming Laptop with NVIDIA RTX 4070 Laptop GPUs | Dell USA](#) You can always customize by choosing the next level up, but the link provided is the base model (i.e. - you cannot "customize down.") Please don't hesitate to contact us **before** you purchase. (Make sure: at least **32GB of RAM memory and 1TB hard drive** on the options)

Additional Requirements

- Wireless external mouse with at least 3 buttons
- Required Storage: External Hard Drive (250 GB rec.), Cloud Storage, and Laptop Cloud Storage through MTSU.
- Microsoft Office Suite/Office 365 - most current version (Word, PowerPoint, Excel) - see link <https://mtsu.edu/itd/student-accounts.php>
- Windows - most current version (student purchase)
- AutoCAD - confirm version with your IDES 3110 instructor
- Revit - confirm version with your IDES 3210 instructor
- Sketchup - most current version (cloud-based)
- Adobe Creative Suite - most current version (student purchase) Windows - most current version (student purchase)

The above laptop is a requirement for the program and must be purchased no later than the following:

- Beginning of freshman spring semester, for students in the new Interior Architecture program
- Beginning of sophomore spring semester, for students in the old Interior Design program

Note that any student who does not have the required software and hardware as specified in this handbook will not be permitted to enroll in Interior Architecture classes. Finally, the laptop computer you purchase must meet the requirements of the IDES Interior Architecture Program as described.

Signature _____

Date _____