

Salt Lake Community College

Professional Seminar

INTD1050 401

Course Description

This course introduces Interior Design students to varied career opportunities available in the design field, with a focus on career paths and professionalism.

Semester: Fall & Spring

This course features weekly guest speakers and/or field trips from our local business community. These educational seminars will provide professional insight and career direction to aspiring designers.

INTD 1050: Professional Seminar is a networking class and its focus is:

- First: to introduce students to the basic tenets of business.
 - Professionalism
 - Communication
 - Correspondence
- Second: an opportunity to expose students to unique career paths within the design community.
 - This is a Guest Lecture and Field Trip Class with a focus on non-traditional design companies.
 - Several of our students are now employed by the companies we have visited.
- Third: an opportunity to introduce design students to local vendors and resources for when they enter the design field.

Please Note: Based on our guest speakers and/or field trip host's availability, class *start* times vary throughout the semester. Actual class duration is 2 hours.

Course Student Learning Outcomes

- ♦ Apply salesmanship, soft skills, and professionalism in Interior Design.
- ♦ Demonstrate knowledge of various career opportunities. Including, but not limited to: Kitchen/Bath, Hospitality, Health Care, Tenant Redevelopment, Institutional, and Sales.
- ♦ Through reports, demonstrate knowledge of ID professional organizations: e.g. American Society of Interior Designers (ASID), International Interior Design Association (IIDA) and NKBA.
- ♦ Demonstrate successful communication with written reports on career options.
- ♦ Demonstrate successful communication with Interior Design professionals.

Course Prerequisites

- ♦ None

Communication Plan

The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.

- I will respond to email within 24-36 hours, Monday through Friday.

I am available to meet in person 30 minutes before class time.

- These meetings must be scheduled ahead of time.

Keys for Success (how to succeed in the course)

- ◆ Communication
- ◆ Attendance
 - On Time Arrival
- ◆ Professional Dress
- ◆ Attend Lecture / Tours
 - Write a report on the Lecture/Tour
 - Thank You to Hosts
 - Report on Lecture / Tour
- ◆ Time Management
 - Submit assignments on time

Brief Description of Assignments/Exams

- ◆ Attendance & Business Dress
- ◆ Thank You & Report (Lecture.Tour Days)
- ◆ Homework:
 - Field Trip Waiver
 - Professional Organizations Applications
- ◆ Independent Field Trip & Report
- ◆ Final: Final Report
 - E-Portfolio: You will use your Final Report for your E-Portfolio submission.
- ◆ Late Work = 0 points
- ◆ Extra Credit = varied points

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Introduce Yourself	Discussion	0
	Schedule Module	Assignment	
	E.C: Attendance & Business Dress: Introduction	Assignment	0
	Getting Started Module	Assignment	
	Quiz: Getting Started	Quiz	20
	Attendance & Business Dress: Assignments & Business	Assignment	40
	HW: Professional Organizations Applications	Assignment	75
	HW: Field Trip Waiver	Assignment	50
	Lecture Tour Module	Assignment	
	Quiz: Lecture Tour Report	Quiz	44
	Attendance & Business Dress: Problem Solving	Assignment	40
	Problem Solving: Thank You & Report	Assignment	50
	Attendance & Business Dress: Commercial Furniture & Design	Assignment	40

Due Date	Assignment Name	Assignment Type	Points
	Commercial Furniture & Design 2: Thank You & Report	Assignment	50
	Attendance & Business Dress: Builder Design Center	Assignment	40
	Builder Design Centers: Thank You & Report	Assignment	50
	Attendance & Business Dress: Professional Organizations 1	Assignment	40
	Professional Organizations ASID: Thank You & Report	Assignment	50
	Professional Organizations IIDA - Thank You & Report	Assignment	50
	Attendance & Business Dress: Home Automation	Assignment	40
	Home Automation: Thank You & Report	Assignment	50
	Attendance & Business Dress: Countertop Fabrication	Assignment	40
	Countertop Fabrication: Thank You & Report	Assignment	50

Due Date	Assignment Name	Assignment Type	Points
	Attendance & Business Dress: Professional Organizations 2	Assignment	40
	(E.C. - thank you's) CANCELLED - Professional Organizations NKBA: Thank You & Report	Assignment	0
	Attendance & Business Dress: Retail & Merchandising Design / Report Assigned	Assignment	40
	Attendance & Business Dress: Goal Setting / Final Report Assigned	Assignment	40
	Extra Credit Document	Assignment	0
	Report: Retail & Visual Merchandising	Assignment	100
	Final Report: Goals	Assignment	100

Grading Scale

GRADING / POINTS POLICY

The final grade is based on the total number of points received in several areas. Grades will be assigned per the CANVAS gradebook.

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional->

[syllabus](#). Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)

Additional Policies

- ◆ Attendance:
 - This is a in-person class and attendance is mandatory.
 - Roll will be conducted at the beginning of each class.
 - To receive attendance points, you must be in class and seated before roll call starts.
 - This class follows the Visual Arts & Design (VAD) Department's Mandatory Attendance Policy
 - Please read and understand the Visual Arts & Design Attendance Policy.

- ◆ Late/Absent:
 - To avoid receiving negative attendance points:
 - Contact the instructor - through text or email - a MINIMUM of 5 minutes before the start of class time.

- ◆ Missed Class
 - It is up to you to review CANVAS to stay up on Assignments.

- ◊ You may arrange to get the lecture notes from a classmate and to answer any questions.
 - Please note: it is not the responsibility of other classmates to provide you this information.
- ◊ You may email me if you have questions.

- ◆ Extra Credit
 - Extra credit will be available.
 - On CANVAS: A list (with detailed instructions) of extra credit is available.
 - All extra credit may be turned in any time throughout the semester with the final deadline for any and all extra credit stated on the Class Schedule.
 - Extra credit may be emailed to the instructor or hard copy handed in.

- ◆ Late Work
 - All assignments / tasks / responsibilities are provided with ample time to complete.
 - Usually a minimum of seven (7) days.
 - No submission extensions will be permitted.