

Salt Lake Community College

Business Practices of INTD

INTD2600 401

Course Description

This course is an introduction to basic business principles related to the Interior Design profession. Topics Include: ethics, fees, documentation, terminology and job coaching.

Pre-Requisite(s): INTD 2200 & INTD 2300

Semester(s): Fall & Spring

INTD 2600 provides an environment to help students gain the knowledge, skills, and confidence to become successful interior designers.

- ◆ This class will provide a building block of basic business principles (as they relate to Interior Designers)
 - Each week we will go over a different business topic (a principal of business).
 - Emphasis will be placed on the basic tenets of business:
 - Professionalism
 - Communication
 - Time Management
 - Record Keeping
- ◆ The class will complete a real project with a real budget.
 - The project incorporates all of the skills and knowledge from the prerequisite classes into a real-life design scenario.
 - The purpose of the project is to teach the business side of Interior Design.
 - the project is a Group Project
 - The project DOES NOT focus on Design, but focuses on:
 - Communication
 - Time Management

- Organization
 - Record Keeping
 - Teamwork
 - Collaboration
- ♦ The class is structured for all levels - from beginner to advanced student.
 - ♦ Questions are encouraged...everybody benefits from them!

Course Student Learning Outcomes

- ♦ Demonstrate substantive knowledge of business practices specific to Interior Design that will prepare students for employment.
- ♦ Develop a design solution for specific client needs and outcomes.
- ♦ Apply effective sales techniques through presenting to an actual client, incorporating industry standard visual and verbal presentations.
- ♦ Demonstrate cooperative communication skills working with classmates on the group client project.
- ♦ Demonstrate effective communication skills interviewing and working with a client and other trade professionals.
- ♦ Demonstrate professional discipline through effective organization, time management, and written communication.
- ♦ Develop and compose entry level business contracts applicable to an Interior Design project.
- ♦ Apply knowledge of Quick Books in generating invoices, purchase orders, and pricing tickets.
- ♦ Apply cost estimating to an Interior Design project.

Course Prerequisites

- ♦ Prerequisites: INTD 2200 & INTD 2300

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.

I will grade and/or offer feedback on assignments

- On average, within 7-10 days.

Keys for Success (how to succeed in the course)

INTD 2600: Emphasis will be placed on the basic tenets of business:

- ♦ Communication
 - Communicate with the instructor and your project group!
 - Communicate BEFORE any assignment / task / responsibility is due.
 - If there are extenuating circumstances, please communicate - especially with the instructor - as soon as possible.
 - On Canvas: all assignments / tasks / responsibilities / due dates have been outlined with detailed information and instructions.
 - If you do not understand something - or need help - Ask Questions!
- ♦ Time Management
 - All assignments / tasks / responsibilities are provided with ample time to complete.
- ♦ Organization

- ♦ Record Keeping
- ♦ Teamwork
- ♦ Collaboration

Required Text or Materials

Title: Professional Practice for Interior Designers: 6th Edition

ISBN: 978-1-119-55453-0

Authors: Christine M Piotrowski

Publisher: John Wiley & Son, Inc

Edition: 6th

For more information on textbook accessibility, contact Accessibility & Disability Services

Brief Description of Assignments/Exams

- ♦ Attendance
- ♦ Homework
- ♦ Business Practice
- ♦ Quizzes
 - QuickBook
 - watch videos for QB exam
 - Lecture
 - read textbook for lecture exam
- ♦ Reports
 - Utah Home Market & Buyer
 - Midterm
 - Final
- ♦ Project

- Job Book
 - Preliminary
 - Final
- Presentation Packet
 - Preliminary
 - Final
- Presentations
 - Preliminary
 - Final

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Attendance	Assignment	110
	BP: Various Assignments Throughout Semester	Assignment	120
	QB: Various In Class Assignments	Assignment	45
	QUIZ: LECTURES	Assignment	70
8/21	Quiz: Getting Started	Quiz	30
8/21	BP #1: Email Instructor	Assignment	20
8/23	BP #2: Confirm Receipt of Group Test Email	Assignment	20

Due Date	Assignment Name	Assignment Type	Points
8/28	HW #1: Hartman Personality	Assignment	15
8/28	HW #2: Goals Report	Assignment	50
8/28	Introduce Yourself	Discussion	20
8/28	Field Trip Waiver (individual)	Assignment	50
8/28	Group Task Sheet: Meeting Log & Notes 1	Assignment	20
9/4	Share Group Online Drive (group)	Assignment	25
9/4	Templates (group)	Assignment	75
9/4	Group Task Sheet: Meeting Log & Notes 2	Assignment	20
9/11	Buyer Report (group)	Assignment	300
9/11	Gantt Chart: Preliminary Member Task Assignments #1	Assignment	20
9/11	QB: Quiz - #1	Quiz	10
9/11	Group Task Sheet: Meeting Log & Notes 3	Assignment	20
9/18	HW #3: Utah.gov	Assignment	30
9/18	QB: Quiz - #2	Quiz	14
9/18	QB: Assignment 1	Assignment	20

Due Date	Assignment Name	Assignment Type	Points
9/18	Group Task Sheet: Meeting Log & Notes 4	Assignment	20
9/25	HW #4: Identity	Assignment	30
9/25	QB: Quiz - #3	Quiz	8
9/25	Group Task Sheet: Meeting Log & Notes 5	Assignment	20
10/2	HW #5: Invoice, Purchase Order and Specification Sheet	Assignment	30
10/2	QB: Quiz - #4	Quiz	10
10/2	Group Task Sheet: Meeting Log & Notes 6	Assignment	20
10/9	Midterm: Project Check-in #1 (group)	Assignment	250
10/9	Group Task Sheet: Meeting Log & Notes 7	Assignment	20
10/9	Group Task Sheet: Meeting Log & Notes 8	Assignment	20
10/16	Midterm: Project Submission	Assignment	100
10/23	Midterm: Audience / Selling Packet (group)	Assignment	240

Due Date	Assignment Name	Assignment Type	Points
10/23	Midterm: Presentation (group)	Assignment	200
10/30	Midterm Report (individual)	Assignment	130
10/30	Group Task Sheet: Meeting Log & Notes 9	Assignment	20
11/6	Final: Gantt Chart (individual)	Assignment	100
11/6	QB: Quiz - Review	Quiz	15
11/6	Group Task Sheet: Meeting Log & Notes 10	Assignment	20
11/13	HW #6: Letter of Agreement	Assignment	50
11/13	QB: Assignment 2	Assignment	0
11/13	Group Task Sheet: Meeting Log & Notes 11	Assignment	20
11/20	Final: Project Check-in #2 (group)	Assignment	430
11/20	HW #7: Cover Letter & Resume	Assignment	50
11/20	Group Task Sheet: Meeting Log & Notes 12	Assignment	20
11/20	Group Task Sheet: Meeting Log & Notes 13	Assignment	20

Due Date	Assignment Name	Assignment Type	Points
11/27	Extra Credit	Assignment	0
11/27	Lecture Quiz: Chapters 11 & 15	Quiz	10
12/4	Final: Audience/Build Packet (group).	Assignment	400
12/4	Final: Presentation (group).	Assignment	200
12/4	Final: Project Submission	Assignment	200
12/4	Project - Profit & Loss Breakout (individual assignment)	Assignment	50
12/11	Final Report (individual)	Assignment	200

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:

Additional Policies

- ◆ Attendance:
 - This is an 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.

- ◆ Quizzes

- Quizzes will be conducted at the beginning of class over assigned reading.
 - If you are not in your seat once the quiz begins, NO MAKE-UP QUIZZES are available
 - If you would like to have more time to complete the quiz, coordinate this accommodation with the instructor.

- ◆ Homework
 - Homework will be assigned throughout the semester.
 - On CANVAS: Read and familiarize yourself with the detailed instructions for each assignment.
 - Homework assignments may be turned in late and will receive 50% of the value of the grade earned.
 - Homework may be turned in any time throughout the semester with the final deadline stated on the Class Schedule.

- ◆ Business Practice
 - Business Practice Assignments will be Emails.
 - On CANVAS: Read and familiarize yourself with the business practice assignment document.
 - To receive Business Practice points, you will have one (1) FULL business day to respond to an email.
 - A business day is 8:00 am to 5:00 pm.

- ◆ Project
 - The Professional Practice project incorporates all of the skills and knowledge from the prerequisite classes into a real life design scenario.
 - The purpose of the Project is to teach the business side of Interior Design.

- Specifically: Communication / Time Management / Organization / Record Keeping / Teamwork / Collaboration.
- The Project is a TEAM Undertaking and will focus on:
 - Creating (Group and Individual) Tasks
 - Setting Deadlines
 - Completing Tasks
 - Group Participation / Group Collaboration
 - Two (2) Presentations
- On CANVAS: Read and familiarize yourself with the detailed instructions.
 - It is recommended you print out the project documents, assignments and instructions.

- ♦ 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
 - No late work will be accepted - with the exception of Homework.