

Interior Design Portfolio

INTD2700 501

Instructor Information



Course Description

This is one of the final courses in the Interior Design program. Students will further their knowledge of computer graphics to create a professional portfolio of projects completed throughout the program. A professional portfolio is often a requirement to get an entry-level job in the Interior Design industry and beyond.

This class is all about creating your personal brand and creating a strong portfolio. We will start by defining how we want to be perceived by clients or employers, then create that image and prepare ourselves to share our work with others. The goal by the end of the semester is to have a cohesive brand identity that reflects who you are as a designer in a professional way. You will be creating a personal brand, brand guides, business cards, resumes, and a portfolio.

Course Student Learning Outcomes

- ◆ Demonstrate the ability to use and apply industry standard skills using Adobe InDesign and Photoshop.

- ♦ Demonstrate effective communication and interpretation of design ideas in creating an Interior Design portfolio.
- ♦ Demonstrate the application of branding in creating an interior design portfolio package.
- ♦ Apply the principles of good design in creating portfolio page layouts.
- ♦ Demonstrate the ability to create a professional quality design portfolio in printed and digital format for Interior Design job interviews.

Course Prerequisites

INTD 1250. Although the only prerequisite is INTD 1250, this class should be taken your last or next-to-last semester in the program for the ability to incorporate the work completed in the upper division courses into your portfolio.

Communication Plan

I will respond to email and questions within 24 hours, M-F. On weekends, I will check my email once on Saturday and once on Sunday.

I will offer feedback on major assignments and grades as soon as possible - within one week, no longer than 10 days.

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

Keys for Success (how to succeed in the course)

- ♦ Online courses require self discipline and time management to complete the required material each week.
- ♦ This course is organized in modules according to topic. The modules will be opened in order each week, so every student is hopefully working on the same module in a given week and not working too far ahead. In essence, each module represents a week's worth of work. Some will take longer than others, but I will let you know ahead of time in the Monday morning announcement.

- The biggest tip for being successful in this course is to read the instructions carefully!

Review the information below regarding participation information for this course.

Instructor:

- See the expectations on response time for email and assignments under "Communication Plan" above.
- I will post announcements every Monday and as necessary with reminders and things to keep in mind as we move through the modules and weeks.

Student: In general, you should log-on 3-4 times per week.

- *Monday:* Check the announcement to see specific time requirements for the coming week's module and some information on what to focus on during the week.
- *Thursday:* If there is a 2 part Discussion, the first post will need to be posted by this day.
- *Tuesday through Friday:* Review the Content in the Modules and begin the assignment for the week. If you have questions, they should be asked before the weekend, as I consistently check e-mail and Discussions through the week, but not always on the weekends.
- *Sunday:* All work for the week is due by 11:59pm.

Brief Description of Assignments/Exams

Teaching Format. This class will be taught fully online through Canvas. The online course will be a combination of modules of content to review, course assignments, discussions and peer review / critiques.

Modules - Each week you will have a module that contains everything you'll need to complete in the week including the discussion and assignment. Make sure to keep up with the Modules week to week. You'll also notice the modules are locked so you can't work too far ahead. This is to ensure the feedback you are giving is pertinent AND you're able to incorporate the feedback received if a re-submission is required.

Weekly Assignments will elaborate on the module content to help reiterate the course content for each week. Assignments will be due each Sunday at 11:59pm. Many of the assignments are framed as discussions for you to receive feedback from me and your peers. It is imperative to respond and give thorough feedback to students. This will be factored into the assignment grading each week.

Weekly Attendance and participation in peer review assignments is imperative for this fully online class. Points will be given for engaging in the **discussion** each week. They will also often relate to the assignments from the current week or previous weeks and as we get into the semester, will be utilized to receive valuable feedback. You will be able to post your assignment to a discussion past the due date, but I will not reward points for your peer comments if they are submitted past the due date which is each week on Sunday at 11:59pm. Make sure to plan accordingly and engage in the Discussion promptly so you don't risk missing the cut-off - even if you might have to submit your portion late.

Final Project. The primary focus of the semester is your final portfolio. More details to come regarding this project. To put it in perspective, your final project and the assignments leading up to it will account for an obvious and large portion of your final grade. Keep this in mind as we work through the semester and keep up with the weekly assignments so you don't fall behind.

Late Work. Students are expected to be aware of due dates by referring to the weekly announcement, the overview page in the module, the To Do list on the right side of the home page, or the calendar in the course. 10% will be deducted from late assignments per week they are late. For example, when turning in a late assignment within 3 weeks after the due date, you will receive a maximum of 70% (30% deduction). If you turn in an assignment a couple days late (within one week of the following due date) you'll receive a maximum of 90% (10% deduction). **The final portfolio and branding assignment will not be accepted late. The late policy will also be different for discussions 12 and 13 (progress on your portfolio) since they are intended to check your progress on the portfolio. Review discussion 12 and 13 for the late policy for those assignments.** It is imperative if you start falling behind in the course to communicate with me.

Cheating Policy. Students found cheating on an exam/assignment will be given a zero for the first offense. If it happens again, the student will receive an E for the entire course.

There will be no tolerance for cheating.

Incompletes. An incomplete is a conditional grade given only in extraordinary cases where a student has completed a major portion of the class but is unable to complete course work due to circumstances beyond their control such as major illness/injury or a death in the family. Written documentation from your physician will be required.

Course Materials. There is no textbook for this course. Required materials are primarily having access to a computer and also the Adobe Suite to create the digital content for this course or a graphics program of your choice.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	EXTRA CREDIT	Assignment	0
8/25	DISCUSSION 1: Introduce yourself	Discussion	10
8/25	ASSIGNMENT 1: Building Your Brand	Assignment	30
9/1	DISCUSSION 2: Branding and Design Inspo	Discussion	10
9/1	ASSIGNMENT 2: Design Approach + Concept Boards	Assignment	25
9/8	DISCUSSION 3: Personal Logo Options	Discussion	30
9/8	ASSIGNMENT 3: Concept Board into A Brand Guide	Assignment	25

Due Date	Assignment Name	Assignment Type	Points
9/15	ASSIGNMENT 4: Business Card Concept Board	Assignment	15
9/15	DISCUSSION 4A: Logo - Final Draft	Discussion	20
9/15	DISCUSSION 4B: Brand Guides Final Draft	Discussion	20
9/22	DISCUSSION 5A: Business Cards Options	Discussion	20
9/22	DISCUSSION 5B: Resume Concept Boards	Discussion	20
9/29	DISCUSSION 6A: Business Card Final Draft	Discussion	25
10/6	DISCUSSION 6B: Resume Options	Discussion	50
10/20	DISCUSSION 8A: Final Resume	Discussion	40
10/20	DISCUSSION 8B: Cover Letter	Discussion	40
10/27	DISCUSSION 10: Portfolio Table of Contents	Discussion	20
10/27	DISCUSSION 9: Portfolio Concept Boards	Discussion	20

Due Date	Assignment Name	Assignment Type	Points
10/27	ASSIGNMENT 10: Portfolio File Check	Assignment	20
11/3	DISCUSSION 11: Portfolio Project Page Template	Discussion	25
11/10	DISCUSSION 12: Portfolio Progress Check	Discussion	25
11/17	DISCUSSION 13: Portfolio First Draft	Discussion	100
12/1	DISCUSSION 14: Portfolio Final Draft	Discussion	275
12/8	EXTRA CREDIT: Spring '25 Portfolio Competition	Assignment	0

Grading Scale

Grades are: A (100-93), A-(92-90), B+(89-87), B(86-83), B-(82-80), C+(79-77), C(76-73), C-(72-70), D+(69-67), D(66-63), D-(62-60), E(59-0).

Incomplete Grades

An incomplete is a conditional grade given only in extraordinary cases where a student has completed a major portion of the class but is unable to complete course work due to circumstances beyond their control such as major illness/injury or a death in the family. Written documentation from your physician will be required. Please visit this page for more information.

<https://www.slcc.edu/student/enrollment/grade-policies.aspx>

How to Navigate to Canvas

Online Tutoring

Students at SLCC have access to online tutoring through Canvas. From your Canvas course click Online Tutoring in the course navigation and follow the steps to set up an appointment. If this is your first time using the Online Tutoring we recommend you click "Take a Tour" to familiarize yourself with the service.

Note that students only receive 480 minutes of tutoring time each semester. After that we encourage you to use the resources found through this link:

<https://www.slcc.edu/tutoring/index.aspx>

If you have any additional questions reach out to elarningsupport@slcc.edu.

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

Academic Dishonesty

Plagiarism

This is taking someone else's works and/or ideas and presenting them as your own. Please do not plagiarize your academic studies or your art. This is a serious form of academic and artistic misconduct and cheating. You will likely fail this course if you are guilty of cheating in any such fashion. However, using others' ideas and giving proper credit is acceptable.

AI Tools such as Chat GPT, Grammarly, etc.

You can use them for punctuation and grammar correction ONLY on your assignments. I also suggest using it as a study tool. It is a good way to synthesize your class notes and reading notes, another thing it is great for is creating study questions for you.

What you cannot do is use it to write things for you. The first issue is that is not your own work therefore it is a form of plagiarism. You are here to learn how to think and build up your own skills in writing and communication. What will happen when we can no longer critically think for ourselves? Don't lean on this crutch.

The second big issue is the way AI works is that it finds patterns and so it can create information based on patterns (so, it will fill in the blanks). This is problematic because the information and source material used to train AI is not always transparent nor is it peer reviewed, so it is not a reliable academic source.

The third issue is that it is super unethical, and you are putting labor into electronic sweat shops. Most likely some form of modern slavery and child labor operating in the developing nations. The energy cost and data storage for AI to work is not sustainable or environmentally friendly. So, think twice before you use these tools.

Communication and "Netiquette"

It is very important in this course that all communication through Discussions and emails be held with respect. Rudeness and disrespect will not be tolerated. The communication policy is on the Introductory page regarding Netiquette, please review it if you haven't already. There is more information on Student Code of Conduct Policy in the Institutional syllabus linked below.