Space Planning & Com Codes

INTD - 2350 401

Course Description

This class will provide the needed instruction to learn the basic design skills for Commercial Space Planning. Emphasis is placed on design of Commercial Spaces starting with precedent studies, client interview, design concept/parti formation, program development, design development, code analysis, LEED integration, and presentation of a final project.

Prereq: INTD 1450 and INTD 1950, both may be taken concurrently.

Semester: Fall & Spring

Course Student Learning Outcomes

- Apply commercial building codes as they relate to interior design in a code analysis plan.
- Create a floorplan that complies with the American with Disabilities Act and accessibility codes.
- Identify key information from a design program and translate it into a floorplan.
- Create a reflected ceiling plan that is drawn to industry standards.
- Apply the commercial space planning process (precedent studies, pre-design diagrams and schematic design documents) to a commercial design project.
- Demonstrate professionalism through drawings, diagrams and presentations created on industry standard software and participate in class critiques.
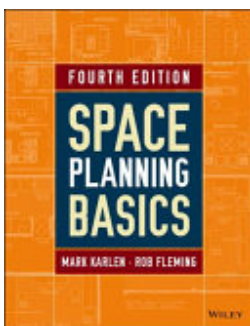
Textbook & Supplies

A note on the textbooks listed below, the first one "Space Planning Basics" is required and will be needed and ordered ASAP since you will need it for assignments this semester, including the first assignment. You can also use the 3rd edition. I understand it may be available as a PDF for free online. Page numbers referenced in the Canvas course are from the 4th edition.

The second Codes book listed below is not mandatory. We'll be reviewing the content through the lectures, but if you're interested in owning a good commercial codes reference, it's worth considering.

Materials and supplies are to be assessed by you as you work through this course. The majority of the course is completed with **digital drafting software**, AutoCad or Revit being the best. For that reason, if you have a laptop with drafting software, please bring it to class especially as we get into the final project to get feedback from other students. If you don't have a laptop, there is access to the lab on level 3 of TB where you can work on assignments and print off any plans to bring to class. I will make sure to give notice if any special materials are needed for assignments.

Required Text or Materials

Title: Space Planning Basics
Subtitle: Required
ISBN: 9781118882597
Authors: Mark Karlen, Rob Fleming
Publisher: John Wiley & Sons
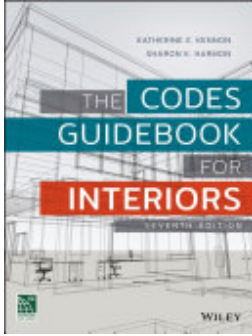**Publication Date:** 2016-02-23
Edition: 4th

Title: The Codes Guidebook for Interiors
Subtitle: Optional
ISBN: 9781119343196
Authors: Katherine E. Kennon, Sharon K. Harmon
Publisher: John Wiley & Sons

Publication Date: 2018-01-23
Edition: 6th

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

Structure of this Course & Navigation

This course is a fully in-person lecture format. It is expected for you to be in person, however the in-class sessions may change to Zoom if unforeseen circumstances arise. It is important to have your notification preferences set to immediately receive emails from this course.

Each week for the first 9 weeks, there will be a **lecture** at the beginning of class that will cover the key concepts of space planning and commercial codes. These lectures will inform the assignments we'll be working on throughout the semester. There will also be a **module** that will unlock in Canvas each week that will include the lecture slides along with the week's assignment. You will utilize the remaining class time to start work on the week's assignment and receive feedback or answers to any questions.

The remainder of the semester will become **working labs** to build towards your final project. There are also 2 **critiques** this semester that will build toward the final project, the details of those assignments can be reviewed below. The last week of classes or finals week (depending on the schedule) we will also complete an in-person final presentation of the final project.

Brief Description of Assignments/Exams

It is encouraged to check your grades regularly in Canvas. Your grade will be based on the assignment list detailed below and is broken into 3 main categories:

Attendance = 10% Attendance will be conducted at the beginning of class and will factor into your final grade. With this course fully in person, it's imperative that you attend class weekly. While I do still upload the lectures to Canvas for your review, there may be content I share during class (from my professional experience) that is not captured in the lecture slides. This will help teach the concepts covered in the lectures. Weekly attendance has a direct impact on your success in this course. I will also provide in-depth feedback to students in class on assignments from week to week. If you are not attending in class, you will not be receiving in-depth feedback. This course is not an online course.

Quizzes = 10% Quizzes will be done through Canvas and will occur weekly to help assimilate the lecture content. Quizzes are open book / note, but it's encouraged to review the lecture content before each weekly quiz. There will not be a comprehensive exam, just the weekly quizzes for the first 9 weeks and lectures.

Assignments = 45% The primary focus of the weekly assignments throughout the semester is the **final project.** This will be introduced early on in the semester to give you plenty of time to work on it building on each week's progress to produce a comprehensive schematic design document for a restaurant called the Cosmopolitan Club. Included in the assignments are a couple in-person critiques to help get feedback from me and your peers in person. Check the schedule and make sure to plan accordingly for these sessions.

Final Project = 35% See the description above of the final project. This will be broken up throughout the semester in smaller assignments, but the final project and presentation will be worth 35% of your grade.

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. Assignments submitted online will be due the day of scheduled class. Assignments can be accepted late. If an assignment is submitted within one week past the due date, it will receive a 20% deduction. If it is within two weeks, it will receive 30% deduction; three weeks will be a 40% deduction, four weeks will be a 50% deduction. **Beyond that point (4 weeks), assignments will not be accepted late.** The final project and some of the last few assignments of the semester will not be accepted late or have modified late policies. Make sure to review the late policy posted in each assignment or discussion individually.

It is imperative if you start falling behind in the course to communicate with me. This is a rigorous class and you will succeed the best if you keep up on weekly assignments.

Extra Credit: There will be opportunities for extra credit; primarily through organized building tours (dates will be made available) to help assimilate the lecture content and explore the commercial design industry a bit more. I will also offer extra credit for attending interior design events. Watch for announcements during class and on the announcements tab in Canvas.

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. A note that cheating includes plagiarism and the use of AI technology, see "Additional Policies" for more information.

Engagement Plan

Email: The best way to contact me is through Canvas Inbox or email, I prioritize this email over others. 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.

Office Hours: see above under "Instructor Information" for my office hours and location - I am happy to meet with you in person. You can also see my SLCC email listed there as well.

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

Keys for Success (how to succeed in the course)

Course Work:

All work that is turned in should be neat and professional. There will be detailed instructions and rubrics with each assignment that will go over the specific requirements and expectations for each assignment.

It is expected that skills and knowledge are used from previous and current courses with a heavy emphasis on drafting as we get into the final project. As mentioned previously, in-

person attendance is directly related to how well you will do in this course. Plan to be at class each week and on time.

Student Participation Expectations:

- **Before class:** Check the announcement to see specific time requirements for the coming week's module and reminder of items that are due in the coming week. You can access all of the announcements by selecting the Announcements tab. Depending on how you have your notification preferences set up determines when you receive the announcement. **I won't accept, "I didn't get the information" as an excuse.** So be sure to check-in frequently to Canvas and set your preferences to have alerts of new messages and announcements go to the device of your choice.

- **Night before class:** If there is a assignment that is to be submitted online, make sure it is submitted on time. Most assignments are due the date and time of our scheduled class.

- **Day of class:** Arrive to class on time. I start promptly at the scheduled start time and will often start by reviewing the quiz from the previous week as a good review of last week's lecture content if applicable. Lectures build on one another and a quick review will also be a good set-up for the week's lecture. ***Important note on attendance -** Quiz reviews will occur the first 5-10 minutes of class. Once the quiz review is done before the lecture, I will take attendance. If you arrive after the quiz review while I'm lecturing, you will be marked tardy.

- **Between class meetings:** Review the week's module / lecture slides if applicable and work on the assignment and quiz for the week. If you have questions, try your best to ask them before the weekend as I consistently check e-mail through the week, but not consistently on the weekends. Also consult my office hours above to coordinate any in-person meetings with me.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Roll Call Attendance	Assignment	100

Due Date	Assignment Name	Assignment Type	Points
9/3/25	ASSIGNMENT 01 - Criteria Matrix - First Draft	Assignment	20
9/3/25	QUIZ 01 - The Design Process & Planning Methodology	Quiz	10
9/10/25	ASSIGNMENT 02 - Prototypical Plan Sketches + Completed Criteria Matrix	Assignment	35
9/10/25	QUIZ 02 - Code Intro & Prototypical Plan Sketches	Quiz	9
9/17/25	ASSIGNMENT 03 - Final Project, Floor Plan Drafting	Assignment	30
9/17/25	ASSIGNMENT 04 - Relationship, Bubble Diagrams & Block Plans	Assignment	30
9/17/25	QUIZ 03 - Building Code & Pre-Design Cont.	Quiz	9
9/24/25	ASSIGNMENT 05 - Revised Block Plan	Assignment	15
9/24/25	QUIZ 04 - The Building Shell & Space Planning	Quiz	8

Due Date	Assignment Name	Assignment Type	Points
10/1/25	ASSIGNMENT 06 - Final Project Template & Table of Contents	Assignment	30
10/1/25	QUIZ 05 - Accessibility - General & Restrooms	Quiz	10
10/8/25	ASSIGNMENT 07 - In-class Accessible Floor Plans, Rough-draft Feedback	Assignment	30
10/8/25	ASSIGNMENT 09 - In-class Occupancy Load Calculation	Assignment	10
10/8/25	QUIZ 06 - Occupancy Classifications + Loads	Quiz	9
10/15/25	ASSIGNMENT 08 - Accessible Restroom Plans	Assignment	65
10/15/25	ASSIGNMENT 10 - Inspiration Precedent	Assignment	20
10/15/25	QUIZ 07 - Means of Egress	Quiz	8
10/22/25	QUIZ 08 - Fire & Smoke Resistant Assemblies	Quiz	10
10/29/25	ASSIGNMENT 11 - Rough Draft Floor Plan	Assignment	50

Due Date	Assignment Name	Assignment Type	Points
10/29/25	CRITIQUE 01 - Rough Draft Floor Plan	Assignment	20
10/29/25	QUIZ 09 - Fire Codes, Finishes & Furniture	Quiz	7
11/12/25	DISCUSSION / ASSIGNMENT 12 - Design Concept and Design Statement	Discussion	40
11/19/25	ASSIGNMENT 13 - Floor Plan Updates + RCP Rough Draft	Assignment	50
11/19/25	CRITIQUE 02 - Floor Plan Updates + RCP Rough Draft	Assignment	20
12/3/25	DISCUSSION / ASSIGNMENT 14 - Rendered View	Discussion	30
12/10/25	FINAL PRESENTATION	Assignment	20
12/12/25	ASSIGNMENT 15 - Code Plan Analysis	Assignment	60
12/16/25	Extra Credit	Assignment	0
12/16/25	FINAL PROJECT - Cosmopolitan Club	Assignment	400

Grading Scale

Grades will be assigned for performance in accordance with the policy outlined in the college catalog. The final grade is based the total number of points received in several

areas. Grading scale will be as follows:

A	93% and above	C+	79% - 77%	D	66% - 63%
A-	92% - 90%	C	76% - 73%	E	59% - below
B+	89% - 87%	C-	70% - 72%		
B	86% - 83%	D+	69% - 67%		
B-	82% - 80%	D	66% - 63%		

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. You must be passing the course when requesting an incomplete in order to qualify. See SLCC Grading policies here.

Canvas & Technology Information

Computer Requirements

In order for Canvas to work most effectively, your computer or device should meet certain requirements. This guide talks about those requirements. Technical assistance with Canvas can be accessed by selecting the Help button with the ? in the far left navigation menu.

Have a back-up computer (know the computer lab locations on campus) in case of problems. Technical difficulties will not be an acceptable excuse for late or missed work. Keep a separate backup of all work.

Internet Browser Requirements

The internet browser you use is an important factor in making sure everything works during the semester. See this guide for information about browsers that are compatible with Canvas. This course will function best when used in a browser on your computer or device and not from the Canvas App on a phone. There are some features that don't function on a phone.

Software/App Requirements

The biggest requirement for this course will be access to a **computer drafting program of your choice.** I recommend AutoCAD or Revit.

You will need to use Microsoft Office to complete assignments in this class. The good news is that, as a student, you can download it for free. Please visit this knowledge article to learn more and download the software. Microsoft has created guides for help on how to use Word. Images will be submitted for many assignments. You can use the software of your choice, but if not using PowerPoint, it will need to uploaded as a PDF.

If you would like to use another Word Processing Program (such as Pages or Open Office) you may. **You will, however, need to make sure that the final files are in .doc, .docx, or .pdf format.**

- Directions for how to export Pages files into .pdf or .docx.
- Directions for how to export Open Office as .docx.

PDF Reader

You will need to use a PDF reader to view documents in this course and to submit some assignments. Adobe Acrobat Reader is free software for reliably viewing, printing, and commenting on PDF documents. If you do not have Acrobat Reader installed on your computer, go to Get Adobe Acrobat Reader. for instructions on downloading the software.

Additional Policies

Communication:

It is very important in this course that all communication through discussions and e-mails be held with respect. Rudeness and disrespect will not be tolerated. The communication policy is on the Introductory page and talks about Netiquette, please review it if you haven't already.

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. AI can also be a good study tool to synthesis your class and reading notes. It can also create study questions for you.

What you cannot do is use it to write things for you. It is not your own work and is a form of plagiarism. You are here to learn how to think and build up your own skills in writing and communication. Don't lean on this crutch.

The second big issue is the way AI works is that is 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 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.

AI can also detect something that has been written with AI. I will be using these as necessary to check your work. If AI is detected, you will receive a 0 on said assignment.

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.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

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, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. 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, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. 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](#)